

# Education Consultative Forum

## AGENDA

**DATE:** Monday 28 June 2010

**TIME:** 7.30 pm

**VENUE:** Committee Rooms 1 & 2,  
Harrow Civic Centre

**PRE-MEETINGS:** HTCC - 6.45 pm - CR 3, Governors - 6.45 pm – CR5,  
Members - 7.00 pm - CR 1/2

**MEMBERSHIP** (Quorum 3 representatives of each side)

---

**Chairman:** Councillor Brian Gate

**Councillors:**

Nizam Ismail  
Raj Ray  
Krishna Suresh

Husain Akhtar  
Mrs Camilla Bath  
Janet Mote

**Reserve Members:**

---

1. Ben Wealthy
2. Varsha Parmar
3. Zarina Khalid
4. Krishna James

1. Christine Bednell
2. Ramji Chauhan
3. Lynda Seymour

**(Education Side Representatives overleaf)**

## **Education Side Representatives:**

---

**Teachers' Constituency:** (nominated by Harrow Teachers' Consultative Committee)

Ms A Drew  
Ms C Gembala

(To be confirmed)  
Ms J Lang

Ms L Money  
Ms L Snowdon (VC)

**Governors' Constituency:** (nominated by Association of Harrow Governing Bodies)

Mrs C Millard  
Mr N Ransley

Mr K Sochall  
Ms H Solanki

(Vacancy)  
(Vacancy)

### **Elected Parent Governors:**

1. (Vacancy)
2. Mrs D Speel

### **Denominational Representatives:**

1. Mrs J Rammelt
2. Reverend P Reece

**Contact:** Manize Talukdar, Acting Democratic Services Officer  
Tel: 020 8424 1323 E-mail: [manize.talukdar@harrow.gov.uk](mailto:manize.talukdar@harrow.gov.uk)

# **AGENDA - PART I**

## **1. ATTENDANCE BY RESERVE MEMBERS**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

## **2. APOLOGIES FOR ABSENCE**

To receive apologies for absence (if any).

## **3. DECLARATIONS OF INTEREST**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

## **4. MINUTES (Pages 1 - 8)**

That the minutes of the meeting held on 27 January 2010 be taken as read and signed as a correct record.

## **5. PUBLIC QUESTIONS**

To receive questions (if any) from local residents or organisations under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).

## **6. PETITIONS**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4B of the Constitution).

## **7. DEPUTATIONS**

To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4B of the Constitution).

## **8. SCHOOL PLACE PLANNING STRATEGY 2010/13 (Pages 9 - 14)**

Report of the Director Schools and Children's Development

**9. SCHOOL TERM DATES ACADEMIC YEAR 2011/12 (Pages 15 - 24)**

Report of the Director Schools and Children's Development

**10. DATE OF NEXT MEETING**

To note that the next meeting of the Forum is due to be held on 7 September 2010.

# EDUCATION CONSULTATIVE FORUM

## MINUTES

### 27 JANUARY 2010

<b>Chairman:</b>	* Councillor Mrs Anjana Patel	
<b>Councillors:</b>	* Husain Akhtar (1)	† Janet Mote
	* Miss Christine Bednell	* Raj Ray
	* B E Gate	* Bill Stephenson
<b>Teachers' Constituency:</b>	† Mrs D Cawthorne	Ms J Howkins
	* Ms A Drew	* Ms J Lang
	Ms C Gembala	† Ms L Money
		* Ms L Snowdon
<b>Governors' Constituency:</b>	* Mrs C Millard	* Mr K Sochall
	* Mr N Ransley	Ms H Solanki
<b>Elected Parent Governor Representatives:</b>	* Mr R Chauhan	* Mrs D Speel
<b>Denominational Representatives:</b>	* Mrs J Rammelt	† Reverend P Reece

- \* Denotes Member present
- (1) Denotes category of Reserve Members
- † Denotes apologies received

#### 141. Attendance by Reserve Members

**RESOLVED:** To note the attendance of the following duly constituted Reserve Member:

Ordinary Member

Councillor Mrs Camilla Bath

Reserve Member

Councillor Husain Akhtar

#### **142. Apologies for Absence**

Apologies for absence had been received from Councillor Mrs Camilla Bath, Councillor Janet Mote, Mrs D Cawthorne, Ms L Money, Reverend P Reece.

#### **143. Declarations of Interest**

Agenda Items 9 - 14 School Placing Planning Strategy 2010-13; Pupil Attainment and Progress; School Term Dates Academic Year 2011-12; Machinery of Government Changes – 16 to 19 Education Provision; Draft Revenue Budget 2010-11 to 2012-13; Rules for Meetings of Constituent Groupings of the Education Consultative Forum with Councillor Members

**RESOLVED:** To note that the following interests were declared:

The majority of the Forum declared personal interests in their capacity as school governors and employees of schools in Harrow. They would remain in the room to take part in the discussion and decision relating to these items.

#### **144. Minutes**

**RESOLVED:** That the minutes of the meeting held on 29 June 2009, be taken as read and signed as a correct record.

#### **145. Matters Arising**

**RESOLVED:** To note that there were no matters arising that did not appear on the agenda.

#### **146. Public Questions, Petitions and Deputations**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

### **RESOLVED ITEMS**

#### **147. School Placing Planning Strategy 2010-13**

The Forum received a report of the Director Schools and Children's Development, which provided an update on the School Place Planning Strategy for 2010-13.

The report set out proposals to ensure that there were sufficient school places to accommodate the increase in Harrow's population, which would impact on choices and patterns of placings.

Referring to the projected child yield estimates, a Member asked if one or more of the schools in Canons ward would be put under pressure. An officer explained that they had looked at planned residential developments as well as the potential to expand existing schools in the future and that it was difficult to

tell if new families or existing Harrow families would be moving into these new developments.

A Member stated that the statistics and charts in the report had been helpful but that in future he would prefer if they were accompanied by clearer explanations.

A member of the Forum asked if it would be necessary to envisage more schools to maintain the required 5% surplus for 2015-16 and queried whether the surplus might turn out to be higher than 5%. An officer explained that if a surplus of 5% was maintained and the expected numbers of pupils materialised, then it would be necessary to look at existing sites and expand on these. Currently there were no proposals to build new schools.

A Member asked if any calculations had been done regarding extending current schools' facilities. An officer explained that currently there was surplus accommodation in the primary sector, as a result of the change to the age of transfer, however, the priority for schools was to maintain sufficient places.

An officer explained that the properties listed in the report were part of Harrow's housing requirement as set out by Central Government and that any projections included estimated child yields.

A member of the Forum asked if this took into consideration parental preference for the most popular schools, saying that parents might choose to send their child to a more popular school even though it was farther away, adding that if popular schools were expanded then they may become less popular.

An officer explained that their projections had taken into consideration location of growth, site capacity, density of footprint and minimisation of capital expenditure.

A member asked whether the 'bulge' year reception classes of 2009 were a temporary or permanent measure. An officer explained that these 'bulge' year groups were for one year only and would revert back to normal the following year, but that there may need to be 'bulge' years in the future.

A member of the Forum stated that at her school there had been a 'bulge' year and that this, in her experience, had caused considerable stress in terms of staffing, use of space and uncertainty for temporary staff covering these short-term increases.

An officer stated that the 'bulge' classes in 2009 had been unexpected as there had been many late applications. Some parents had applied to both private and state schools in Harrow, as well as to schools out of the borough, which meant that they had over-offered in some schools and that not every place offered had been taken up. She added that Harrow was required by law to offer a school place to every Harrow child and that some schools had volunteered to have 'bulge' years, particularly in view of the change to the age of transfer, and that in the future the Council would negotiate 'bulge' years with schools 12 months ahead.

In response to a question concerning whether parents had been consulted regarding changes to education provision, an officer explained that statutory notices ensured that parents are informed.

A Member, referring to the National Autistic Society report which stated that the numbers of children affected by autism and Asperger's syndrome was on the increase in the London area and that the Minister for Health had advocated increased funding for this, and asked what plans were in place in Harrow and how these would impact on class sizes. An officer stated that there were 18 additional school places and that Alexandra, Shaftesbury and Woodlands school were expanding their provision in these areas.

In relation to class size, current legislation stipulated that classes of more than 30 pupils would require additional teacher support.

In response to questions regarding the financial implications of the current recession on school funding allocation, an officer stated that Dedicated Schools Grant review their funding allocation on the basis of pupil counts and census data and that the funding for 2010/11 had been confirmed.

**RESOLVED:** That

- (1) the report be noted;
- (2) an annual update of the Strategy be submitted to the Forum.

#### **148. INFORMATION REPORT - Pupil Attainment and Progress (Summer 2009)**

The Forum received a report of the Director Schools and Children's Development which set out the attainment and progress of Harrow students in summer 2009.

An officer reported that the overall patterns shown in the report were cause for celebration, and that pupils going through the school system in Harrow had made good progress in 2009.

The officer added that some of the figures were unfavourable: the number of pupils who had not achieved any passes was slightly higher than the national average. However, the Achievement and Inclusion team had been working on identifying underperforming pupils and had identified some key groups that required special attention.

The officer stated that the Ethnic Minority Achievement Service team were working to narrow the gap between different social groups and had instituted good practice measures and that some of their work had been written up nationally.

Following a question about whether any success factors had been identified, an officer reported that OFSTED had identified some of the following factors as contributing to the success of a school: the quality of the head teacher, the quality of support staff, and the level of parental involvement. He added that



nationally, intervention programmes and one-to-one programmes had proved successful and that schools had become quite sophisticated at identifying under achieving pupils, and that the inspectors had praised the schools where this had happened. However, the mobility of Harrow pupils was a key issue.

The officer added that the one-to-one tuition scheme worked well, was well resourced nationally and there were plans to expand it. However, there was no guarantee that it would continue after April 2011.

A member of the Forum commented that the gap in the Key Stage 2 Special Educational Needs had been narrowed. An officer stated that it was important to narrow this gap without depressing the figure at the top.

A number of members requested a gender breakdown of the statistics relating to pupil attainment.

Following a question about the Early Years Foundation Stage, an officer stated that this evaluated children between 36-50 months, had nationally agreed expectation bands and that schools in Harrow used similar measures to assess literacy and early stages of numeracy and that there were significant numbers of children in Harrow who fell below these.

A Member said that there was a holistic approach to education in Harrow and that the Schools Team should be congratulated for good partnership work with other health professionals which had enriched the experience of children in Harrow.

A member of the Forum added that children's centres in Harrow worked with very young children and their parents to assist them with parenting skills, which was invaluable.

A majority of the Members acknowledged that it was essential to identify attainment in terms of ethnicity, as it helped to tackle under achievement in schools. A member of the Forum said that not all children in Harrow schools were born in the UK and that it was important to provide them with induction and support with language skills. She added that poverty was also a significant factor in under-achievement.

It was noted that achievements at Key Stage 5 would also be reported in the future

**RESOLVED:** That

- (1) the report be noted;
- (2) an officer to circulate up-to-date figures about pupil attainment to members of the Forum;
- (3) an officer to circulate a gender breakdown of the pupil attainment figures.

#### **149. School Term Dates Academic Year 2011-2012**

The Forum received a report of the Director Schools and Children's Development, which set out proposals for the School Term dates for the academic year 2011-2012.

It was noted that two models had been developed for consideration by the Forum. The variation in the models was the accommodation of the changed date for the Spring Bank Holiday and the proposed Diamond Jubilee Bank Holiday.

An officer stated that the Local Government Authority (LGA) were consulting local councils about their Standard School Year model and hoped to complete this process by the end of February 2010. In response to a question on consultation with examination boards, it was explained that the proposed models did not include any consultation with the examination boards, but it was expected that the LGA's model would.

**RESOLVED:** That

- (1) the report be noted;
- (2) the members of the Forum await the LGA's recommended model and consult with their Constituent groups about this;
- (3) comments be fed back to the Director Schools and Children's Development;
- (4) a final model be proposed at the Education Consultative Forum meeting on 28 June 2010.

#### **150. INFORMATION REPORT - Machinery of Government Changes/16-19 Education Provision**

The Forum received a report of the Director Schools and Children's Development setting out the main changes that would take place as a result of the Apprenticeship, Skills, Children and Learning Act (2009).

An officer explained the main changes in 16-19 education provision, adding that after 1 April 2010, this responsibility would be passed from the LSC to local authorities, and that this new responsibility would bring with it significant funding for schools and colleges. These funds would be allocated to Harrow, Stanmore and St Dominic's Sixth-form Colleges, to the Harrow Schools Collegiate and voluntary sector providers.

The Chair and other Members requested Finance and Commissioning training be arranged for both current and new Members after May 2010.

Following questions about the Quality Assurance processes for the 14-19 Strategic Group, an officer stated that the Forum may wish to contribute to this process and any group overseeing this process could become

accountable to the Forum, adding that currently there was no agreed process and may need to be discussed at Cabinet.

The officer added that there had been a two year transfer process in Harrow. A separation between quality assurance and commissioners would be the structure adopted in Harrow. Funding provision for children with additional needs would also require examination. A Member stated that the colleges had been through some major changes. Funding and Quality Assurance were pulling in different directions and ought to be provided from once source only.

A member of the Forum stated that the School Improvement Partners would be responsible up to GCSE level, and this may be extended to age 19.

Members of the Forum asked for clarity about inter-borough dialogue and any informal arrangements between them. An officer stated that this dialogue covered current and future provision for 16-19 year olds.

An officer added that the post-16 population were a transient group and that in cases where 16-19 year olds had chosen to study out of borough, there was a need to ensure that they were accessing high quality courses as well as a need to obtain data about 16-19 year olds coming into the borough. A Member requested figures about projected take-up of these courses.

An officer explained further that information, advice and guidance would have to be provided to enable learners to access those courses, much of which could be done online, and that the London Regional Planning Group would be addressing the issue of vocational courses and that all providers could bid for growth.

**RESOLVED:** That

- (1) the report be noted;
- (2) additional information required by Members be provided;
- (3) provision of training for Members be made through the Member Development Panel.

#### **151. INFORMATION REPORT: Draft Revenue Budget 2010-11 to 2012-13**

The Forum received a summary of the Council's draft budget plans for 2010-11 to 2012-13, as reported to Cabinet in December 2009. It was noted that comments were being sought from a variety of stakeholders including the Forum.

An officer outlined the three changes proposed to the schools funding formula, in order to take account of changes to the age of transfer, nursery funding and the provision of additional reception classes, also known as 'bulge' classes, due to an increase in pupil numbers. She added that there would be additional funding available to cover 'Bulge' classes.

A member asked if any efficiency savings had been identified from the budget for Central Items, such as Admissions, Special Education Needs (SEN), and Early Years.

In response, an officer stated that the efficiencies had been built in to the projected figures.

In response to a question about the funding of the expansion of Whitmore High School, an officer clarified that the £1.25m allocated from the Council's budget was only to fund the community elements of the project. The school build is being funded from the Education budget. The officer responded to a question in relation to the £550k allocated to fund the expansion of special school places, including the new category of behavioural support, and explained that all the special schools in Harrow were included in this provision, including Shaftesbury, Kingsley and Woodlands.

**RESOLVED:** That the report be noted.

**152. Rules for Meetings of Constituent Groupings of the Education Consultative Forum with Councillor Members**

The Forum received a report from the Director Legal and Governance Services regarding the rules for meetings of constituent groupings of the Education Consultative Forum with Councillor Members.

A Member stated that these rules had never been invoked and moved that the rules be deleted. This was duly recorded.

**RESOLVED:** That the rules for meetings of constituent groupings of the Education Consultative Forum with Councillor Members set out in the Constitution be deleted.

**153. Date of Next Meeting**

Members noted that the next meeting would fall on St Patrick's Day.

**RESOLVED:** That the next meeting of the Forum be held on 17 March 2010.

(Note: The meeting, having commenced at 7.33 pm, closed at 9.15 pm).

(Signed) COUNCILLOR ANJANA PATEL  
Chairman

**REPORT FOR: Education Consultative  
Forum**

---

<b>Date:</b>	28 June 2010
<b>Subject:</b>	School Place Planning Strategy 2010/2013
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Heather Clements, Director of Schools & Children's Development
<b>Portfolio Holder:</b>	Councillor Brian Gate, Portfolio Holder for Schools and Colleges
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	No
<b>Enclosures:</b>	Annexe A - Summary of Temporary Reception Classes

**Section 1 – Summary and Recommendations**

This report provides Education Consultative Forum (EdCF) with an update on the School Place Planning Strategy on planning for September 2011 and September 2012 that will provide sufficient school places in Harrow.

**Recommendations:**

Education Consultative Forum is requested to consider the report and feedback any comments from constituent groups.

**Reason: (For recommendation)**

To provide Education Consultative Forum members the opportunity to consider the progress of the implementation of the Strategy and for their comments to be noted accordingly to inform the continuing implementation.

## Section 2 – Report

### Introductory paragraph

1. The local authority has a statutory responsibility to provide sufficient school places for its area. EdCF considered the School Place Planning Strategy at their meeting January 2010. Cabinet agreed the Strategy in March 2010. This report provides an up-date on the implementation of the School Place Planning Strategy with particular reference to September 2010 and planning for September 2011 and September 2012.

### Options considered

2. Extensive work has been completed by officers across directorates to collate data and analyse the range of information that is relevant to school place planning. The options to manage the number of places have been developed by officers in accordance with the Strategy and discussions are happening with schools. These options and other progress are outlined in the following sections.

### Current situation

#### Demographic Data and Roll Projections

3. Harrow Council commissions the GLA to provide roll projections. These are prepared on an annual basis and take into consideration the current available data including population mid-year estimates and PLASC data.
4. Revised projections are being prepared based on 2009 population estimates and 2010 data for pupils on Harrow school rolls. This information will be included in the revised School Place Planning Strategy that will be presented to EdCF and Cabinet in Spring 2011.

#### Reception Places for September 2010.

5. In July 2010, in the light of the experience in September 2009 when an additional 5 reception classes were opened and the increasing demographic projections, discussions were held with 5 schools to open additional reception classes. The schools were asked to consider opening an additional bulge class in September 2010, if required, on the basis that the temporary additional classes were located within existing accommodation on the school site. The classes are funded through the Additional Class Funding Formula as agreed by the Schools Forum.
6. All schools confirmed that they were willing to take an additional class. These additional classes were used in the allocations for September 2010.

#### Reception Places for September 2011.

7. Planning for temporary additional places is underway for September 2011. 6 schools have been identified where there is expected to be greatest demand for places and approached to open additional classes if required. Schools are currently considering these proposals.

### Reception Places for September 2012

8. Based on the pupil projections it is indicated that additional capacity will be required in reception classes across Harrow in 2012 as well. To avoid providing ad hoc bulge classes, initial discussions with some schools have started about the potential for permanent expansion from 2012.
9. An indicative timeline has been drafted and it is proposed that officers work with the schools to complete the planning for these potential places. Within this proposed timeline, Cabinet would make decisions on permanent expansions by March 2011. This would ensure that there is clarity for schools and a lead in for planning. It is suggested that the schools establish an Implementation Planning Group with support from officers to complete the process.

### High School Places

10. As part of the Harrow School Reorganisation, Year 6 and Year 7 pupils will transfer to high schools into Year 7 and Year 8 respectively. The number of applications for Year 8 places is in line with previous years. There is no comparable data for applications to Year 7 although the number is less than the Year 8 applications. This maybe for a number of reasons for example, successful grammar school entry, proposed and actual Building Schools for the Future (BSF) programme, (the previous government's school investment programme) and academy developments.
11. As part of the school reorganisation proposals 90 additional places were opened in Year 7 in September 2010. The proposals to increase the capacity of the three schools. Park High School, Whitmore High School and Rooks Heath College for Business and Enterprise were included in the consultation documents and the Statutory Proposals. The impact of the change in the age of transfer coupled with the embedding of the sixth form provision was unpredictable and the increase was to ensure that there would be sufficient accommodation for all applicants.
12. The final number of pupils on roll in the high schools will not be clarified until the Autumn Census. The situation will be monitored and adjustments to the planned admission numbers will be proposed accordingly.

### Voluntary Aided Sector

13. There has been some dialogue with voluntary aided schools with regard to capacity, and there are no current plans for expansion.

### Academies

14. The new coalition government announced the Academies Bill which includes provision for schools judged by OfSTED as 'outstanding' to be fast tracked to Academy status, with the first schools being established as soon as September 2010. The local authority would need to consult Academy Schools with regard to school place planning issues.

### **Implications of the Recommendation**

15. The views of the Education Consultative Forum will help officers develop the implementation of the School Place Planning Strategy.

### Financial Implications

16. The Department for Education (DfE) allocates DSG based on pupil numbers, therefore an increase in pupil numbers results in additional grant funding. Schools experiencing an increase in pupil numbers will receive a corresponding increase in funding.

17. Whether schools have suitable accommodation is a key factor when determining which schools are suitable for an increase in places. This, coupled with the change to the age of transfer creating spare capacity in the primary sector, should minimise the need for capital expenditure. A permanent school expansion is more likely to require capital expenditure and this would have to be considered as part of agreeing the future capital programme. The Department for Education is expected to announce the capital allocations for the next three financial years in autumn 2010.

### Risk Management Implications

18. Risk included on Directorate risk register? No

19. Separate risk register in place? No

### Equalities Implications

Was an Equalities Impact Assessment completed? No (If no, state why)

20. An Equalities Impact Assessment was not completed at this time. If proposals for permanent expansion are brought forward then there will be Equalities Impact Assessment on specific proposals.

### Corporate Priorities

21. The School Place Planning Strategy contributes to the corporate priority to Build Stronger Communities by increasing the role of schools at the heart of the community.

### Section 3 - Statutory Officer Clearance

Name: Emma Stabler	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 16 June 2010		
Name: Sharon Clarke	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 16 June 2010		



## **Section 4 - Contact Details and Background Papers**

**Contact:** Johanna Morgan, Head of School Organisation Strategy, 020 8736 6841.

**Background Papers:** EdCF Report 27 January 2010

**Summary of Increases in Reception Classes September 2009 and 2010, and Proposals for September 2011, 2012 and 2013**

Planning Area	2009 Schools with reception bulge year groups and other agreed changes	2010 Proposed Reception bulge year groups if required and other agreed changes	2011 Possible Options If required	2012 Possible Options If required
Planning Area 1 North East		Weald Infant School (bulge)	30 places	30 places
Planning Area 2 North West	Cedars Manor School (bulge)	Pinner Wood School (bulge) Longfield Infant School (bulge)	30 places	30 places
Planning Area 3 South East	Glebe (Increase PAN by 8 to 60)	Kenmore Park Infant School (bulge)		
Planning Area 4 South West	Grange First School (Bulge) Welldon Park First School (Bulge)	Roxeth Primary School (Agreed increase PAN by 4 to 60)		30 places
Planning Area 5 Central	Belmont School (Bulge) Elmgrove First School (Increase PAN by 8 to 90)	Norbury School (Bulge)	60-90 places	60-90 places
Planning Area 6 VA Schools	St Georges (bulge)			

**REPORT FOR: Education Consultative  
Forum**

---

<b>Date:</b>	28 June 2010
<b>Subject:</b>	School Term Dates Academic Year 2011/2012
<b>Key Decision:</b>	Yes
<b>Responsible Officer:</b>	Heather Clements, Director of Schools & Children's Development
<b>Portfolio Holder:</b>	Councillor Brian Gate, Portfolio Holder for Schools and Colleges
<b>Exempt:</b>	No
<b>Decision subject to Call- in:</b>	Yes (Following consideration by the Leader of the Council)
<b>Enclosures:</b>	Annexe A - Models for School Term Dates 2011/12

## **Section 1 – Summary and Recommendations**

This report presents Education Consultative Forum (EdCF) with a proposal for the School Term dates for the Academic Year 2011/2012.

### **Recommendations:**

Education Consultative Forum is requested to:

1. Consider the proposals at Annexe A for recommendation to the Leader of the Council to determine the School Term Dates for 2011/12

### **Reason: (For recommendation)**

To provide Education Consultative Forum members the opportunity to consider the proposed School Term Dates for 2011/2012, make their recommendation to the portfolio holder and for the portfolio holder to determine the School Term dates for 2011/12.

## **Section 2 – Report**

### **Introductory paragraph**

1. In accordance with the Education Act 2002, Local Authorities have the responsibility to agree dates of terms and holidays.
2. In Harrow the Education Consultative Forum (EdCF) considers proposals and recommends the term dates for each school year to the Portfolio Holder for Schools and Colleges for decision.
3. Schools are required by statute to provide schooling for 190 days. Teaching staff are required by their terms and conditions to complete 195 days including 5 development days. For the Academic Year 2011/12, schools will be required to complete 194 days. This is to accommodate the additional bank holiday for the Queen's Diamond Jubilee.

### **Options Considered**

4. At their meeting in January 2010, EdCF agreed to consider School Term Dates for 2011/12 when the Local Government Association (LGA) published the Standard School Year 2011/12.
5. A letter dated 25 March 2011 was sent to EdCF members with three proposed models. These were the LGA Standard School Year, Harrow Model A and Harrow Model B.

### **Background**

6. A model for Harrow is developed based on three elements:
  - Harrow's Agreed Principles,
  - The LGA's Standard School Year and,
  - Other local authority models available.

### **Harrow Agreed Principles:**

7. EdCF agreed a set of principles to apply to School Term Dates for Harrow. These are as follows:
  - The school year to be set with 195 days, incorporating 5 development days. (NB: 194 days for 2011/12)
  - Schools to determine the development days
  - The school year to start on the first useful day in September
  - The October break to be one full week, the last full week in October
  - A 10 school day break at Christmas
  - A 10 school day break at Easter/Spring
  - A one week break in February and May/June
  - A summer break of 5-6 weeks (not more than 6 weeks)

### **LGA Standard School Year**

8. The LGA produces the Standard School Year model following consultation with their members. LGA have agreed to continue to circulate a Standard School Year model, and to work to a cycle that is complementary to the local authority decision making process.

### **Additional Bank Holiday in June 2012**

9. On 5 January 2010, the Government announced an additional bank holiday in June 2012. The Diamond Jubilee Bank holiday is on Tuesday 5 June 2012. The Spring Bank holiday has been moved to Monday 4 June 2012 to form a long weekend. Legislation is being progressed to change the school year to 194 days for 2011/2012 only to accommodate this additional Bank Holiday.

### **Occasional Days**

10. At their meeting in June 2009, EdCF agreed to introduce Occasional Days. These allow governing bodies to agree to up to 3 additional closure days to take account of the need to observe Non-Christian religious festivals. If 3 occasional days are adopted then the school year will be 198 days and the additional days must be added to the end of the summer term.

### **Current situation**

11. The table below presents the three models. These are provided in more detail at Annexe A.

<b>Term</b>	<b>LGA</b>	<b>Harrow Model A</b>	<b>Harrow Model B</b>
Autumn Term Start	Monday 5 Sept 2011	Thursday 1 Sept 2011	Thursday 1 Sept 2011
Autumn Term Ends	Friday 16 Dec 2011	Friday 16 Dec 2011	Friday 16 Dec 2011
Spring Term Starts	Tuesday 3 Jan 2012	Tuesday 3 Jan 2012	Wednesday 4 Jan 2012
Spring Term Ends	Friday 30 March 2012	Friday 30 March 2012	Friday 30 March 2012
Summer Term Starts	Monday 16 April 2012	Monday 16 April 2012	Monday 16 April 2012
Summer Term Ends	Monday 23 July 2012	Thursday 19 July 2012	Friday 20 July 2012

### **Recommendation**

12. It is proposed that EdCF consider these models and agree a preferred option. It is suggested that Model B is the preferred model. It is aligned with the LGA model and provides an additional day during the Christmas Holiday period, which follows the longest term.

### **Implications of the Recommendation**

13. None

### **Legal Implications**

14. None

### **Financial Implications**

15. None

### **Risk Management Implications**

16. Risk included on Directorate risk register? No  
Separate risk register in place? No

### **Equalities Implications**

17. Was an Equalities Impact Assessment completed? No (If no, state why)

18. An Equalities Impact Assessment was not completed. The Standard School Year is prepared and agreed by the Local Government Association and meets statutory requirements. The Harrow model is based partly on this and applies the Harrow Principles. EdCF agreed that Governing Bodies are able to adopt up to 3 occasional days to reflect community and faith needs. If these days are adopted then the school year will be 197 days.

### Corporate Priorities

Not applicable because it is statutory duty for the local authority to agree the dates of terms and holidays.

### Section 3 - Statutory Officer Clearance



Name Emma Stabler	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 17 June 2010		
Name: Sharon Clarke	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 17 June 2010		

### Section 4 - Contact Details and Background Papers

**Contact:** Johanna Morgan, Head of School Organisation Strategy, 020 8736 6841.

**Background Papers:** Letter to EdCF dated 25 March 2010.

## Harrow Proposed Model A

Harrow																											
<u>Proposed school term and holiday dates for the Academic Year 2011/2012</u>																											
<b>Autumn Term 2011</b>																											
	<b>September</b>					<b>October</b>					<b>November</b>					<b>December</b>											
Monday	5	12	19	26	3	10	17	24	31*	7	14	21	28	5	12	19	26										
Tuesday	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27										
Wednesday	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28										
Thursday	1*	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29									
Friday	2	9	16	23	30	7	14	21#	28	4	11	18	25	2	9	16#	23	30									
Saturday	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31									
Sunday	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25										
<b>Spring Term 2012</b>																											
	<b>January</b>					<b>February</b>					<b>March</b>					<b>April</b>											
Monday	2	9	16	23	30	6	13	20*	27	5	12	19	26	2	9	16*	23	30									
Tuesday	3*	10	17	24	31	7	14	21	28	6	13	20	27	3	10	17	24										
Wednesday	4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25										
Thursday	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26										
Friday	6	13	20	27	3	10#	17	24	2	9	16	23	30#	6	13	20	27										
Saturday	7	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21	28										
Sunday	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29									
<b>Summer Term 2012</b>																											
	<b>May</b>					<b>June</b>					<b>July</b>					<b>August</b>											
Monday	7	14	21	28	4	11*	18	25	2	9	16	23	30	6	13	20	27										
Tuesday	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28									
Wednesday	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29									
Thursday	3	10	17	24	31	7	14	21	28	5	12	19#	26	2	9	16	23	30									
Friday	4	11	18	25	1#	8	15	22	29	6	13	20	27	3	10	17	24	31									
Saturday	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25										
Sunday	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26										
<b>Bank and Public Holidays 2011/2012</b>																											
Christmas Day Holiday    26 December 2011 Boxing Day Holiday        27 December 2011 New Year's Day Holiday    2 January 2012 Good Friday                 6 April 2012														Easter Monday                9 April 2012 May Day Holiday             7 May 2012 Spring Bank Holiday        4 June 2012 Diamond Jubilee Bank Holiday 5 June 2012 Summer Bank Holiday      27 August 2012													
School Holidays 														Bank holidays and national holidays 													
* First school day after break														# Last school day before break													

**Summary of Proposed School Term Dates Academic Year 2011/12  
Model A**

<b>Autumn Term 2011</b>	Thursday 1 September 2011 to Friday 21 October 2011 (37 days)
	<i>Half Term Monday 24 October 2011 to Friday 28 October 2011</i>
	Monday 31 October 2011 to Friday 16 December 2011 (35 days)
<b>Spring Term 2012</b>	Tuesday 3 January 2012 to Friday 10 February 2012 (29 days)
	<i>Half Term Holiday Monday 13 February 2012 to Friday 17 February 2012</i>
	Monday 20 February 2012 to Friday 30 March 2012 (30 days)
<b>Summer Term 2012</b>	Monday 16 April 2012 to Friday 1 June 2012 (34 days)
	<i>Half Term Holiday Monday 4 June 2012 to Friday 8 June 2012</i>
	Monday 11 June 2012 to Thursday 19 July 2012 (29 days)
<b>Total</b>	<b>194 School Days including INSET days</b>

**Occasional Days**

Governing bodies may agree to adopt up to 3 occasional days. If 3 occasional days are adopted then the school year will be 197 days for 2011/12.



## Harrow Proposed Model B

### Harrow Proposed school term and holiday dates for the Academic Year 2011/2012

Autumn Term 2011																		
	September				October				November				December					
Monday	5	12	19	26	3	10	17	24	31*	7	14	21	28	5	12	19	26	
Tuesday	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
Wednesday	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
Thursday	1*	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Friday	2	9	16	23	30	7	14	21#	28	4	11	18	25	2	9	16#	23	30
Saturday	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31
Sunday	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	

Spring Term 2012																		
	January				February				March				April					
Monday	2	9	16	23	30	6	13	20*	27	5	12	19	26	2	9	16*	23	30
Tuesday	3	10	17	24	31	7	14	21	28	6	13	20	27	3	10	17	24	
Wednesday	4*	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25	
Thursday	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26	
Friday	6	13	20	27	3	10#	17	24	2	9	16	23	30#	6	13	20	27	
Saturday	7	14	21	28	4	11	18	25	3	10	17	24	31	7	14	21	28	
Sunday	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29

Summer Term 2012																		
	May				June				July				August					
Monday	7	14	21	28	4	11*	18	25	2	9	16	23	30	6	13	20	27	
Tuesday	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Wednesday	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Thursday	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Friday	4	11	18	25	1#	8	15	22	29	6	13	20#	27	3	10	17	24	31
Saturday	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	
Sunday	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	

#### Bank and Public Holidays 2011/2012

Christmas Day Holiday 26 December 2011  
 Boxing Day Holiday 27 December 2011  
 New Year's Day Holiday 2 January 2012  
 Good Friday 6 April 2012

Easter Monday 9 April 2012  
 May Day Holiday 7 May 2012  
 Spring Bank Holiday 4 June 2012  
 Diamond Jubilee Bank Holiday 5 June 2012  
 Summer Bank Holiday 27 August 2012

School Holidays   
 \* First school day after break

Bank holidays and national holidays   
 # Last school day before break

**Summary of Proposed School Term Dates Academic Year 2011/12  
Model B**

<b>Autumn Term 2011</b>	Thursday 1 September 2011 to Friday 21 October 2011 (37 days)
	<i>Half Term Monday 24 October 2011 to Friday 28 October 2011</i>
	Monday 31 October 2011 to Friday 16 December 2011 (35 days)
<b>Spring Term 2012</b>	Wednesday 4 January 2012 to Friday 10 February 2012 (28 days)
	<i>Half Term Holiday Monday 13 February 2012 to Friday 17 February 2012</i>
	Monday 20 February 2012 to Friday 30 March 2012 (30 days)
<b>Summer Term 2012</b>	Monday 16 April 2012 to Friday 1 June 2012 (34 days)
	<i>Half Term Holiday Monday 4 June 2012 to Friday 8 June 2012</i>
	Monday 11 June 2012 to Friday 20 July 2012 (30 days)
<b>Total</b>	<b>194 School Days including INSET days</b>

**Occasional Days**

Governing bodies may agree to adopt up to 3 occasional days. If 3 occasional days are adopted then the school year will be 197 days for 2011/12.

## LGA Standard School Year

### LGA Standard School Year Academic Year 2011/2012

Autumn Term 2011																					
	September					October					November					December					
Monday	5*	12	19	26		3	10	17	24		31*	7	14	21	28		5	12	19	26	
Tuesday	6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	
Wednesday	7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	
Thursday	1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29
Friday	2	9	16	23	30		7	14	21#	28		4	11	18	25		2	9	16#	23	30
Saturday	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Sunday	4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	

Spring Term 2012																					
	January					February					March					April					
Monday	2	9	16	23	30		6	13	20*	27		5	12	19	26		2	9	16*	23	30
Tuesday	3*	10	17	24	31		7	14	21	28		6	13	20	27		3	10	17	24	
Wednesday	4	11	18	25		1	8	15	22	29		7	14	21	28		4	11	18	25	
Thursday	5	12	19	26		2	9	16	23		1	8	15	22	29		5	12	19	26	
Friday	6	13	20	27		3	10#	17	24		2	9	16	23	30#		6	13	20	27	
Saturday	7	14	21	28		4	11	18	25		3	10	17	24	31		7	14	21	28	
Sunday	1	8	15	22	29		5	12	19	26		4	11	18	25		1	8	15	22	29

Summer Term 2012																						
	May					June					July					August						
Monday	7	14	21	28		4	11*	18	25		2	9	16	23#	30		6	13	20	27		
Tuesday	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28	
Wednesday	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29	
Thursday	3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30	
Friday	4	11	18	25		1#	8	15	22	29		6	13	20	27		3	10	17	24	31	
Saturday	5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		
Sunday	6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26		

#### Bank and Public Holidays 2011/2012

Christmas Day Holiday    26 December 2011  
 Boxing Day Holiday      27 December 2011  
 New Year's Day Holiday   2 January 2012  
 Good Friday                6 April 2012

Easter Monday            9 April 2012  
 May Day Holiday        7 May 2012  
 Spring Bank Holiday     4 June 2012  
 Diamond Jubilee Bank Holiday 5 June 2012  
 Summer Bank Holiday   27 August 2012

School Holidays   
 \* First school day after break

Bank holidays and national holidays   
 # Last school day before break

**Summary of Proposed School Term Dates Academic Year 2011/12  
LGA Model**

<b>Autumn Term 2011</b>	Monday 5 September 2011 to Friday 21 October 2011 (35 days)
	<i>Half Term Monday 24 October 2011 to Friday 28 October 2011</i>
	Monday 31 October 2011 to Friday 16 December 2011 (35 days)
<b>Spring Term 2012</b>	Tuesday 3 January 2012 to Friday 10 February 2012 (29 days)
	<i>Half Term Holiday Monday 13 February 2012 to Friday 17 February 2012</i>
	Monday 20 February 2012 to Friday 30 March 2012 (30 days)
<b>Summer Term 2012</b>	Monday 16 April 2012 to Friday 1 June 2012 (34 days)
	<i>Half Term Holiday Monday 4 June 2012 to Friday 8 June 2012</i>
	Monday 11 June 2012 to Monday 23 July 2012 (31 days)
<b>Total</b>	<b>194 School Days including INSET days</b>