



## TRUST BOARD - ADMISSIONS

Minutes of a Meeting of the Trust Board for Admissions of South East Cornwall Multi Academy Regional Trust held at saltash.net Community School on Tuesday 2nd October 2018 at 4.30pm

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**Present:**            **Mr D Buckley, CEO**  
                         **Mr K George**  
                         **Mr R Newton Chance**  
                         **Mrs K Waghorn**

**Absent:**

**In Attendance:** **Mr S Green, Client Manager, SMART**  
                         **Mrs K Williams, prospective Clerk**  
                         **Mrs D Stoneman, Clerk to Trust Board**

To provide evidence of challenge, these questions are highlighted in the minutes.

1.     **Welcome**

Directors were welcomed to the meeting and were made aware of the evacuation procedure. Those present introduced themselves.

2.     **Appointment of Chair**

Mrs Waghorn was asked to take the Chair which she accepted.

3.     **Declaration of Business and Pecuniary Interest - verbal**

Mr Buckley as Chief Executive Officer.

4.     **Apologies for Absence**

All present.

5.     **Approval of the minutes of the meetings held on 3<sup>rd</sup> October 2017**

These had been circulated in advance and were unanimously agreed and signed as an accurate record of the meeting.

6.     **Matters Arising**

**M6 Matters Arising: Admission Consultation Process** – The consultation had taken place.

**M6 Matters Arising: Review Terms of Reference** – Mr Newton Chance had reviewed the terms of reference for this committee and would check that these are included in the Scheme of Delegation.

**ACTION: R NEWTON CHANCE**

**M6 Matters Arising: Current Admissions Policies** – An addition had been made to the Headteacher's Report at the time but has not been carried forward to the correct version. This will be added.

**ACTION: D BUCKLEY**

There was a discussion about the PAN for the Sixth Forms. It was thought that for the Sixth Forms the PAN was different to that for the remainder of the school and is the additional number of places that could be taken. It was noted that it is unlikely that any of the schools' Sixth Forms will reach capacity. It was suggested that the DfE regulations are checked with regard to the number of additional places.

**ACTION: D BUCKLEY/S GREEN**

*Subsequent to the meeting, Mr Green advised that the PAN for Sixth Forms is the additional number of places and the policy will be amended accordingly. As a result of this, it will be necessary to carry*

*out a consultation for six weeks prior to 31<sup>st</sup> January 2019.*

**M8 Admission Arrangements 2019** – these had been finalised. It was agreed to leave ‘exceptional circumstances’ as is without further clarification. It was noted that there is clarification about the provision of transport included in the revised policy. Directors were advised that the document had been sent to Wolferstans and Sarah Lewis at the Local Authority.

7. **Review Terms of Reference**

These will be produced in a standard format when the Scheme of Delegation is reviewed. It was suggested that a date is included by which admissions arrangements need to be published on school websites.

8. **Feedback on draft Admissions Arrangements 2019 from SMART schools**

A document showing admissions in September 2018 and the current number of students in the schools had been circulated in advance of the meeting. From this:

- a) **Directors asked why the report from each school was not in the same format.** The Clerk advised that she had compiled this from the information provided by the headteachers. For those who had used the revised headteachers report, it was simply a case of copying and pasting the relevant information but this had not been possible for those who had not used the revised format. It was noted that use of the revised format was optional this term and when it is used by all schools, the format of the data for all schools will be the same.
- b) **A Director commented that there is national concern about the reduction in numbers from Year 10 to Year 11 and asked if this is the case in any of the SMART schools.** This was discussed. It was suggested that the number who have left to be home-educated would be added to the Headteacher’s Report. It was noted that saltash.net have taken additional students with problems due to other local schools not being able to take them.
- c) Dobwalls – is almost up to capacity.
- d) Liskeard – numbers have increased. **A Director asked if the reason for this had been identified.** It was felt that this is due to the improved reputation of the school and new housing in the area. **A Director asked if the Liskeard PAN needs to be looked at.** Mr Buckley advised that the Liskeard School PAN was not adjusted when the nursery and CBU took space in the school. **A Director asked what the student capacity of the school is.** It was thought that this would be in the Funding Agreement which Mr Green will check. **A Director suggested that a check is done to see if the likely increase in student numbers as a result of the new building in the area has been determined.** **ACTION: S GREEN**
- e) Trewidland PAN is 12. It was noted that numbers are low. **A Director asked when it will become critical.** Mr Buckley advised that a viability study has been done and the number of pupils in the school can reduce to 5 and still exist. It was noted that this is mainly due to the small schools grant of £100K.
- f) **A Director commented that there was an increase in the numbers entitled to Free School Meals.** It was noted that parents are being encouraged to apply and being given support if needed.
- g) Looe have a total of 480 students; Year 7 – 100; Year 8 – 89; Year 9 – 102; Year 10 – 87; Year 11 – 102.

9. **Admissions Arrangements 2020**

This document had been circulated in advance of the meeting and was considered in detail. From this:

- a) **A Director asked for clarification about the selection criteria and how the order was determined.** It was noted that some conditions are prescribed as having to take priority. **A Director felt that submission by a Doctor should be higher up the list.** It is at six on the oversubscription criteria. This was discussed at length. The Cornwall Council model policy was checked and the relevant section read out. It was noted that this criteria is not a statutory requirement. It was agreed that it should be consistent. It was noted that any appeal could only consider adherence to the policy, not the criteria used. It was agreed that submission by a Doctor should be six in both sections.
- b) It was agreed that all references should be to children not pupils.
- c) Directors were advised that Cornwall Council have checked the policy and have suggested the following changes -
- Allocation of places – ‘designated Local Authority area’ has been deleted  
 Deferred delayed entry – added primary schools  
 Breakdown of in year criteria – criteria should be 3-7 not 3-5 and the same on the oversubscription criteria  
 Changed ‘an academy’ to ‘the school’. It was agreed that references should be to academy not school.  
 Oversubscription to 6<sup>th</sup> form – clarification needed as discussed previously; the two lists are different.  
 Reference to employment – it was suggested that this is clarified. This was discussed and felt not necessary.  
 Designated areas – specific secondary school – or schools should be added. It was agreed to add.  
 There was a query regarding the method of determining distances. After discussion it was agreed to retain as is.
- d) **A Director asked about the process for dealing with admissions.** This was dealt with by the Local Authority; the process was explained.
- e) Mr Green was asked to also obtain information about the capacity of saltash.net. **ACTION: S GREEN**
- f) Mr Green was asked to revise the policy and send to Rachel Yelland by the end of the week to check references after which it will be recirculated with comments requested within 10 days. **ACTION: S GREEN**
- g) It was noted that consultation was carried out in 2017-18 and as long as a school keep the same criteria, further consultation is not necessary.

10. **Date of next meeting**

Monday 13<sup>th</sup> May, 5.30pm at Liskeard School and Community College

The meeting closed at 1730.

<p><b>M6 Matters Arising</b>  <b>Matters Arising</b>  <b>M6 Matters Arising: Review Terms of Reference</b> – Mr Newton Chance had reviewed the terms of reference for this committee and would check that these are included in the Scheme of Delegation.  <b>M6 Matters Arising: Current Admissions Policies</b> – An addition had been made to the Headteacher’s Report at the time but has not been carried forward to the correct version. This will be added.</p>	<p><b>R NEWTON          CHANCE</b></p> <p><b>D BUCKLEY</b></p>
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<p><b>M9 Admissions Arrangements 2020</b> Mr Green was asked to also obtain information about the capacity of saltash.net. Mr Green was asked to revise the policy and send to Rachel Yelland by the end of the week to check references after which it will be recirculated with comments requested within 10 days.</p>	<p><b>S GREEN</b>  <b>S GREEN</b></p>