



**Minutes of Admissions Forum (draft)  
Thursday 29 November 2007  
The Council House**

**Present:**

Brigid Allen	BA	Academy Representative
Richard Baker	RB	North Somerset Council Representative
Lindsay Chaplin	LC	Parent Governor, Ashley Down Junior School
Chris Gardner	CG	Community School Representative (Secondary)
Ann Hibbert	AH	Roman Catholic Diocesan Representative
Sarah Hopkins	SH	Merchants' Academy Representative
Paul Kent	PK	Merchants' Academy Representative
Nick Lacey	NL	Bath & North East Somerset Council Representative
Hugh Monroe	HM	Bristol Cathedral Representative
Cllr Jackie Norman	JN	LA Representative
Sally Varley	SV	North Somerset Council Representative
Liz White	LW	Roman Catholic Diocesan Representative

**Attending:**

Jane Penrose	JP	School Admissions Manager
Paul Sylvester	PS	Housing Representative
Ana Tsoucalas	AT	Clerk

**Observers:**

Steven O'Shea	SO	Admissions Team
Hayley Leman	HL	Admissions Team
Carole Hooper	CH	Admissions Team

<b>Item 1. WELCOME AND APOLOGIES FOR ABSENCE</b>	<b>ACTION</b>
<p>The Chair opened the meeting with a warm welcome to everyone and a thank you to Pat Jones for chairing the previous meetings. Everyone introduced themselves.</p> <p>Apologies were received from – Cllr Jay Jethwa, Lesley Ann Jones, Nick Jones, Pat Jones, Marion McMeechan, Kathy Weston and John Williams.</p> <p>Declarations of interest were received from – Steve Jones (Item 6 – Victoria Park Junior School) Jackie Norman (St Anne's Infant School &amp; St Anne's Junior School).</p> <p>The Forum considered the nomination of a new member – Eurfron Parry, SACRE representative. This nomination was accepted by the Forum.</p>	
<b>Item 2. ELECTION OF CHAIR</b>	<b>ACTION</b>
<p>One nomination for Chair was received, for Steve Jones. Steve left the room while the Forum deliberated. The Forum took a vote and Steve Jones was re-elected as Chair of the Admissions Forum. Steve returned to the room and his appointment was confirmed.</p>	
<b>Item 3. ITEMS FOR ANY OTHER BUSINESS</b>	<b>ACTION</b>
<p>LC asked how the Forum monitors itself. SJ and JP explained that although Annual Reports are not statutory, the DCSF expects Forums to produce them. At the next meeting time will be set aside to discuss the report. It is an opportunity for the Forum to hold CYPS to account.</p>	
<b>Item 4. MINUTES OF THE MEETING HELD ON 24 MAY 2007</b>	<b>ACTION</b>

<p>The minutes were accepted as a true and accurate reflection of the meeting.</p> <p>Matters arising not covered on the agenda –  CYPS Marketing Brochure – not received.  Marketing poster – feedback provided as agreed.  Exclusion representative – deferred to a future meeting.</p>	<p><b>SJ/JP</b></p>
<p><b>Item 5. REVIEW OF HOUSING STRATEGY AND SCHOOL PLACE PLANNING – PAUL SYLVESTER</b></p>	
<p>JP explained that a significant proportion of children are not offered places at their nearest primary school. The problem is particularly acute in East Central Bristol, where some children are travelling a considerable distance to get to school. Despite financial assistance with travel, it is very hard for families to make the bus journey, particularly where there are younger children in the family.</p> <p>At the last meeting, the Forum decided to invite a representative from Housing to this meeting, to discuss the issue.</p> <p>Paul Sylvester explained the current housing situation –</p> <ul style="list-style-type: none"> <li>▪ There is a waiting list for social housing, of approximately 14500</li> <li>▪ The houses are allocated based on a priority system</li> <li>▪ There are strict eligibility criteria for people who come from abroad.</li> <li>▪ Peoples' choices about where they live are not limited by available school places, but it is possible that housing offers could include more information about education.</li> </ul> <p>There was a question and answer session and the key points were –</p> <ul style="list-style-type: none"> <li>▪ East Central Bristol is the greatest area of pressure on primary school places.</li> <li>▪ There is insufficient social housing for the people who need it and the situation is not improving.</li> <li>▪ Changes in housing policy could be flagged up earlier, to help with planning.</li> <li>▪ There is an urgent Primary School review underway.</li> <li>▪ There is no data available to show forecasts of people moving into Bristol, but Paul will investigate this further.</li> <li>▪ There was a discussion about how and when education information could be provided to people offered social housing. No decisions were made but everyone agreed that this meeting was a useful beginning, and further dialogue is needed.</li> </ul> <p>The Forum thanked Paul for his time.</p>	<p><b>ACTION</b></p> <p><b>PS</b></p> <p><b>PS/JP</b></p>
<p><b>Item 6. PROPOSED ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR THE ACADEMIC YEAR 2009/10</b></p>	
<p>JP confirmed that no significant changes are being proposed to the admission arrangements for community and voluntary controlled schools for the academic year 2009/10.</p> <p>Positive feedback has been received from the new Academies about the joint working approach to admissions. Despite the additional work pressure this creates for the Admissions Team, this has been very worthwhile.</p> <p><b>Infant, Junior and Primary Schools</b></p> <p>JP confirmed that there are no changes that can be made in the admission arrangements that will improve the situation in the pressure areas.</p> <p>Small changes are being proposed to admission numbers (see supporting papers).</p> <p>There was a comprehensive discussion about the cost of holding appeals, particularly for infant class size cases where there can only be one outcome. The Forum agreed that, while onerous, parents must have the right of appeal.</p> <p><b>Infant/Junior transition arrangements</b></p> <p>There are some schools where there are insufficient places at the junior school for all the children in the Year 2 infants. This situation is being reviewed.</p>	

<p><b>Post 16</b> See supporting papers.</p> <p><b>Secondary</b> JP presented three options for change (see supporting paper), and invited advice from the Forum. There was an extensive discussion and the key points were –</p> <ul style="list-style-type: none"> <li>▪ 15 of the 18 Secondary headteachers were recently present at a meeting, and were unanimously opposed to option 2.</li> <li>▪ It is important that all of the consequences of the options on other schools are considered.</li> </ul> <p>The Forum held a show of hands for the three options, results as follows – Option 1 – 1 Option 2 – 0 Option 3 – 4</p> <p>JP confirmed that these views will be taken on board by the Senior Managers.</p> <p>Consultation on the proposed admission arrangements will begin in mid-January and close on 1 March 2008. Full details of the proposed arrangements will be available on the website <a href="http://www.bristol-cyps.org.uk/schools/admissions">www.bristol-cyps.org.uk/schools/admissions</a></p>	<p><b>JP</b></p>
<p><b>Item 7. UPDATE ON ACADEMIES</b></p>	
<p>The Forum welcomed new colleagues from the new and proposed Academy schools.</p> <p>Hugh Monroe, Bristol Cathedral School, explained that their proposed move to Academy status has progressed very quickly. The admissions criteria are yet to be finalised. The maximum intake is 105 pupils, as there is no room for expansion on the site. There followed a discussion about banding. It is permissible for aptitude pupils to remain outside the bands, although JP has concerns about whether this is equitable.</p> <p>Paul Kent, Merchants' Academy explained that their move to Academy status had a difficult start, and there was confusion about their admission arrangements.</p> <p><i>Jackie Norman left the meeting.</i></p> <p>The school then decided to proceed in accordance with Bristol City Council admission arrangements this year. Since then, there has been more clarity with local feeder primary schools, and there is more knowledge about local children's academic levels. The admissions policy for future years is now being reviewed, to make the school as attractive and accessible as possible to local children. Paul thanked the Admissions Team for all their support and hard work.</p> <p><i>Liz White and Richard Baker left the meeting.</i></p> <p>Brigid Allen, Brunel Academy, confirmed that they are following the Bristol City Council admission policy and this is working well, serving the local community. The admissions policy will be reviewed in future if the school becomes over-subscribed.</p> <p>JP confirmed that there had been a problem with the Oasis trust literature. This has been raised, although the literature has already been issued.</p> <p>JP also explained that she is waiting to hear confirmation of the admission arrangements from Colstons School.</p> <p>CG reiterated that Bristol Cathedral School and Colstons School proposed move to academy status would create an additional 200 school places in Bristol, which will have an effect on other secondary schools in Bristol. CG suggested that the Forum monitors the average test scores for academies in future.</p>	
<p><b>Item 8. REVIEW OF PUBLISHED MATERIAL</b></p>	
<p>JP distributed the new material and invited feedback by email (<a href="mailto:jane.penrose@bristol.gov.uk">jane.penrose@bristol.gov.uk</a>).</p>	

<b>Item 9. RESULTS OF BULK APPEALS</b>	
This is an information item. There was one amendment required for St Bede's. The new document will be issued with the minutes.	<b>AT</b>
<b>Item 10. VULNERABLE PUPIL DATA</b>	
JP tabled the data at the meeting. Please email JP with any questions (jane.penrose@bristol.gov.uk)	<b>ALL</b>
<b>Item 11. DATE AND ITEMS FOR NEXT MEETING 6 MARCH 2008</b>	
Please pass items to Jane or Ana ( <a href="mailto:jane.penrose@bristol.gov.uk">jane.penrose@bristol.gov.uk</a> or <a href="mailto:ana.tsoucalas@bristol.gov.uk">ana.tsoucalas@bristol.gov.uk</a> )	
<b>MINUTES APPROVED AND SIGNED</b>	
These minutes of the meeting 29.11.07 are a true and accurate record of the meeting  <b>Chair</b> ..... <b>Date</b> .....	

The meeting closed at 7.05pm

#### MEETING ACTION POINTS

No.	ACTION POINT	OWNER
1.	Invite a representative to a future Admissions Forum meeting to discuss exclusions	<b>JP/SJ</b>
2.	Investigate the possibility of forecasting numbers of people moving into Bristol	<b>PS</b>
3.	Maintain contact/dialogue between Admissions and Housing	<b>JP/PS</b>
4.	Feedback the Forum's views on proposed changes to secondary admissions to Senior Management	<b>JP</b>