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Date: 14th May 2015

Dear Sir/Madam,

A meeting of the **Education for Life Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 20th May, 2015** at **5.30 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 To receive apologies for absence.	
2 Declaration of interest Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Education for Life Scrutiny Committee held on 24th February 2015 (Minute nos. 1-13)	1 - 6
4 Consideration of any matter referred to this Committee in accordance with the call-in procedure.	

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5 To receive a verbal report from the Cabinet Member for Education and Lifelong Learning.

6 To receive and consider the following Cabinet Reports*: -

1. The EAS Business Plan – 29th April 2015.
2. Consultation – Proposed Admission Arrangements 2016/17 – 1st April 2015.
3. Abertysswg/Pontlottyn Primary: Outcome of Formal Consultation Process. – 25th March 2015.
4. Education Capital 2015/16. – 25th March 2015.

**If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Charlotte Evans, 01443 864210, by 10.00 a.m. on Tuesday, 19th May 2015.*

To receive and consider the following Scrutiny reports: -

- | | | |
|----|---|---------|
| 7 | Community Centre Service - Update. | 7 - 12 |
| 8 | Caerphilly County Borough Education Transport MTFP 2015/18 - Items for Consideration. | 13 - 34 |
| 9 | Physical Access Strategy for Schools. | 35 - 48 |
| 10 | To record any requests for an item to be included on the next available agenda. | |

To receive and note the following information items*: -

- | | | |
|----|--|---------|
| 11 | Summary of Members' Attendance - Quarter 2 - 1st July 2014 to 30th September 2014. | 49 - 52 |
| 12 | Summary of Members' Attendance - Quarter 3 - 1st October 2014 to 31st December 2014. | 53 - 56 |
| 13 | Education for Life Scrutiny Committee Forward Work Programme. | 57 - 60 |
| 14 | SACRE Minutes - 6th November 2014. | 61 - 68 |

**If a member of the Scrutiny Committee wishes for any of the above information reports to be brought forward for discussion at the meeting please contact Charlotte Evans, 01443 864210, by 10.00 a.m. on Tuesday, 19th May 2015.*

Circulation:

Councillors P.J. Bevan, Mrs A. Blackman, W. David (Chair), H.R. Davies, C. Durham, C.J. Gordon, D.M. Gray, D. Havard, G. Johnston, M.P. James, Mrs G.D. Oliver, D.W.R. Preece, J. Pritchard (Vice Chair), J.E. Roberts, Mrs M.E. Sargent and R. Saralis (unless otherwise amended at the AGM)

Co-opted Members:

Cardiff ROC Archdiocesan Commission for Education Representative (with voting rights on educational matters)

Mr M. Western

Parent Governor Representatives (with voting rights on educational matters) Mr A. Farina-Childs and Mrs A. Goss

Outside Body Representatives (without voting rights)

Mr P. Jones (NAHT), Mrs J. Havard (NUT), Mrs P. Ireland (NUT) and Mr J. Short (NASUWT)

Caerphilly Governors Association (without voting rights)

Mrs S. Evans (Caerphilly Governors Association)

And Appropriate Officers

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EDUCATION FOR LIFE SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON TUESDAY, 24TH FEBRUARY 2015 AT 5.30 P.M.

PRESENT:

Councillor W. David - Chair
Councillor J. Pritchard - Vice-Chair

Councillors:

P.J. Bevan, Mrs A. Blackman, H.R. Davies, D. Havard, M.P. James, G. Johnston, G. Oliver,
D.W.R. Preece, J. Roberts, R. Saralis and Mrs M. Sargent.

Cabinet Member for Education and Leisure: Mrs R. Passmore

Together with:

S. Aspinall (Acting Deputy Chief Executive), K. Cole (Manager, Learning, Education and Inclusion), G. Evans (Senior Manager- Planning & Strategy - Library Services), C. Jenkins (Principal Human Resources Officer), A. West (School Admissions and Exclusions Manager), B. Hopkins (Assistant Director for Education), T. Maher (Assistant Director Planning & Strategy), C. Forbes-Thompson (Scrutiny Research Officer) and C. Evans (Committee Services Officer).

Co-opted Members: Mr A. Farina-Childs (Parent Governor), Mrs A. Goss (Parent Governor) Mrs P. Ireland (NUT) and Mr M. Weston (Cardiff ROC)

Also Present:

E. Everson and E. Pryce (Education Achievement Service)

1. APOLOGIES FOR ABSENCE

Apologies for absence were also received from Councillors C. Durham, C. Gordon and D.M. Gray.

2. DECLARATIONS OF INTEREST

Members, as Governors for various schools across the borough, sought advice on Agenda Item 8 (Governor Training and DBS requirements). Officers advised that as no specific school or Governors were referenced within the report, a declaration would not be necessary.

There were no further declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES – 4TH NOVEMBER 2014

RESOLVED that the minutes of the Education for Life Scrutiny Committee meeting held on 13th January 2015 (minute no. 1 – 13) be approved as a correct record and signed by the Chair.

4. SANDRA ASPINALL – ACTING DEPUTY CHIEF EXECUTIVE

The Chair advised that this was the last meeting of the Education for Life Scrutiny Committee that Sandra Aspinall (Deputy Chief Executive) would be attending. Members paid tribute to the manner in which she has carried out her duties during the last 6 years and referred to the high esteem in which she was held by Members and Officers alike and wished her every success and happiness for the future.

5. CONSIDERATION OF ANY MATTER REFERRED TO THIS COMMITTEE IN ACCORDANCE WITH THE CALL - IN PROCEDURE

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

6. REPORT OF THE CABINET MEMBER FOR EDUCATION AND LIFELONG LEARNING

Councillor Mrs R. Passmore, Cabinet Member for Education and Lifelong Learning, highlighted that, as a result of the work undertaken as part of the Additional Learning Needs (ALN) Review, a satellite class has been established in Cwm Ifor Primary School. The 'Hub and Spoke' arrangement aims to improve opportunities and educational outcomes for identified pupils from Trinity Fields as well as further developing Trinity Fields role as a forward looking centre of excellence, which provides professional support and training to specialist resource bases across the Borough.

The Cabinet Member detailed that following on from the highly successful Real Opportunities project, Caerphilly has been invited by the Welsh European Funding Office to progress to the business case stage for funding to lead on a continuation of the initiative to support transition into employment for young people with disabilities or Autism.

Caerphilly County Borough Library Service took part in the first Harry Potter celebration evening on 5th February. Libraries were decorated in Harry Potter imagery, some staff dressed as characters and various activities took place. 690 children and adults attended the evening; Bargoed Hanbury Chapel had 400 visitors, Caerphilly Library had 140 visitors, Blackwood had 100 and 50 at Risca Palace facility. It is hoped that the event can be repeated on an annual basis.

The Scrutiny Committee thanked the Cabinet Member for the update and sought further information on the capacity within (ALN) settings. The Acting Deputy Chief Executive highlighted that a review of ALN is underway to ensure that sufficient provision is available to meet increasing needs and demand in the future.

7. CABINET REPORTS

None of the Cabinet Reports listed on the agenda had been called forward for discussion at the meeting.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. CONSULTATION - PROPOSED ADMISSION ARRANGEMENTS 2016/2017

B. Hopkins (Assistant Director for Education) and A. West (School Admissions and Exclusions Manager) provided an overview of the report, which proposed changes to the schools admission arrangements for the academic year 2016/17.

The Scrutiny Committee are consulted annually regarding the proposed admission arrangements and are provided the opportunity to comment on proposals as part of the consultation process before recommendations are considered by Cabinet. Members noted that the only significant changes proposed for 2016/17 related to Secondary School Rationalisation Phase 1 – Islwyn West (addressed in Appendix 1). Consultation was conducted with all Headteachers, Chairs of Governors and neighbouring Local Authorities, as well as CCBC's Admission forum.

Members noted that, in accordance with paragraph 2.10 of the Code, the admission arrangements must be determined by 15th April 2015 and would be considered by Cabinet on 1st April 2015.

The Chair thanked the Officers for the report and discussion ensued.

A Member sought further information on the admission arrangements for nursery placements within schools across the Borough. Officers highlighted that Nursery provision is a non-statutory requirement, however guidance suggests that provision should be made available, which could include private provision, provided it is Estyn registered/ approved.

Members discussed the process and capacity within nursery. It was noted a "Starting School" information booklet is provided to all parents, which explains the admissions process. Upon application, 3 placement choices are required and in the instance where provision is over subscribed, alternative provision would be offered, within a reasonable distance of the home. In addition, the Committee noted that Officers check the applications carefully to ensure that fraudulent details were not provided in order to obtain more desirable provision.

Having fully considered the report and appendix, it was moved and seconded that the Scrutiny Committee support the proposed Admission Arrangements 2016/17 prior to the reports consideration at Cabinet on 1st April 2015. By a show of hands this was unanimously agreed.

9. EDUCATION CAPITAL 2015/16

B. Hopkins (Assistant Director for Education) presented the Scrutiny Committee with the proposals for the 2015/16 Education Capital Programme, which are planned to be considered by Cabinet on 1st April 2015.

The report identified proposals for the allocation of Education capital budgets for the 2015/16 financial year in the context of the 3-year capital programme 2014/15 – 2016/17.

Members noted the proposed budget allocations for electrical rewiring works, Asset Management, School Boiler Replacements and Flying Start Capital Bids and discussions ensued around the Asbestos Removal Programme. Officers highlighted that the programme aims for the identification and removal of Asbestos in Schools throughout the borough. Registers are kept and maintained within schools, highlighting where Asbestos can be located and a programme for its removal.

Having fully considered the report and appendix, it was moved and seconded that the Scrutiny Committee note the proposals to utilise the Education capital budget for 2015/16 as outlined in the report prior to the reports consideration by Cabinet on 1st April 2015. By a show of hands this was unanimously agreed.

10. GOVERNOR TRAINING AND DBS REQUIREMENTS

E. Everson (EAS) and C. Jenkins (HR Officer) provided the Scrutiny Committee with information on the legal framework in respect of CRB/ DBS checks for Governors and mandatory training requirements.

In September 2013, the Welsh Government (WG) introduced mandatory training requirements for Governors in respect of Chair training, Induction training and School Performance Data training and introduced suspension and disqualification of Governors where these are not met.

Governing bodies are ultimately responsible for suspending and possibly disqualifying Governors who do not attend mandatory training, and protocol was developed to support governing bodies through the process. The protocol is anticipated to be circulated to Headteachers and Chairs of Governors in Spring 2015.

In 2013/14, 9 Data, 11 Induction and 10 Chair training sessions were offered across the EAS area. All Chairs (except one) in have attended training, meeting the mandatory training requirement and training sessions on Data and Induction are being arranged, in venues across the EAS area, to meet the mandatory training requirements.

C. Jenkins (HR Officer), informed the Scrutiny Committee that under certain circumstances Governing Bodies (GB's) and Local Authorities (LA's) can require Governors to have enhanced DBS checks, although the position is not straightforward.

From 2012, following the introduction of the Safeguarding of Vulnerable Groups act 2006 and the Protection of Freedom Act 2012 the types of checks which can be taken changed to three types, Standard DBS Checks, Enhanced DBS check and Enhanced DBS check with barred list checks.

Enhanced DBS checks can only be applied for if the individual undertakes 'regulated activity'.

Governors used to be required to be CRB checked, with checks also being undertaken of the barred lists. However, under the new system, Governors will not generally be engaged in 'regulated activity' unless they are undertaking some 'work' at the school, on a regular basis, that is not supervised. As a result, whilst Governing Bodies and Local Authorities can require Governors to have enhanced DBS checks, Governors Wales state that they do not believe that they can insist on all governors being checked under the barred lists unless they can establish that the governor in question is engaged in regulated activity. Governors Wales further state that they understand that the DBS may well decline applications for checks on this basis.

Members thanked Officers for the report and discussion ensued.

Mandatory training was discussed and further details were sought around the recording of Governor attendance at training sessions and location of training. Officers highlighted that a database records all of the attendance and completion information and Members would be issued with certificates over the coming weeks. In addition, it was noted that all Governors are asked to complete a Training Needs Analysis, where possible, schools and Local Authorities are asked to host training sessions, during the daytime and evening, to ensure maximum accessibility of the training.

Discussions around the DBS process ensued and clarification was sought on CRB and DBS and it was highlighted that DBS checks had replaced the traditional CRB check.

The Scrutiny Committee noted the Officers report.

11. PUPIL ATTAINMENT AT FOUNDATION PHASE, KEY STAGE 2, KEY STAGE 3 AND KEY STAGE 4 (2014)

The report informed members of pupils' attainment in teacher assessment at Foundation Phase, Key Stage 2, Key Stage 3 and final Key Stage 4.

All schools are subject to rigorous reporting and monitoring of standards each year, with the principal focus in key stages 2 and 3 being on English/Welsh first language, mathematics and science, and the percentage of pupils achieving the expected level in all three core subjects (core subject indicator – CSI).

Members considered the report, which provided data and analysis of attainment, across an all Wales basis, and requested that future reports on Attainment be provided in Colour to the Committee.

Members raised concerns around the performance of secondary schools in comparison to primary schools within the Borough. Officers highlighted that there are a number of complex factors which have an impact on the results between primary and secondary school, for example, socioeconomic factors and deprivation have a more prominent impact after Key Stage 3 and children often have difficulty with the transition from Primary to Secondary School.

Members discussed Free School Meals (FSM) recording, and the impacts on the schools and pupils. Officers highlighted FSM is a contentious issue, which is used to measure deprivation. Schools are undertaking significant works with children and families to minimise the impact of deprivation on attainment and improve the performance of individuals and schools.

The Scrutiny Committee noted the Officers report.

12. REQUESTS FOR AN ITEM TO BE PLACED ON THE NEXT AVAILABLE AGENDA

The following requests for reports were received.

- (1) Councillor D.W.R. Preece requested a report/ further information on the Contractors used as part of the Asbestos in Schools Removal Programme.
- (2) Councillor J. Roberts requested a report on the teaching of Modern Languages in all schools within Caerphilly.

13. INFORMATION ITEMS

The Committee noted the following items for information, full details of which were included within the Officers reports. They were not brought forward for review.

1. Education Scrutiny.
2. Budget Monitoring 2014-15.
3. Interim Report – Asbestos in Schools Removal Programme.
4. Education for Life Scrutiny Committee Forward Work Programme.

The meeting closed at 7.31 p.m.

Approved as a correct record, and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 24th February 2015, they were signed by the Chair.

CHAIR



EDUCATION FOR LIFE SCRUTINY COMMITTEE - 20TH MAY 2015

SUBJECT: COMMUNITY CENTRE SERVICE – UPDATE

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 To update Members on details relating to community centre provision and discuss a way forward in the context of the Council's MTFP.

2. SUMMARY

- 2.1 The Report recommends draft terms of reference and criteria for the Member Task and Finish Group.
- 2.2 The MTFP 2015/2018 makes a notional further reduction to the community centre service budget of £64,000 in 2016/17.

3. LINKS TO STRATEGY

- 3.1 Community centres contribute to a number of the Council's core priorities including the key themes of its Community Strategy and Single Integrated Plan.
- 3.2 Community centres act as a social hub, providing the opportunity for the promotion of a wide range of activities and events that further the educational, cultural and recreational needs of all sectors of the community.

4. THE REPORT

Background

- 4.1 Caerphilly County Borough Council currently supports a network of 38 community centres. The Council owns 35 of these facilities which are leased to their respective management committees. The management committees of all 35 community centres benefit from charitable status with a number registered formally as charities. Abertridwr community centre is held on a long term lease while Glan y Nant and Rudry village halls are supported under historical arrangements that reflect commitments undertaken to each facility during the 1970's. A map noting the location of each centre is included within this report as Appendix 1.
- 4.2 A report outlining future service options for the Council's community centre service taking due note of the Authority's MTFP, and the requirement to deliver budgetary reductions, was presented to Scrutiny on September 18th 2014. The report included 5 possible options for the future delivery of the community centre service:

- Option 1 - Maintain present community centre network 'as is'
- Option 2 - Community centre service withdrawn
- Option 3 - Community centre service is reconfigured to a smaller number of sites
- Option 4 - Suitable community centres are offered to local groups via asset transfer
- Option 5 - Community centre service is transferred via grant aid arrangement to a third sector body or equivalent organisation.

4.3 In principle, Members supported a combination of options 3 and 4. In this context, Members requested the creation of a task and finish group to undertake the review process that will identify which centres may be suitable for asset transfer or where activity levels and proximity to other facilities suggest that closure merits consideration.

4.4 The establishment of a Member task and finish group with defined terms of reference and criteria for community centre evaluation would be required to begin the review process to achieve the requirements of option 3 and 4.

4.5 The draft terms of reference and criteria that may be appropriate are outlined as follows:

- Budgetary spend per site per annum
- Site condition and anticipated remedial or development work required to make the location fit for purpose
- Investment made in capital projects to improve each centre over the last 5 year period
- Distance / proximity between centres within the Borough's network
- Performance information, including occupancy levels and weekly usage data
- Range of use made at each centre by other organisations and services
- Alternative community venues in each area where a centre is currently located
- Produce equality impact assessment (EIA) for each option.
- Whether there is a strong Management Committee with sufficient capacity to manage the centre.
- To make recommendations in respect of options 3 and 4.

The group will be facilitated by officers and will include a representative from the Council's Asset Management Group.

4.6 Members of Education for Life Scrutiny Committee will be invited to take part in the task and finish group up to a maximum of 10 Members (including co-optees) with political representation from all groups. The Chair of Education for Life Scrutiny Committee can take part in an ex-officio capacity but cannot chair the task and finish group or vote on its recommendations. It is anticipated that the task and finish group's deliberations would commence in June and be concluded by end October 2015.

4.7 The community centre service budget for 2015/16 is as follows:

Description	£'000
Staffing (central team)	78
Staffing (caretaking)	223
Repairs & maintenance	138
Miscellaneous	82
	521

The budget figures reflect the reductions made in accordance with the budget strategy, as agreed by Council on 25 February 2015.

- 4.8 Further budgetary reductions will need to be considered in the context of the Council's MTFP. Provisionally a further reduction of £64,000 has been included in 2016/17.
- 4.9 An analysis of the condition surveys has been undertaken and in summary the details are as follows:

<u>Priority 1</u> <u>£'000</u>	<u>Priority 2</u> <u>£'000</u>	<u>Priority 3</u> <u>£'000</u>	<u>Total</u>
219	1656	1010	2885

The definitions of priorities 1-3 are as follows:

Priority 1 - work defined as that of the highest importance and, unless undertaken, may lead to closure of the building or a serious breach of h&s legislation.

The cost for work in Priority 1 falls in year 0 (i.e. immediately).

Priority 2 - work defined as required to be carried out within a year that falls outside of the priority 1 scope.

The cost for work in priority 2 falls in year 1.

Priority 3 - work defined as required to be carried out from years 2 to 5.

The cost for work in priority 3 is calculated by summing the costs in years 2, 3 and 4.

5. EQUALITIES IMPLICATIONS

- 5.1 Appropriate equality impact assessment's will be undertaken dependent on which option, or combination of options, Members elect to explore. This information will be provided to the task and finish group to assist with their evaluation.

6. FINANCIAL IMPLICATIONS

- 6.1 The community centre service budget has seen planned reductions in repairs and maintenance and miscellaneous spend that will see future water rates and personal indemnity insurance obligations being passed to each respective management committee to address.
- 6.2 Members should note that to achieve further efficiency savings linked to the Council's MTFP the community centre service has limited budgetary flexibility and that either the maintenance budget would require further reductions or facilities will be required to close or be delivered in a different manner.

7. PERSONNEL IMPLICATIONS

- 7.1 Both options proposed for consideration for future community centre provision may involve the loss of posts or alternative employment of caretaking staff at the locations identified. TUPE arrangements may well apply to the caretaking staff in the event of asset transfer. The full HR implications will form a key part of the appraisal and future reports to Members.

8. CONSULTATIONS

- 8.1 The views of all consultees listed have been incorporated in this report.

9. RECOMMENDATIONS

- 9.1 The views of the Scrutiny Committee are sought in relation to the suggested task and finish group to be established to review future provision, including criteria, terms of reference, and timeline as outlined.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure that Scrutiny Members' views are taken into account in the future budget setting process.

Author: Bleddyn Hopkins, Assistant Director, 21st Century Schools

E-mail: hopkib@caerphilly.gov.uk

Consultees: Keri Cole, Chief Education Officer

Tony Maher, Assistant Director, Planning & Strategy

Gareth Hardacre, Head of Performance Management & Development

Councillor R Passmore, Cabinet Member, Education and Lifelong Learning

Councillor W David, Chair of Education for Life Scrutiny Committee

Councillor J Pritchard, Vice-Chair of Education for Life Scrutiny Committee

Colin Jones, Head of Performance & Property Services

Jane Southcombe, Principal Accountant, Planning & Strategy

David A. Thomas, Senior Policy Officer (Equalities & Welsh Language)

Angharad Price, Solicitor, Legal Services

Gareth Evans, Interim Manager Community Education

Steve Hawkins, Community Leisure Officer

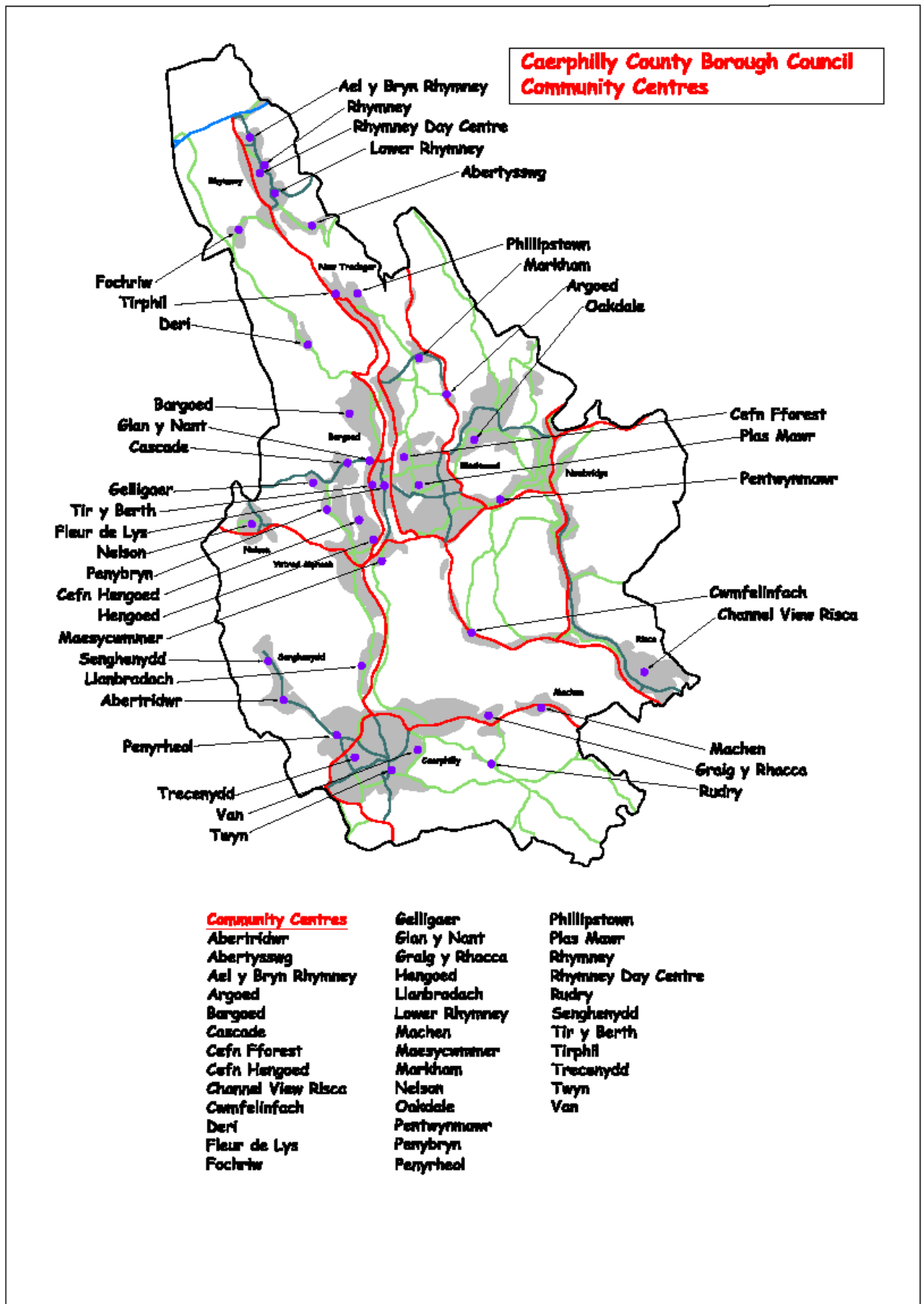
Background Papers:

Education for Life Scrutiny Committee, 18th September 2014 - Caerphilly County Borough Community Centre Service MTFP 2015/17 – items for consideration

Appendices:

Appendix 1: Map of Community Centre Locations

MAP OF COMMUNITY CENTRE LOCATIONS



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EDUCATION FOR LIFE SCRUTINY COMMITTEE – 20TH MAY 2015

**SUBJECT: CAERPHILLY COUNTY BOROUGH EDUCATION TRANSPORT MTFP
2015/18 – ITEMS FOR CONSIDERATION**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To consider Medium Term Financial Plan (MTFP) options from Caerphilly County Borough Education Transport service following the previous report to Special Scrutiny Committee on 19 June 2014.

2. SUMMARY

- 2.1 This report is put before Education for Life Scrutiny Committee to consider the County Borough Education Transport Service's review options in assisting the Local Authority to meet its obligations in respect of the 2015/18 MTFP to achieve a 20% general reduction in overall spend.
- 2.2 The range of discretionary home to school and college transport services is listed in Appendix 1 of the report, together with an approximate budget value. These were considered in detail in the report presented to the Special Scrutiny Committee Meeting on 19 June 2014. Further information was requested in some of the areas identified and these are summarised in Appendix 2 of the report, with appropriate responses.
- 2.3 Any changes made to education transport policy are covered by the Learner Travel (Wales) Measure 2008 that states that a local authority must consult, agree and publish the information before 1 October of the year preceding the start of the academic year they will apply from.

3. LINKS TO STRATEGY

- 3.1 The work of the Education Transport Service contributes to a number of the Councils key strategic priority areas and plans including 'Caerphilly Delivers: The Single Integrated Plan 2013-2017', in particular with respect to:
- **Prosperous Caerphilly** – supporting local people to improve their employment opportunities and compete for work.
 - **Learning Caerphilly** – providing access to a range of resource, facilities, and services that underpin basic skill development, qualification attainment, and access to materials that support improved educational achievement among residents of all ages.

4. THE REPORT

- 4.1 Eleven areas of discretionary education transport provision were presented at the Scrutiny Committee meeting on 19 June 2014 for Scrutiny Committee Members' consideration and comment. These are summarised in Appendix 1 of this report.
- 4.2 Each area defined the statutory duty and identified the discretionary areas of provision defined by the current education transport policy set by the Council, including a summary of the potential options available to reduce or withdraw discretionary areas of provision within the broader context of the Council's Medium Term Financial Planning constraints. Currently, the Council is responsible for the transport of around 8150 pupils and students daily, with an annual budget of £6.4million.
- 4.3 The Council has one of the most generous discretionary transport policies for home to school and college transport in Wales and most authorities have reduced, or are in the process of reviewing, their provision in the difficult current financial climate. Most Councils have targeted post-16 provision and statutory walking distance limits as the main areas for savings. A small number of Councils have reviewed other areas of provision - Neath Port Talbot and Swansea Councils for example have reviewed transport provision to Faith schools – the former has withdrawn transport provided on this basis, whilst the latter has confirmed the intention to cease provision from September 2015, subject to the outcome of a Judicial Review initiated by the local Diocese on behalf of the schools affected. To date, no local authority in Wales has withdrawn transport to Welsh Medium schools.
- 4.4 Members should also be aware that contracts for mainstream school and college transport were renewed from 5 January 2015. This involved all the mainstream bus and coach contracts (over 70 routes in total), and realised savings of around £2000 per day (approximately £380,000 over the academic year, representing a 12.5% saving on previous spend). The savings were achieved by relaxing the specification of the vehicles required, reviewing previous contracts and routes and revising them to match demand and capacity as efficiently as possible, competitive pricing by operators and some innovative linking of routes by operators. Whilst there is a concern that some of the contract prices may not be sustainable, it is felt that £250,000 is an achievable long term annual saving and this can form part of MTFP savings from 2015/16 onwards. This represents a reduced budget commitment of £555,600 since 2012/13, despite increased demand for transport over the same period. Officers are currently working with Procurement Services to develop a new Framework for taxi and minibus contracts, which are due for renewal from September 2015. This will be based on a Dynamic Purchasing System (DPS), which allows more flexibility for new contractors to join the framework once it has been established, subject to meeting appropriate safety and quality standards and should allow more competitiveness into this area.
- 4.5 If a local authority decides to change or remove any element of discretionary policy it provides, it must consult, agree and publish the information before 1 October of the year preceding the academic year when the changes will come into force in accordance with the Learner Travel (Wales) Measure 2008. Whilst any change to discretionary policy will have an impact on pupils and students, there are two particular areas where the Council is at risk of additional financial exposure (post 16 provision), or challenge (provision of transport on hazardous walking routes).
- 4.6 Of the 11 areas of discretionary transport identified in Appendix 1, post 16 provision, low and negligible risk hazardous walking routes and reversion to statutory walking distances are the recommended priorities to progress at this stage.

Post-16 Transport

- 4.7 A breakdown of the number of ways post-16 transport could be provided, together with a cost summary for each option is detailed in Appendix 2. CCBC's post-16 transport policy is particularly generous and currently offers free transport to students attending their nearest or catchment school or the nearest college to home, providing they reside more than 2 miles

from the school or establishment. Whilst there is no statutory duty to make / provide transport arrangements for students over the age of 16 years old, legislation does require that if transport is provided in line with the Council's prescribed criteria, the provision must be equitable, with no differential policy.

4.8 This presents a challenge when reviewing policy, as transport is currently provided in a number of ways: For the vast majority of students, where courses are local, transport is provided as follows:

- To schools with 6th forms, students travel with Year 7 to 11 pupils, so the cost of transporting post 16 is marginal, as they are accommodated on existing contracts.
- Transport to colleges – provided by dedicated contract buses (to Coleg y Cymoedd, Ystrad Mynach campus), or through season tickets to allow travel on local buses (e.g. to Coleg Gwent or to Coleg y Cymoedd, Nantgarw campus).

Where a course of study is not available locally, a travel grant of up to £376 per academic year is available, although historically, some transport has been provided to particular courses, which are not readily accessible by the public transport network. An example of this historical arrangement is to Pencoed College, where a minibus is organised.

4.9 Appendix 2 outlines the options in detail, but can be summarised as follows:

Option (i) – withdraw all post-16 transport for students – potential saving £850k per annum

Option (ii) – introduce a fixed travel grant for students – potential saving £360k to £660k per annum (based on grants of £250 and £140 per student per year respectively).

Option (iii) – introduce a cap on transport costs by setting a maximum contribution from the Council – potential saving £77k per annum (based on a £350 annual travel grant)

Option (iv) – introduce a fixed parental contribution for all post-16 students – potential saving £418k per annum (based on £150 charge per student per year).

Option (v) – cap the upper age limit for post-16 transport – would be applied to options (ii) to (iv).

The impact of any of these options would be more severe on low-income families. To mitigate this, it would be possible to vary the level of parental contribution for those parents who meet the criteria for free school meals, or have a household income below a certain threshold. This would reduce the amount of total savings possible which would directly impact upon the MTFP target reductions.

Hazardous Walking Routes

4.10 A second priority area for consideration relates to a review of free transport on hazardous walking routes, identified as negligible or low risk, but less than the defined policy distance for free transport. At the Scrutiny Committee on 19 June 2014, Members requested clarification of what constitutes a hazardous route, the different levels of classification and the locations and this response is summarised in Appendix 2 (2). To reiterate, the definition of the negligible risk category is that no action is warranted, whilst for low risk, action is unlikely to be warranted, but if necessary, it is unlikely a bus service is unlikely to prove an effective solution. In 2007, a thorough review was undertaken of walking routes where transport was historically provided and officers proposed at the time that routes categorised as negligible or low risk be discontinued for all new pupils from September 2007, but continued for existing pupils until they changed schools or entered post-16 education. Members did not support this.

- 4.11 There are concerns that continuing to provide transport over routes identified as low / negligible risk leaves the Council open to claims from parents who could claim discrimination and precedent. The Learner Travel (Wales) Measure sets out that local authorities have a duty to assess walking routes to school in line with various guidance documents available.
- 4.12 Appendix 2 (2) also outlines the revised Guidance published by the Minister for Economy, Science and Transport in June 2014 that extended the criteria used for assessing walking routes to school. In summary, in addition to the assessment of the relationship between pupils, traffic and the route conditions, there is now a requirement for Councils to also assess the route in the context of social danger and there is now a clear expectation from the Minister that the views of children need to be taken into account. The revised criteria for assessment will potentially raise both pupil and parental expectations and this has been borne out by experiences in at least one neighbouring local authority.
- 4.13 The following routes are currently identified as negligible or low risk:

Route	Assessment
• The Rise to Coed y Brain Primary	Negligible
• Llanfach to Abercarn Primary	Negligible
• Wattsville to Cwmfelinfach Primary	Negligible
• Hollybush to Markham Primary	Negligible
• The Rise to Lewis Girls Comprehensive	Low
• Croespenmaen to Rhiw Syr Dafydd Primary	Low
• Pwyllypant to Coed y Brain Primary	Low
• Penybryn to Lewis Girls Comprehensive	Low

The total cost of these routes is £91,000 per year and 195 pupils are eligible to travel on these contracts. The actual savings may not equate to the current cost of these contracts, as many of these contracts are linked by the transport providers to other routes and terminating part of this link is likely to undermine the viability of the other contracts, resulting in additional costs to the Council to sustain these.

- 4.14 With the exception of post-16 transport, any changes to discretionary policy may result in the Council having to assess safe walking routes to school under the revised guidance. In the longer term, the Council will need to review all walking routes to school in line with new Guidance published last year.

Statutory Walking Distances

- 4.15 The Council has a statutory duty to provide pupils aged 5 to 16 years old with free school transport to their nearest school if the walking distance between their home and nearest school is more than 2 miles (for primary education) or 3 miles (for secondary education). Caerphilly provides transport for pupils who attend their “relevant” school and defines walking distances as 1.5 miles for primary education and 2 miles for secondary pupils. “Relevant” school is defined as the catchment school or the nearest school.
- 4.16 Savings are impossible to quantify accurately at this stage as both statutory distance and discretionary distance pupils travel together. Ceasing to allow discretionary distance pupils to travel will reduce the capacity requirement overall, but this does not necessarily equate to direct cost savings (for example, if demand decreases from 70 to 40, the operational cost of running a 40 seat vehicle will not be significantly different from a larger vehicle). It is estimated the changes would affect 1100 pupils and cause difficulty and hardship for some pupils and their families. The Council would be obliged to retain provision for existing pupils, so the savings would have a long lead time before they were realised.
- 4.17 It is suggested that further work is required to assess the impact of this change in policy and therefore a target date of September 2017 is more appropriate. Options such as retaining provision, but charging for pupils living less than the minimum statutory distance, or looking at ways of reducing the impact on low-income families would be developed in the interim.

Fare Paying Buses to Primary Schools

- 4.18 There are seven fare-paying services to primary schools supported by the Engineering Division through the revenue support budget for local bus services. These services are historical and were established prior to the deregulation of bus services, by the formal municipal transport undertakings at distances less than the established Education transport policy of free transport being provided for pupils living 1.5 miles or more from their relevant school.
- 4.19 The services are registered as local bus services and parents are responsible for the safety of their children travelling to and from school on these services and are able to accompany their children on the journey. The Council's Health & Safety manager has raised concerns over the lower level of supervision of pupils on these services compared to free transport provided under the Council's current policy, particularly with regards to the lack of parental responsibility for some of the pupils travelling on the services and concern that this role had been taken on by some of the schools served, which was inappropriate.
- 4.20 Officers from Health and Safety and Public Transport therefore met with the schools and parents of pupils travelling in summer 2014 to reaffirm parental responsibility with regards to supervision and to remove the involvement of school staff in the welfare / supervision of the children travelling to and from school. Instead, nominated parents are now responsible for accompanying and escorting the pupils to and from the bus stop and on the school journey. These arrangements have been put in place for the 2014/15 academic year.
- 4.21 The cost of maintaining these services is £32.3k per annum and as part of the Engineering Division's MTFP that identifies £150k of savings from the revenue support budget for local bus services from 2016/17, it is proposed that the withdrawal of these routes will form part of the target saving, following appropriate consultation, with implementation from September 2016. The services involved are:
- Penpedairheol to Tiryberth Primary School
 - Watford (Caerphilly) to Hendre Infants and Junior Schools
 - Britannia Terrace to Pengam Junior School
 - Penybryn to Glyngaer Primary School
 - Gilfach Estate to Gilfach Fargoed Primary School
 - Aber Station to Twyn Primary School
 - Energlyn Parc to Plasyfelin Primary School

Recommended Way Forward

- 4.22 Appendix 3 summarises the policy position in other Welsh local authorities and it is clear that the Council's policy is now one of the most generous in Wales. Changes to transport policy will affect pupils, students and their families and extensive consultation will be required and the timescales for this and approval through the Council's governance processes by 1 October for implementation in September 2016 are challenging. It is therefore proposed that post-16 and walking routes identified as low or negligible risk are considered as a priority, along with the fare paying school bus services, with further work on other discretionary areas taken forward with a view to implementation from September 2017.
- 4.23 There have been a number of changes in the nature and provision of transport for pupils with Additional Learning Needs (ALN) in recent years, which have increased the demand for transport. It is proposed that officers within the Education directorate work closely with the Education transport team to explore the main factors that have caused the additional demand and consider whether there are ways of mitigating the scale of costs associated with transport, but continuing to meet the needs of the pupils concerned. This may include a range of measures, including the location of facilities and the length of journey involved, looking at independent travel training for those pupils who are able to use public transport, or a more revised policy / protocol for transport requests.

5. EQUALITIES IMPLICATIONS

- 5.1 Dependent on which option, or options, Members wish to explore further appropriate Equality Impact Assessments will be prioritised as part of the next stage in the formal review process. Where required the detailed Equality Impact Assessments undertaken will form part of subsequent reports to Members for their information and consideration.

6. FINANCIAL IMPLICATIONS

- 6.1 The financial implications of each review area considered as part of this report have been noted where known. The full cost implications of each area that Members may wish to take forward will be prepared as part of the next stage in the process.

- 6.2 The savings proposed can be summarised as follows:

- 2015/16 £250k (efficiency savings following retender of mainstream transport) per annum
- 2016/17 £77k to £1,053k options re Post 16 transport (depending on option taken forward)
£91k from withdrawal of negligible low risk hazardous walking routes
- 2017/18 to be determined.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no direct personnel implications.

8. CONSULTATIONS

- 8.1 The views of all consultees listed have been incorporated in this report.

9. RECOMMENDATIONS

- 9.1 That Education for Life Scrutiny Committee Members consider the recommended way forward for implementation from September 2016, as outlined in paragraph 4.22, as well as noting the £250,000 base budget reduction proposed as a result of the recent mainstream contract renewals.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To enable Education for Life Scrutiny Members to duly consider the County Borough Education Transport Service's review options in assisting the Local Authority to meet its obligations in respect of the 2015/18 Medium Term Financial Plan.

11. STATUTORY POWER

- 11.1 1996 Education Act.
- 11.2 Learner Travel (Wales) Measure 2008.

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Kathryn Davies, Acting Principal Personnel Officer
Cllr R Passmore, Cabinet Member, Education and Lifelong Learning
Cllr T Williams, Cabinet Member Transport, Highways and Engineering
Jane Southcombe, Principal Accountant

Appendices:

Appendix 1 Initial list of discretionary services to be reviewed
Appendix 2 Response to Education Scrutiny Committee 19 June 2014
Appendix 3 Summary of education transport policy across Wales

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EDUCATION FOR LIFE SCRUTINY COMMITTEE

List of discretionary home to school / college transport services reviewed at Education for Life Scrutiny Committee on 19 June 2014 – prices updated following contract renewals

<u>Ref</u>	<u>Description</u>	<u>Savings £'000</u>
ET1	Post 16 Transport for mainstream students - discontinue - introduce travel grant / fixed parental contribution - setting a cap on transport costs	77 – 850 850 360 - 660 77
ET2	Review of walking distances Primary (1½ - 2 miles); Secondary (2-3 miles)	400
ET3	Post 16 transport for pupils/students with additional learning needs (ALN)	172
ET4	Charging for free concessionary transport	25 – 50
ET5	Provision of escorts on Primary school transport	99
ET6	Provision of escorts on Secondary school transport	18.6
ET7	Provision of transport to Faith schools	365
ET8	Provision of transport to Welsh Medium schools	1235
ET9	Provision of transport for pupils who change address in years 10 to 13	9
ET10	Provision of transport for pupils residing in refuges, hostels or temporary housing	29
ET11	Review of hazardous routes (negligible or low)	91

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EDUCATION FOR LIFE SCRUTINY COMMITTEE

Education Transport MTFP - Responses to Points Raised at Special Education Scrutiny Meeting held on 19 June 2014.

- 1. The implications should the statutory distance allowance be adopted on the Pontllanfraith Ward as related to the location of the new school. Number of pupils and location of the pupils who would qualify and number of pupils and location of those who would fall outside that distance.**

Based on current pupils numbers, there are 355 pupils residing within the Pontllanfraith ward who would be eligible for free transport to the new school at Oakdale, based on the current policy. Current school transport policy for secondary school pupils provides free transport for pupils living 2 miles or more from their relevant school.

If the policy for transport was revised in accordance with statutory mileage limits (free transport for pupils residing 3 or more miles from their relevant secondary school), it is estimated 141 pupils would no longer qualify for free transport (40% of the current total).

However, it should be noted that pupils from the Springfield area currently attending Oakdale Comprehensive have transport provided based on a risk assessment of the walking route (which was identified as Medium Risk), even though the route is under the 2-mile limit. The walking route to the new school site would need to be reassessed and the risk considered – it is possible that a number of these pupils would continue to receive transport on this basis.

- 2. Clarification of what constitutes a hazardous route and the different levels of hazardous routes provided and their locations.**

Local authorities have a legal duty to assess the travel needs of pupils who walk to school. In the past, risk assessments have been undertaken to consider the relationship between pupils and traffic and includes route conditions (for example footway width; crossing points; traffic flows; visibility at crossing points; crossing facilities; sufficient school crossing patrols). Risk assessments enable local authorities to determine whether a route is 'available' (safe) to walk.

Where a route is deemed to be unsafe, the assessment process can determine what safeguards could be put in place to ensure that the route is or can become 'available' (safe) to walk.

Hazardous routes have been previously considered by members at Scrutiny meetings held on 21 December 2004; a Member 'away day' on 10 March 2005 and a follow-up report to Scrutiny on 12 June 2007, following a very detailed assessment of the individual routes involved. Each route was assessed on site and walked by a working group consisting of members and officers. The Council's Engineering Consultancy Group produced a report on each route.

Prior to the reviews being undertaken, it was agreed that:

- A clear evidence based set of criteria was established to determine risk factors
- A system was adopted to evaluate under distance routes that included a procedure for requesting that a route be evaluated against the agreed criteria; identifying those who should be involved in the assessment of routes, with defined roles and responsibilities.
- Standard methods for ongoing evaluation of under distance routes.

The criteria and evaluation system were developed and used by professional officers in Engineering Services. A scoring system was developed on the Total Risk and a T score allocated on the following basis:

Risk Category	Range of T scores	Comment
Negligible	0 to 3.9	This category should never warrant action
Low	4.0 to 5.9	Unlikely any action needs to be taken and a bus service is unlikely to prove an effective answer where action is needed. Action, if needed is likely to be low-key measures.
Medium	6.0 to 9.9	Action likely to be advisory, but not mandatory. This band is likely to contain any contentious cases.
High	10.0 to 14.9	Action required. Any score above 12 suggests a requirement for priority action, although a bus is not necessarily the solution.

The routes are summarised below by risk category:

Route	T Score	Assessment
The Rise to Coed y Brain Primary	1.4	Negligible
Llanfach to Abercarn Primary	2.8	Negligible
Wattsville to Cwmfelinfach Primary	3.2	Negligible
Hollybush to Markham Primary	3.1	Negligible
The Rise to Lewis Girls Comprehensive	4.1	Low
Croespenmaen to Rhiw Syr Dafydd Primary	4.2	Low
Pwyllypant to Coed y Brain Primary	4.4	Low
Penybryn to Lewis Girls Comprehensive	5.8	Low

Total cost of Negligible / Low risk routes: £91,000 (195 pupils).

Maescwmmer to Lewis Girls Comprehensive (via viaduct)	6.1	Medium
Tiryberth to Lewis Girls Comprehensive	6.7	Medium
Aberbargoed to Heolddu Comprehensive	7.1	Medium
Abertridwr to St Cenydd Comprehensive	7.2	Medium
Springfield to Oakdale Comprehensive	7.6	Medium
Plasyfelin to Bedwas Comprehensive (southern route)	7.1	Medium
Plasyfelin to Bedwas Comprehensive (northern route)	12.0	High
Fochriw to Rhymney Comprehensive	12.2	High
Maescwmmer to Lewis Girls Comprehensive (southern route)	12.7	High

Total cost of Medium / High-risk routes: £334,800 (648 pupils).

The report to Scrutiny in June 2007 endorsed the proposal that all medium and high-risk routes be formally supported with transport and those categorised as low or negligible risk be declassified and not supported with transport provided. In relation to low and negligible risk routes, it was further proposed to continue provision for existing pupils, but discontinue for all new pupils from September 2007. Note that the routes to Bedwas and Heolddu Comprehensives were additional routes introduced following the thorough review undertaken.

Members supported the proposal to provide transport for all medium and high risk walking routes, but did not endorse the proposal regarding to low and negligible risk routes and as such, transport has continued for both new and existing pupils residing in these areas.

The proposal to withdraw transport on routes identified as low / negligible risk was further considered by Scrutiny Committee on 24 November 2010, along with other proposals under the MTFP relevant at the time. The report raised concerns that continuing to transport over these routes left the Authority open to further claims from parents who claim discrimination and precedent. Members did not endorse the proposals.

The Welsh Government published revised Operational Guidance in June 2014 on Learner Travel, which incorporated a review of the Statutory Provisions relating to the Assessment of Walked Routes to School. This reiterates the legal duty that local authorities have to assess travel needs of pupils who walk to school and recommended the following provisions are considered:

i). Risk Assessment Procedure in Relation to Physical / Traffic Risks

Covers the relationship between learners and traffic. Includes route conditions; traffic flow / speeds; collision history; footpaths; crossing points; proximity of canals / rivers / ditches and embankments; lighting; planned changes in the area and level crossings. These parameters would have been considered in previous assessments of walked routes, although some areas of assessment now have more prescribed considerations.

ii). Risk Assessment Procedure in relation to Social Danger

In this context the Guidance covers the most common interpretations provided by children and young people and lists the following: stranger danger; danger(s) posed by paedophiles; danger(s) posed by criminals (muggers, thieves, murderers, kidnappers); anti-social behaviour (the presence of bullies or of alcoholics or drug addicts on walked routes to school; and physical manifestations, such as discarded needles or places where drug abuse / misuse takes place.

This is a new and potentially difficult area to assess and the Guidance makes it clear that there is an expectation that local authorities work in partnership with organisations / agencies to consider the risks. It also makes it clear that the views of pupils are an essential part of the process and the Minister has made this a top priority for local authorities.

The Guidance advises there are a variety of ways in which local authorities can help ensure, as far as is reasonably practicable, the safety of children and young people on the walked route between home and school, including:

- The provision of more school crossing patrols
- Traffic calming measures
- Encouraging walking buses
- Encouraging parents to accompany their children to school
- Encouraging parents to share the school run
- Providing kerb craft training
- Delivering wider provision of travel training
- Discussions in lessons or school assemblies
- Liaison with Police liaison officers, including Police Community support officers.
- Reducing speed limits around schools to 20mph and tackle pavement parking
- Promoting awareness, understanding and implementation of the statutory Learner Travel Code.

Whilst these mitigate the need to provide transport, local authorities have expressed concern that there will be an expectation from parents for additional transport to be provided. Whilst the physical / traffic risks are easily and consistently quantified, many of the social risks are based on perception and are subjective, rather than objective.

These additional considerations may be pertinent to the review of discretionary education transport policy, as some Councils have already been forced to consider them before implementing changes to policy. This may result in proposals to revert to statutory distances, for example, being challenged and full risk assessments will be necessary before policy changes can be implemented.

3. Officers make enquiries if the issues regarding transport/escort at Lewis Boys School are still relevant.

Mainstream contracts are due for renewal from January 2015. It is proposed that these are put out to tender with options to include / not include the cost of an escort. The new contracts are now established and the next step will be for officers to meet with the Headteacher to discuss and assess the risks and consider how these can be mitigated.

Escorts were introduced on the large bus routes to Lewis Boys, following significant health and safety concerns due to pupil behaviour on journeys to and from school. Operators raised serious concerns over pupils' behaviour, to the extent that some confirmed they would no longer be prepared to operate the contracts without an escort. Any changes to the current arrangements would therefore need to be discussed fully with the operators concerned and appropriate risk assessments undertaken.

The potential savings are significantly lower than previously indicated, due to the reduction in cost following the recent retender – the annual cost is £18.6k compared to £30k previously.

4. Post 16 Transport - the number of ways this can be provided be detailed and a cost break down provided.

The main report outlines the variety of ways post 16 transport is provided. This section considers in more detail some of the issues and solutions.

A comprehensive transport scheme, administered by Coleg Gwent exists throughout the former Gwent area, which makes use of the extensive bus network. The local authorities and Coleg Gwent jointly fund the scheme, but the level of funding varies between local authorities. This means that students from the four other local authorities participating in the scheme pay a flat fare per journey to travel. The current position is summarised below:

Local Authority	Price per Single journey
Blaenau Gwent	£0.80
Caerphilly	Nil
Monmouthshire	£0.80
Newport	£1.00
Torfaen	£1.00

Caerphilly makes a £376 contribution per student towards the cost of a season ticket to Coleg Gwent, which is around 63% of the total cost of the season ticket price, with the balance being met by the College. The other former Gwent authorities fund a lower contribution towards the scheme. The only charge passed on to students residing in Caerphilly is a £10 administration charge per term levied by the college to all students issued with season tickets.

Under Caerphilly’s current policy, whereby the Council fully funds post 16 transport, the Council would be obliged to increase its contribution towards the Coleg Gwent scheme if financial constraints on Further Education funding caused the college to review it’s contributions to the scheme. This could expose the Council to additional costs of up to £200,000 (cost impact if all external funding was withdrawn). This area of transport policy is therefore a priority for review on the basis of both reducing current spend, but also to mitigate exposure to additional financial cost pressures in future.

Options

The table below summarises suggested options. The costs are indicative as the actual cost of transport varies considerably.

	Option 1: Discontinue all post 16 transport provision	Option 2: Provide travel grant towards the cost of transport, range based on £250 to £140 per year (as typical grants offered by neighbouring authorities)	Option 3: Introduce a cap on transport costs. Current average cost per student is £378 per year. Capping this at £350	Option4: Introduce a fixed parental contribution for all students
Potential saving	£850,000	£360,000 to £660,000	£77,000	£500,000
Impact on students	Severe – removal of transport would be a significant barrier to post 16 education. Alternative / direct public transport options might not exist, so access to schools / colleges might be difficult.	High - most existing transport provision would be maintained, but bespoke transport to establishments outside the county borough would cease (e.g. to Pencoed College). Financial impact on families significant.	Medium - most existing transport provision would be maintained, but bespoke transport to establishments outside the county borough would cease (e.g. to Pencoed College). Financial impact on families moderate.	Medium - all existing transport provision would be maintained. Financial impact on families moderate, but contributions would be equitable.
Equitable / consistent	Yes	No – would vary according to actual cost of providing transport.	No – would vary according to actual cost of providing transport. Some students would not pay any travel costs.	Yes – all students / families would contribute the same amount, regardless of the cost.

Estimated cost impact for students / parents	£300 to £585 per annum (£100 to £195 per term)	£154 to £445 per year (£51 to £148 per term) on £140 grant; £44 to £335 per year (£15 to £112 per term) based on £250 grant.	£0 to £235 per year (£0 to £78 per term).	£180 per year (£60 per term).
Other issues	Withdrawal of contract buses to Coleg y Cymoedd, Ystrad Mynach will result in increased costs for home to school transport contracts that operate as linked routes. The Council benefits from lower contract costs as each route to the college is linked to a school contract route that spreads the cost between both contracts. Withdrawing the college route would put full cost of provision on to the school route. The full savings would not therefore be realised.			

Cap the upper age limit for post-16 transport

The current policy provides for transport until the end of a student's chosen course, providing the student was under the age of 19 at the commencement of the course. In some cases, this means a student who has reached the age of 22 is still in receipt of free transport. Many authorities in Wales end the provision at the end of the academic year in which the student reaches their 19th birthday. Negligible savings, but would harmonise policy in line with other Councils and would be applied to options 2, 3 or 4 in the table above.

General issues / impact

Students will be disadvantageded by reduced equality of opportunity (cost of transport would be a barrier). This impact would be more severe on low-income families who could not afford the transport costs. To mitigate this, it would be possible to vary the level of parental contribution for those parents who meet the criteria for free school meals, or have a household income below a certain threshold. This would reduce the amount of total savings possible, but overall, fewer students would benefit / carry on their education after school leaving age. Could also impact on Further Education providers.

Local bus network – season tickets are a significant source of revenue that helps sustain the frequency and capacity of services provided in some areas of the county borough. The Coleg Gwent scheme in particular helps maintain the levels of service on the bus network in the Blackwood / Newbridge / Crosskeys and Risca areas.

The potential cost saving of discontinuing all post-16 transport excludes the cost of transport for students who share transport with pupils aged 11 to 16 years old on contract buses to schools with 6th forms. An average cost per seat of these arrangements has been used to estimate the potential savings / cost per student under the other options outlined in the table, but as post-16 students represent a minority of passengers travelling on each contract (around 15% overall) to the schools concerned, withdrawing eligibility for transport would not realise quantifiable cost savings.

5. Figures on any under-spend on the transport budget and which other budget allocations benefited from this under-spend and by how much.

i) Details of spend in recent financial years is summarised below:

2012-13

Spend Details:

• Cwmcarn Transport In Year projected u/spend	£239k	Agreed £400k
• Earmarked Transport (Cwmcarn up to £400k) towards Cwmcarn	£161k	to be utilised
• Spend (excluding Cwmcarn)	£6,103k	
• Equalisation Account Set Up	£162k	£27k x 6 days

Total **£6,665k**

BUDGET **£6,706K**

Reported Underspend 2012-13 **£41k**

2013-14

Spend Details:

• Cwmcarn Transport in Year	£417k
• Spend (excluding Cwmcarn)	£6,559k
Total	£6,976k

Funding Received in Year:

- Cwmcarn Funded Fully (£417k)
- Release from Equalisation A/C (£109k)
- Total (£526k)

Net In Year Spend £6,450k

BUDGET £6,450K

NET 2013-14 Break Even

ii) **Equalisation Account (Earmarked specifically for Education Transport)**

Set – up at the end of 2012-13 to recognise the variation in the number of School Days in a financial year, due to when the 2-week Easter break falls.

195 days in an academic year. In 2012-13 187 days fell into the financial year, which was a big part of the reason for the underspend. In 2013-14 financial year the number of school days was 201. Consequently equalisation reserve set up for the 6 additional days (i.e. 6 days above the 195 days in an academic year.) Estimated daily cost of £27k – hence - £27k x 6 days = £162k set up in equalisation account (end 2012-13).

In 2013-14 and after taking account the budget reductions (see below), Education Transport was overspent by £109k (excluding the Cwmcarn issue that was fully funded separately), consequently £109k released from the reserve to cover this cost in 2013-14. This leaves a balance of £53k currently.

There are 194 days in the 2014 - 15 financial year.

iii). **Budget Revisions**

2013 -14 Budget Reductions for Transport utilised as follows:

- £33k Funding from the budget towards re-opening of Aberbargoed Library.
- £120k from the budget towards costs of Living Wage.
- £200k efficiency saving / recurring spend

2014 – 15 Budget Reductions for Transport:

- Budget reduced by £50k as part of MTFP efficiency savings. Outturn £167k over budget (around 2.5%) due to no snow days or days of industrial action. 194 school days in the financial year (equalisation does not apply) and increasing demand, but limited supply of taxis for ALN and Inclusion requests.

6. **The cost and savings implication of providing free transport at 1.75 miles - Primary / 2.5 miles - Secondary against the statutory distance of 2 miles - Primary/ 3 miles - Secondary and the number of children affected.**

The Council has a statutory duty to provide pupils aged 5 to 16 with free school transport to their nearest school if the walking distance between their home and nearest school is more than 2 miles (for primary education) or 3 miles (for secondary education). Caerphilly provides transport for pupils who attend their 'relevant' school and defines walking distances as 1.5 miles for primary education and 2 miles for secondary pupils. "Relevant" school is defined as the catchment or nearest school.

The proposal to Scrutiny on 19th June was to revert to statutory provision. It was estimated that this would save £400,000 once fully implemented. It was noted that the actual savings were estimated for the following reasons:

- The change in policy would reduce the number of pupils travelling overall, but this does not necessarily equate to direct cost savings (e.g. reduced vehicle capacity would not equate to direct cost savings).
- Revised guidance for the Assessment of Walked Routes to School – it is likely that any change to policy will encourage parents and pupils to raise concern over physical and social dangers on walking routes to some schools where pupils previously qualified for transport and request formal assessments. The Council will be obliged to consider these concerns and undertake assessments and this may result in the retention of transport on some routes.
- Would require an extensive review of current provision to match transport resources with reduced requirements.

Members requested that consideration be given to reducing the distances to 1.75 miles for primary pupils and 2.5 miles for secondary pupils. At this stage, it is only possible to estimate the potential savings for the reasons outlined above and on this basis, the annual savings should be around £200,000 per annum, affecting between 500 and 600 pupils.

Research has not identified any Welsh or English local authorities that offer transport to school on this basis.

7. Impact on parents should free transport to Faith, Post 16 and Welsh Medium Schools be removed.

The nature of the provision of transport for pupils and students attending Faith, Welsh Medium and Post 16 educational establishments means that often, more travelling is required to access them compared with English Medium Schools.

Secondary provision for Welsh Medium Education in the county borough is concentrated on two sites – one at Fleur de Lys and the developing site at Pontygwindy Road, Caerphilly. Whilst the new site at Caerphilly will reduce the distance necessary for many pupils to travel, many pupils in the county borough live significant distances from these schools.

With regards to Faith education, there is no Secondary provision in the county borough and most pupils travel to Cardinal Newman in Rhydyfelin or Bishop Hedley in Merthyr Tydfil.

Post 16 education is available at certain schools or a number of Colleges of Further Education. Transport is assessed based on the nearest establishment offering a student's chosen course.

The impact on parents of pupils attending Faith, Welsh Medium or post 16 Educational establishments is generally more significant compared with pupils receiving English medium education as journeys often involve considerable travelling distances. Whilst public transport would be an alternative option for some pupils and students, for many making the journey would involve a number of changes and increased journey time.

Other impacts include:

- Some families could be disadvantaged by reduced equality of opportunity (cost of alternative transport would be a barrier). This impact would be more severe on low income families who could not afford the transport costs.
- Post 16 – fewer students able to benefit / carry on their education after school leaving age. Could also impact on Further Education providers.
- Reduced choices of available Education.
- Attendance levels – withdrawal of bespoke / direct transport would could lead to reduced attendance levels.

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Appendix 3: Summary of Education Transport Policy Across Wales

	Provision of Transport Below Statutory Distances	Post 16 Transport Provision Free	SEN Transport Provision Irrespective of Distance	Provision of Transport for Pupils Who Change Address School Years 10&11 Irrespective of Cost	Escort Provision Primary Mainstream	Concessions Transport Free	Provision of Transport Faith Schools	Provision of Transport Welsh Schools
CAERPHILLY	✓	✓	✓	x	✓	✓	✓	✓
Merthyr Tydfil	x	✓	✓	x	✓	No concessions	✓	✓
Bridgend	✓	✓	✓	x	✓	x	✓	✓
Blaenau Gwent	✓	x	x	x	✓	No concessions	✓	✓
Rhondda Cynon Taff	✓	✓	x	✓	✓	x	✓	✓
Ceredigion	x	✓	✓	✓ Year 11 only	x	✓	✓	✓
Denbighshire	x	✓	✓	✓	x	x	✓	✓
Flintshire	x	✓	✓	✓	x	x	✓*	✓
Neath Port Talbot	x	x	✓	✓	✓	x	x	✓
Pembrokeshire	x	✓	x		x	✓	✓	✓
Swansea	x	✓	✓	✓	✓	x	x**	✓
Isle of Anglesey	x	x	✓	✓	x	x	✓	✓
Vale of Glamorgan	x	✓	✓	x	✓	x	✓	✓
Wrexham	x	✓	✓	x	x	x	✓	✓
Torfaen	x	x	x	x	✓	No concessions	✓	✓
Cardiff	x	x/EMA	x	✓	✓	x	✓	✓
Carmarthenshire	x	✓	✓	✓ Year 11 only	x	✓	✓	✓
Conwy	x	✓	✓	x	x	x	✓	✓
Gwynedd	x	x	✓	✓	x	x	✓	✓
Powys	x	✓	x	x	x	x	✓	✓
Monmouthshire	✓	x	x	x	x	x	✓	✓
Newport	x	x	x	x	x	x	✓	✓
	7	14	13	11	10	4	21	22

* Only for pupils who can prove their faith and are baptised (Flintshire); ** Provision no longer supported (from September 2015)

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EDUCATION FOR LIFE SCRUTINY COMMITTEE - 20TH MAY 2015

SUBJECT: PHYSICAL ACCESS STRATEGY FOR SCHOOLS

REPORT BY: CHIEF EDUCATION OFFICER

1. PURPOSE OF REPORT

- 1.1 To provide Scrutiny Committee Members with the revised Physical Access Strategy for Schools in line with the requirements of the Equalities Act 2010.

2. SUMMARY

- 2.1 The First Physical Access Strategy for Schools was produced in 2009, this document was reviewed in January 2015 with the revised Strategy detailing the current access status of all Caerphilly Schools in line with the requirements of the Equalities Act 2010. The Strategy has previously concentrated on the accessibility arrangements for pupils and employees in line with legislative duties, however this version of the strategy includes advice on the provision of access for disabled parents, this is increasingly an area of discussion, with parents seeking adjustments to be made to accommodate their disabilities. Although all schools seek to support parents with disabilities and provide safe access to the school site to ensure participation in their child's education, the access provided must not compromise the safety of children or others on the school site. With this in mind the scope of reasonable adjustments for disabled parents in line with the Equalities Act 2010 is included in the revised version, in addition specific reference is made within the strategy to cover parents who use mobility scooters.
- 2.2 The amended strategy shows a great improvement since 2009 in the number of schools which are able to accommodate pupils with physical and medical needs, this is due to investment in school buildings and consultation at planning stage with relevant officers to ensure that accessibility is a key factor in school design, whether designing a new school building or refurbishment of an existing site.

3. LINKS TO STRATEGY

- 3.1 Improvement of the Learning Environment to be inclusive to all learners, support parental choice of school for their child and to reduce transport costs to the Authority.

4. BACKGROUND

- 4.1 This is the first review of the Physical Access Strategy (appendix 1) and has been consulted with relevant officers. The strategy relates to access to school sites and buildings for children, young people and school based employees. The strategy also applies to authorised visitors such as Governors, parents and contractors who are also covered by the Equalities Act 2010 but to a lesser degree than the duty imposed for pupils and employees.

5. REPORT

- 5.1 The revised strategy provides the current position on accessibility of schools in Caerphilly County Borough, which has greatly improved since 2002 when Part 4 (Education) of the Disability Discrimination Act came into force. All schools now have a detailed accessibility survey which has been undertaken by the Corporate Disability Access Officer. This survey has for many schools led to improvements to meet the foundation standard of access supported by the Disability Equality Group (DEG), with provision of a disabled parking space, ramped access to the main entrance, automatic doors and provision of an accessible toilet. Only 13 schools do not meet the foundation standard, this is due to site and building restrictions, meaning these adaptations are not achievable.
- 5.2 Further adaptations have been funded by DEG and Education budgets to achieve a higher level of accessibility to accommodate a pupil with complex needs which may include physical and medical needs. Four mainstream primary schools are fully equipped to meet the needs of such pupils and one mainstream secondary school, this will increase to three mainstream secondary schools and five mainstream primary schools when YG Y Gwindy and Islwyn West Secondary schools are completed.
- 5.3 Moving forward the key priority will be to support parental choice for school placement where ever possible and adapting schools which are able to be adapted, taking into consideration funding available.

6. EQUALITIES IMPLICATIONS

- 6.1 The report provides a positive position on equalities and the access to education for all pupils within the county. The requirements of the Equalities Act are anticipatory and those schools which can be further adapted in line with the accessibility survey, should be considered for such adaptations should budgets be available.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications of this report, however to improve standards of accessibility, schemes would need to be funded from individual School, Education Capital and Disability Equality Group Budgets.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications.

9. CONSULTATION

- 9.1 Consultations have been undertaken and comments received are reflected in the report.

10. RECOMMENDATIONS

- 10.1 Members are asked to note the content of the report relating to the revised "Physical Access Strategy for Schools".

11. REASONS FOR RECOMMENDATIONS

- 11.1 To ensure continuous improvement in meeting the requirements of the Equalities Act 2010 in relation to Education premises.

12. STATUTORY POWERS

12.1 School Standards and Framework Act 1998 Local Government Act 1972.

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Consultees: Keri Cole, Chief Education Officer
Tony Maher, Assistant Director, Planning & Strategy
Bleddyn Hopkins, Assistant Director, 21st Century Schools
Angharad Price, Barrister, Legal & Democratic Services
Colin Jones, Head of Property and Performance
Simon Dixon, Corporate Disability Access Officer
Lisa Cornish, Manual Handling Assessor (Schools)
Disability Equality Group Members

Appendices:

Appendix 1: Physical Access Strategy for Schools 2015-2018

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EDUCATION PLANNING AND STRATEGY

PHYSICAL ACCESS STRATEGY FOR SCHOOLS

2015-2018

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1. Introduction

The Council has a comprehensive policy on access to Council Properties. The Directorate of Education and Life Long Learning has an Accessibility Strategy in compliance with The Special Education Needs (SEN) and Disability Act 2001 which extended the DDA 1995 to cover education. In addition to this schools and the Authority have, since 2002 had key duties under Part 4 (education) of the Disability Discrimination Act (DDA) and from October 2010, under the Equality Act 2010. Local authorities are required to develop accessibility strategies and schools to develop accessibility plans. One of the planning duties under this heading includes improvements to the physical environment of the school and the provision of physical aids to education. This strategy document concentrates on improving the physical access to the school environment and provides an assessment of accessibility for each school within Caerphilly County Borough. Improvements to physical access to school premises are a continuous improvement objective and the status of accessibility at each school is reviewed annually and the strategy Document is reviewed every three years. This ensures that accurate information on each school is provided to officers to assist in assessing if a school is able to meet the needs of an individual pupil as well as detailing continuous improvement in line with the requirements of the Equalities Act 2010.

2. Improving the Physical Environment of Schools

There has been significant investment in improving access to Caerphilly schools since 2002 to improve physical access to school buildings. Caerphilly Council has a range of school buildings from those built at the turn of the century, which due to their construction are unable to meet the current requirements for access, to modern buildings that have been designed and constructed with inclusion and accessibility a key priority. The requirement for accessible school buildings is an anticipatory one and as such there is a need for partnership working with a number of key stakeholders to further improve the levels of accessibility which have already been achieved.

3. School Management Teams

Schools have duties under the Equality Act to develop accessibility plans. In addition to their duties towards pupils, schools also have duties (provide access to goods, services and facilities) towards non-educational users. This has particular implications for parent teacher association meetings, letting policies, school social events and governor events. In effect this means that “reasonable adjustments” are a legislative requirement in these instances.

Schools also have duties towards staff, again to provide “reasonable adjustments”. Additional funds maybe available through the Department of Work and Pensions’ Access to Work scheme. This scheme allocates

resources to support disabled people in maintaining, returning or starting a successful working life.

4. Disability Equality Group

The Disability Equality Group (DEG) comprises of Key Officers of the Council and is chaired by the Head of Property. Their remit is to improve access to services across the Authority. The group has access to a corporate budget to commission improvement works to Council owned premises in line with Council's Access to Council Buildings Policy. All schemes are approved by the DEG and are dependent on sufficient funds being available.

5. General Access Improvements

The following works fall under the foundation standard, which may attract Corporate funding via. The DEG:-

Parking – Clearly marked, designated, accessible bays with dropped kerbs, tactile paving and clear access routes,

Main Entrance – Level entrance and lobby doorways with accessible opening mechanisms,

Reception – clear access routes to the main reception area, with a low level counter and hearing loop system,

Accessible WC – unobstructed route to an accessible WC near to the reception area or within a reasonable distance.

In addition further improvement projects have been undertaken which include installation of hearing loops to all school administration areas as well as installation of flexi-steps to provide access to fixed stages in school halls.

6. Education & Life Long Learning

Under fair funding arrangements schools are responsible for works which fall below the capital threshold which is £10,000. Where accessibility improvement works required are over £10,000 Education will, in partnership with Inclusion Services identify those schools which are regarded as priority for access improvements to meet Social Inclusion Needs.

7. Complex Needs Improvements

New school buildings will be equipped to provide fully accessible changing facilities to ensure the school environment can accommodate a pupil with complex needs, this maybe a requirement to meet medical needs and or support a pupil with a physical disability. Increasing the number of schools which are able to accommodate pupils with complex needs, will increase parental choice for educational placement and reduce the cost of transporting

pupils to alternative placements outside of their catchment school. Accessibility is a criteria of the school rationalisation programme in line with the 21st Century Schools Project.

Complex needs provision will include the following:-

- Closomat toilet – positioned so can be accessed from both sides
- System of wall-mounted drop down rails either side of toilet
- Height adjustable sink with vanity unit
- Soap dispenser, hand towel dispenser/hand dryer that can be used from wheelchair height
- Wall mounted shower with extra length hose so it can be used from sitting on drop down bench or from lying down on a mobile changing table.
- Wall mounted drop down seat with system of grab rails to use shower from a sitting position.
- Overhead track hoist, on an XY system to cover the floor area of this room.
- 4 x wall lockers, accessible from a wheelchair.
- Wall mounted hooks (to hang up slings)

8. Supporting Disabled Parents

The Local Authority and School Governing Body have a duty to make reasonable adjustments in order for parents with disabilities to access school services, no parent will be treated less favorably because of their disability.

With regards to physical access to school sites, reasonable adjustments will be made where possible to ensure that safe access is provided.

Each School in partnership with the Local Authority will endeavor to provide the following adaptations to support parental access to school sites:-

Parking – Clearly marked, designated, accessible bays with dropped kerbs, tactile paving and clear access routes,

Main Entrance – Level entrance and lobby doorways with accessible opening mechanisms,

Reception – clear access routes to the main reception area, with a low level counter and hearing loop system,

Accessible WC – unobstructed route to an accessible WC near to the reception area or within a reasonable distance.

Some school sites may not have parking facilities on site for parents and therefore a disabled parking bay cannot be provided. Where a level entrance cannot be provided a suitable alternative entrance will be identified. In older schools accessible toilets may not be to the current Building Regulation Standard, due to the size and nature of the school building.

8.1 Parents Using Mobility Scooters

Mobility scooters are classified by The Use of Invalid Carriages on Highways Regulations 1988 as either Class II or Class III Invalid Carriages. A Class II scooter must be limited to 4 mph for use on a footway only, while a Class III scooter must be limited to 8 mph for road/highway use and have an additional 4 mph limiter for footway use. The law states that Mobility scooters should be driven only by someone "suffering from some physical defect or physical disability". Motorised scooters are classed as slow moving vehicles and as such, while on primary school sites, should be segregated from children on footpaths and playgrounds. Access for disabled parents using mobility scooters must be safe and reasonable adjustments may be required in order to safeguard children on the school site.

Reasonable adjustments to accommodate disabled parents using mobility scooters should be reflected in the transport risk assessment for the relevant school site.

9. Current Position in CCBC Schools

9.1 Primary Sector

Currently twelve English medium primary schools are fully furnished to meet the needs of pupils with complex physical and medical conditions.

Two Welsh medium primary schools are fully furnished to meet the needs of pupils with complex physical and medical conditions.

Thirty nine English medium primary schools are able to accommodate pupils with physical disabilities with limited adaptations being required.

Five Welsh medium primary schools are able to accommodate pupils with physical disabilities with limited adaptations being required.

Eight English medium primary schools, due to their location and construction are not able to accommodate pupils with physical disabilities and are not able to be easily adapted due to these restraints.

Two Welsh medium primary schools, due to their location and construction are not able to accommodate pupils with physical disabilities and are not able to be easily adapted due to these restraints.

9.2 Secondary Sector

Two English medium schools are fully furnished to meet the needs of pupils with complex physical and medical conditions.

One Welsh medium school is fully refurbished to meet the needs of pupils with complex physical and medical conditions

Nine English Medium and One Welsh Medium Secondary school are able to accommodate pupils with physical disabilities with limited adaptations being required.

Three English medium secondary schools due to their location and construction are not able to accommodate pupils with physical disabilities and are not able to be easily adapted due to these restraints. Two of the three schools identified are due to be replaced by a new school building which will be fully accessible.

10. Forward Planning to 2018

Annual plans for accessibility improvements will depend on availability of funding, invariably schemes will progress with joint funding between Education and Life Long Learning and DEG. The 21st Century schools project will improve levels of accessibility where inaccessible schools are replaced or upgraded to modern standards.

HEALTH AND SAFETY DIVISION
School Facilities
Accessibility & Welfare
January 2015



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Primary School	Parking Bay	Ramp to main entrance	Accessible Toilet	Standing Change	(Room for) Bed change	Shower	Fixed Hoist	Internal steps	Comments
Aberbargoed Primary	✓	✓	✓	✓	✓	✓		X	
Abercarn Primary	✓	✓	✓	✓	X	X		X	
Abertysswg Primary	✓	✓	✓	✓	X	X		✓*	*Only to Headteachers Office
Bedwas Infants	✓	✓	✓	✓	X	X		X	
Bedwas Juniors	X	✓	✓	X	X	X		X	No on-site parking
Blackwood Primary	X	✓	✓	✓	✓	✓		✓	
Bryn Awel Primary	✓	✓	✓	✓	✓	✓		X	
Bryn Primary	✓	✓	✓	✓	X	X		X	
Cefn Fforest Primary – Juniors	X	✓	✓	✓	X	X		✓	Split site – road between
Cefn Fforest Primary – Infants	X	X	✓	✓	X	✓		X	
Coed y Brain Primary – Infants	X	X	X	In KS2 Bldg	X	X		X	No on-site parking. Steps down yard of KS1
Coed y Brain Primary – Juniors	X	✓	✓	✓	✓	✓		X	No on-site parking. Steps up to main entrance
Crumlin Primary	✓	✓	✓	✓	X	X		✓	Ramped entrance to rear
Cwm Glas Infants	✓	✓	✓	✓	X	X		X	
Cwm Ifor Primary (NEW)	✓	✓	✓	✓	✓	✓	✓	X	1 in Trinity Satellite Base and 1 in toilet
Cwmaber Infants	X	✓	✓	✓	X	✓		X	Steps to yard – not accessible site
Cwmaber Juniors	✓	✓	✓	✓	X	✓		✓	
Cwmcarn Primary – Juniors	X	✓*	✓	✓	X	✓*		X	* Ramped alternative entrance
Cwmcarn Primary – Infants	X	X	✓	✓	X	X		X	
Cwmfelinfach Primary	✓	✓	X	✓	X	X		✓	
Cwrt Rawlin Primary	✓	✓	✓	✓	✓	✓		X	
Deri Primary	✓	✓	✓	✓	✓	✓		✓*	*Only to Headteachers Office

Derwendeg Primary	✓	✓	✓	✓	X	X		✓	
Fleur de Lys Primary	✓	✓	✓	✓	X	X		X	
Fochriw Primary	✓	✓	✓	✓	X	X		✓	Split level site
Gilfach Fargoed Primary	X	X	X	✓	X	X		X	
Glyngaer Primary	✓	✓	✓	✓	X	X		X	
Graig y Rhacca Primary – Jnr	✓	✓	✓	X	X	X		*	Split site – steps between
Graig y Rhacca Primary - Inf	✓	✓	?	✓	X	X		X	Level lower building
Greenhill Primary	✓	✓	✓	✓	✓	✓		X	
Hendre Infants	✓	✓	✓	✓	✓	X		✓*	* Leading to rear yard
Hendre Juniors	✓	✓	✓	✓	✓	X		X	
Hendredenny Park Primary	✓	✓	✓	✓	X	X		✓	
Hengoed Primary	✓	✓	✓	✓	✓	✓		X	
Libanus Primary	X	✓	✓*	✓	X	X		✓	* Accessible toilet KS2 area. # Steps to main entrance, ramp to extension entrance
Llancaeath Juniors	X	✓	✓	✓	X	X		✓	Ramp and steps between buildings
Llanfabon Infants	✓	✓	✓	✓	✓	✓		X	
Machen Primary	X	✓	✓	✓	X	X		✓	
Maesycwmmmer Primary	X	X	X	X	X	X		✓	
Markham Primary	X	X	X	✓	X	X		✓	
Nant y Parc Primary	✓	✓	✓	✓	X	X		X	
Pantside Primary	✓	✓	✓	✓	X	X		X	
Park Primary	✓	✓	✓	✓	X	X		X	
Pengam Primary	✓	✓	✓	✓	X	X		X	
Penllwyn Primary	✓	✓	✓	✓	✓	X		X	
Pentwynmawr Primary	✓	✓	✓	✓	X	X		✓	
Phillipstown Primary	X	✓	X	X	X	X		✓	
Plasyfelin Primary	✓	✓	✓	✓	✓	X		X	
Pontllanfraith Primary - Infants	✓	✓	✓	✓	✓	X		X	
Pontllanfraith Primary - Juniors	✓	✓	✓	✓	✓*	✓*		✓	*in SRB
Rhiw Syr Dafydd Primary	✓	✓	✓	✓	✓	X		✓	
Rhydri Primary	X	✓	✓*	✓*	X	X		✓	*In demountable
Risca Primary	✓	✓	✓	✓	✓	✓	✓	✓*	Lift also
St Gladys Primary	X	✓	✓	✓	X	X		✓	
St Helens RC Primary	✓	✓	✓	✓	X	X		X	
St James Primary	✓	✓	✓	✓	✓	✓	✓	✓	Lift also

Primary School	Parking Bay	Ramp to main entrance	Accessible Toilet	Standing Change	(Room for) Bed change	Shower	Fixed Hoist	Internal steps	Comments
Tiryberth Primary	✓	✓	✓	✓	X	X		X*	Into quadrant play area
Trinant Primary	✓	✓	✓	✓	✓	✓*		✓	* Shower cubicle in Nursery
Twyn Primary	X	X	X	✓*	X	X		✓	* Nursery
Ty Isaf Primary	✓	✓	✓	✓	✓*	X		X	*In SRB
Ty Sign Primary	✓	✓	✓	✓	X	X		✓	
Tyn y Wern Primary	X	✓	✓	✓*	X	X		✓	* Not Nursery (in main bldg. only)
Tynewydd Primary	✓	✓	✓	✓	✓	✓	✓	✓	Lift also
Upper Rhymney Primary	✓	✓	✓	✓	X	X		✓	
Wanfawr Primary	X	✓	✓	✓	✓	*X		X	*Can be added
Whiterose Primary	✓	✓	✓	✓	X	✓		X	
Ynysddu Primary	✓	✓	✓	✓	✓	✓		X	
Ystrad Mynach Primary	X	✓	✓	✓	✓	✓		✓*	*Lift also

Welsh Medium Primary Schools	Parking Bay	Ramp to main entrance	Accessible Toilet	Standing Change	(Room for) Bed change	Shower	Fixed Hoist	Internal steps	Comments
Ysgol Bro Allta	✓	✓*	✓	✓	X	X		X	*Alternative entrance
Y G Cwm Gwyddon	X	✓	X	X	X	X		✓	
Y G Trelyn	X	✓	✓	✓	✓*	✓		X	4ft bed only
Y G Caerffili	✓	✓	✓	✓	X	X		X	
YG Gilfach Fargoed	X	X	✓	✓	X	X		X	
Ysgol y Castell	✓	✓	✓	✓	X	X		X	
Y G Bro Sannan	✓	✓	✓	✓	✓	✓		✓*	*Lift also
Y G Cwm Derwen	✓	✓	✓	✓	X	X		X	
Ysgol Ifor Bach	✓	✓	✓	✓	✓	✓		X	
Ysgol Penalltau	✓	✓	✓	✓	✓	X		X	
Ysgol y Lawnt	X	✓	✓	✓	X	X		✓	

Secondary School	Parking Bay	Ramp to main entrance	Accessible Toilet	Standing Change	(Room for) Bed change	Shower	Fixed Hoist	Internal steps	Comments
Bedwas High	✓	✓	✓					✓	
Blackwood Comp	✓	✓	✓					✓	
Cwmcarn High	✓	✓	✓					✓	
Heolddu Comp	✓	✓	✓					✓	
Lewis Girls	✓	✓	✓					✓	
Lewis Pengam	✓	✓	✓					✓*	*Lift also
Newbridge Comp	✓	✓	✓					✓	
Oakdale Comp	✓	X	✓					✓	
Pontllanfraith Comp	✓	✓	✓	✓*		✓*		✓	*In SRB
Rhymney Comp	✓	✓	✓					✓*	*Lift provision in part of bldg
Risca Comp	✓	✓	✓					✓	
St Cenydd Comp	✓	✓	✓	✓	✓	✓		✓*	*Lift also
St Martins	✓	X	✓					✓	
Ysgol Cwm Rhymni	✓	✓	✓					✓*	*Lift also

Special School	Ramp to main entrance	Accessible Toilet	Standing Change	(Room for) Bed change	Shower	Fixed Hoist	Internal steps	Comments
Trinity Fields	✓	✓	✓	✓	✓	✓	X	

HEALTH AND SAFETY DIVISION QUERIES ON FACILITIES (please e-mail):

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The information in this table should be used as an aid when considering the placement of children who have identified needs, eg physical disabilities, assistance with toileting etc. and should only be used as a guide to assist parents and professionals when considering a school placement. Assessments should always be made on an individual child's needs – generic recommendations without regard to individual needs are to be avoided. This document is accurate as of 5 January 2015, but is subject to change as modifications and alterations are made to school premises. Professionals using this document are to be mindful that "changes of use" to areas/facilities within schools may occur without the knowledge of the Health and Safety Division.



EDUCATION FOR LIFE SCRUTINY COMMITTEE – 5TH MAY 2015

**SUBJECT: SUMMARY OF MEMBERS' ATTENDANCE – QUARTER 2 – 1ST JULY
2014 TO 30TH SEPTEMBER 2014**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

1. PURPOSE OF REPORT

- 1.1 To report Members' levels of attendance at scheduled meetings of Caerphilly County Borough Council.

2. SUMMARY

- 2.1 The report details the attendance of Members at scheduled meetings throughout the Quarter 1st July to 30th September.

3. THE REPORT

- 3.1 Appendix 1 details Members' attendance for quarter 2 (1st July 2014 to 30th September 2014), at the following meetings:

- Council;
- Cabinet;
- Scrutiny Committees;
- Planning Committee;
- Audit Committee;
- Democratic Services Committee; and
- Sustainable Development Advisory Panel.

- 3.2 The information is compiled from attendance sheets signed by Members at these meetings.

- 3.3 The appendix also allows for a comparison with the same period in the preceding two years. When making comparisons to previous quarters/years, please note that overall averages given are the weighted average to reflect the number of meetings in each quarter.

- 3.4 Details for the next quarter (1st October 2014 to 31st December 2014) will be reported to the next appropriate meeting of the Scrutiny Committee.

4. EQUALITIES IMPLICATIONS

- 4.1 There are no specific equalities implications arising as a result of this report.

5. FINANCIAL IMPLICATIONS

5.1 There are no specific financial implications arising as a result of this report.

6. PERSONNEL IMPLICATIONS

6.1 There are no specific personnel implications arising as a result of this report.

7. CONSULTATIONS

7.1 None.

8. RECOMMENDATIONS

8.1 That Members note the content of the report.

9. REASONS FOR THE RECOMMENDATIONS

9.1 To inform Members of attendance levels at scheduled meetings of Caerphilly County Borough Council from the Annual Meeting of Council, 2014.

Author: C. Evans (Committee Services Officer)

Background Papers:
Member attendance sheets

Appendices:
Appendix 1 Schedule of Members' Attendance 2012 to 2015

Quarterly Summary of Attendance Levels (Percentages)

AGM to AGM

	2012-2013					2013-2014					2014-2015				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Council	89	88	85	81	84	87	82	82	88	85	84	84			84
Crime & Disorder		38		59	59		69		94	82		81			81
Education For Life	75	78	66	69	72	72	75	69	75	73	66	65			66
Health, Social Care & Wellbeing	88	75	85	88	84	75	66	78	69	72	75	73			74
The Living Environment															
Regeneration															
Regeneration and Environment	69	77	71	88	76	69	63	81	84	74	81	80			81
Policy & Resources	81	88	71	79	77	69	78	84	85	79	78	77			78
Planning Committee	75	83	80	74	78	75	82	85	89	83	85	75			80
Audit Committee		58	50	42	48	83	75	67	83	77	58	83			71
Democratic Services Committee		44	63	69	60	69		69	75	71	88	75			82
Sustainable Development Advisory Panel	73	45	64	45	61	64	64		64	64		82			82
Average Attendance per quarter	78	67	71	71	74	74	72	77	81	76	77	86			82
Cabinet	90	94	93	88	91	95	82	92	93	91	93	93			93

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EDUCATION FOR LIFE SCRUTINY COMMITTEE – 5TH MAY 2015

**SUBJECT: SUMMARY OF MEMBERS' ATTENDANCE – QUARTER 3 –
1ST OCTOBER 2014 TO 31ST DECEMBER 2014**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151
OFFICER**

1. PURPOSE OF REPORT

- 1.1 To report Members' levels of attendance at scheduled meetings of Caerphilly County Borough Council.

2. SUMMARY

- 2.1 The report details the attendance of Members at scheduled meetings throughout the Quarter 1st October to 31st December 2014.

3. THE REPORT

- 3.1 Appendix 1 details Members' attendance for quarter 3 (1st October 2014 to 31st December 2014), at the following meetings:
- Council;
 - Cabinet;
 - Scrutiny Committees;
 - Planning Committee;
 - Audit Committee;
 - Democratic Services Committee; and
 - Sustainable Development Advisory Panel.
- 3.2 The information is compiled from attendance sheets signed by Members at these meetings.
- 3.3 The appendix also allows for a comparison with the same period in the preceding two years. When making comparisons to previous quarters/years, please note that overall averages given are the weighted average to reflect the number of meetings in each quarter.
- 3.4 Details for the next quarter (1st January 2015 to 31st March 2015) will be reported to the next appropriate meeting of the Scrutiny Committee.

4. EQUALITIES IMPLICATIONS

- 4.1 There are no specific equalities implications arising as a result of this report.

5. FINANCIAL IMPLICATIONS

5.1 There are no specific financial implications arising as a result of this report.

6. PERSONNEL IMPLICATIONS

6.1 There are no specific personnel implications arising as a result of this report.

7. CONSULTATIONS

7.1 None.

8. RECOMMENDATIONS

8.1 That Members note the content of the report.

9. REASONS FOR THE RECOMMENDATIONS

9.1 To inform Members of attendance levels at scheduled meetings of Caerphilly County Borough Council from the Annual Meeting of Council, 2014.

Author: C. Evans (Committee Services Officer)

Background Papers:
Member attendance sheets

Appendices:
Appendix 1 Schedule of Members' Attendance 2012 to 2015

Quarterly Summary of Attendance Levels (Percentages)

AGM to AGM

	2012-2013					2013-2014					2014-2015				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Council	89	88	85	81	84	87	82	82	88	85	84	84	75		81
Crime & Disorder		38		59	59		69		94	82		81			81
Education For Life	75	78	66	69	72	72	75	69	75	73	66	65	81		71
Health, Social Care & Wellbeing	88	75	85	88	84	75	66	78	69	72	75	73	74		74
The Living Environment															
Regeneration															
Regeneration and Environment	69	77	71	88	76	69	63	81	84	74	81	80	77		79
Policy & Resources	81	88	71	79	77	69	78	84	85	79	78	77	88		81
Planning Committee	75	83	80	74	78	75	82	85	89	83	85	75	73		78
Audit Committee		58	50	42	48	83	75	67	83	77	58	83	58		66
Democratic Services Committee		44	63	69	60	69		69	75	71	88	75	69		77
Sustainable Development Advisory Panel	73	45	64	45	61	64	64		64	64		82	55		69
Average Attendance per quarter	78	67	71	71	74	74	72	77	81	76	77	86	81		81
Cabinet	90	94	93	88	91	95	82	92	93	91	93	93	95		94

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EDUCATION FOR LIFE SCRUTINY COMMITTEE – 20TH MAY 2015

SUBJECT: EDUCATION FOR LIFE SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

1.1 To report the Education for Life Scrutiny Committee Forward Work Programme.

2. SUMMARY

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

3. LINKS TO STRATEGY

3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

4. THE REPORT

4.1 The Education for Life Scrutiny Committee Forward Work Programme identifies reports that are due to be presented to scrutiny during the period May to July 2015 and have followed consultation process which includes key stakeholders and the public.

4.2 For information, the latest Education for Life Scrutiny Committee Forward Work Programme is attached at Appendix 1.

5. EQUALITIES IMPLICATIONS

5.1 There are no specific equalities implications arising as a result of this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no specific financial implications arising as a result of this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses that have not been included in this report.

9. RECOMMENDATIONS

9.1 That Members note the Forward Work Programme.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To improve the operation of scrutiny.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

Author: Catherine Forbes-Thompson, Scrutiny Research Officer

Appendices:

Appendix 1 Education for Life Scrutiny Committee Forward Work Programme

Education for Life Scrutiny Committee Forward Work Programme – May to July 2015		
Subject Area	Report Title	Proposed Meeting Date
Pre-decision Scrutiny	Community Centres Service Update	20 May 2015
	CCBC Education Transport MTFP 2015/16	20 May 2015
Consultation & Information	Physical Access Strategy	20 May 2015
	Progression on Outcome Agreement	4 June 2015
Performance Management; <ul style="list-style-type: none"> • WAO Service Performance Reports • Improvement Objectives • Council Self-evaluation • Service Improvement Plans 	Review of Service Performance 2014/15 & Priorities for 2015/16	4 June 2015
	Improvement Objectives Plan 2015/16	4 June 2015
	Improvement Objectives Review 2014/15 - IO3. Develop an effective and accessible youth service	7 July 2015
	Summary of Estyn Inspection Outcomes Under the New Common Inspection Framework (CIF) – September 2014 – July 2015	7 July 2015
Budget Monitoring	<u>No reports for this area</u>	
Ombudsman Reports	<u>No reports for this area</u>	

Subject Area	Report Title	Proposed Meeting Date
Task and Finish Group	<u>No reports for this area</u>	
Members/ Public Requests, Call-ins & CCfA	School Uniform Policy	7 July 2015
	Modern Foreign Languages (for information)	7 July 2015
Scrutiny of Designated Persons and Other Organisations	<u>No reports for this area</u>	



CAERPHILLY STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE)

MINUTES OF THE MEETING HELD AT YSGOL Y LAWNT, RHYMNEY ON THURSDAY,
6TH NOVEMBER 2014 AT 2.00 P.M.

PRESENT:

Councillor D.M. Gray - Chair
Councillor J. Taylor - Vice-Chair

Representing Teaching Organisations: Miss H. Bartley (ATL), Mrs B. Davies (UCAC)

Representing Religious Organisations: Mrs J. Jones (Church in Wales), Rev E. Williams (Baptist Union of Wales)

Together with:

Mrs V. Thomas (RE Consultant), Miss R. Barrett (Committee Services Officer), Mrs E. Sullivan (Democratic Services Officer)

Also present:

Mrs A. Godfrey (Caerphilly Schools Worker)

1. WELCOME

The Chair thanked Miss Bethan Davies, RE Co-ordinator at the school, for giving SACRE such a warm welcome to Ysgol y Lawnt, and opened the meeting with a poem of reflection entitled "Faith Is A Candle" by Helen Steiner Rice.

Introductions were made, with Reverend Eryl Williams, Minister for Zoar Baptist Church, Pontlottyn, welcomed to the meeting as the newest Member of Caerphilly SACRE. A warm welcome was also extended to Mrs Alison Godfrey, who was attending the meeting in an observational capacity in her new role as a Caerphilly Schools Worker.

The outgoing Clerk to Caerphilly SACRE, Mrs Emma Sullivan, introduced the new Clerk, Miss Rebecca Barrett, to those present.

The Chair also voiced his appreciation to Councillor J. Taylor for chairing the previous meeting of Caerphilly SACRE in his absence.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Keri Cole, Manager for Learning, Education and Inclusion. It was noted that Mrs Cole conveyed her sincere apologies for being unable to attend the meeting but had not received advance notification of the meeting and was therefore unable to attend owing to a prior commitment.

Apologies for absence were also received from Councillors D.G. Carter, W. David, Mrs G.D. Oliver and Mrs M.E. Sargent, together with Mrs N. Boardman (NUT), Ms R. Bradshaw (Co-opted Member), Lieutenant C. DiPalma (Salvation Army), Mrs E. Hawthorn (United Reform Church) and Mr M. Western (Roman Catholic Archdiocese).

3. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

4. MINUTES – 12TH JUNE 2014

RESOLVED that the minutes of the Caerphilly SACRE meeting held on 12th June 2014 be approved as a correct record and signed by the Chair.

5. MATTERS ARISING

Mrs Thomas, RE Consultant to SACRE, referenced the recently compiled distribution list comprising of RE contacts for each primary and secondary school within the borough, explaining that this will assist in ensuring that the relevant information reaches the correct person.

Reference was made to the recent letter circulated to all schools that detailed the keynote speech made by the Minister of Education at the Religious Education Council of England and Wales Annual Conference 2014. It was noted that a number of positive comments had been received from schools in relation to this. Information relating to the RE Quest resource and website had also been circulated to all schools.

6. PRESENTATION – “RE AT YSGOL Y LAWNT”

Miss Bethan Davies, RE Co-ordinator and teacher at Ysgol y Lawnt, welcomed Members to the school on behalf of Mrs Sharon Davies (Head Teacher), and Miss Katherine Scott (Deputy Head Teacher).

With the aid of a slideshow presentation, Miss Davies delivered to SACRE Members an insight into the teaching of RE at the school, entitled “RE at Ysgol y Lawnt”. It was explained that the presentation would detail the school’s links with the local community, share data derived from parent, teacher and pupil questionnaires, and share the school’s vision for the future of RE at Ysgol y Lawnt.

The RE scheme of work taught at Ysgol y Lawnt was outlined to Members, which follows guidelines outlined in the Caerphilly Agreed Syllabus for Religious Education. Subjects studied at Foundation Phase are Judaism, Christianity and a Christian Celebration (wedding or christening), with Judaism, Christianity and Islam studied at Key Stage 2. In addition to these, many different religious and traditional festivals are also celebrated by the school throughout the year, including Harvest, Christmas, Easter, Diwali, St David’s Day, Chinese New Year, Ramadan and Rosh Hashanah.

In regard to the specific subjects studied at Foundation Phase and Key Stage 2, it had been felt that one lesson a week was not conducive to learning about these religions, and hence a schedule of themed study “weeks” had been arranged, with pupils studying the subject over three RE lessons during the course of that week. This is in addition to their timetabled RE lessons and enriched the curriculum for pupils. The school had recently completed a successful “Judaism Week” in September, with examples of topics covered and the work completed by the children displayed to SACRE. It was explained that “Christianity Week” is scheduled for late March 2015.

Miss Davies informed SACRE that daily acts of collective worship were held in the school hall, with a class assembly for parents arranged on a termly basis, providing the opportunity for parents to attend to observe the children participating in this event.

The links between RE and the local community were outlined, with it explained to SACRE that Ysgol y Lawnt have very strong links with St David’s Church, Penuel and Moriah Church in Rhymney. A generous Harvest collection had been undertaken for the Rhymney Valley Food Bank, and the school had received a visit from the Bible Explorers team. Key Stage 2 pupils had also undertaken a trip to a synagogue, mosque and cathedral in Cardiff.

Details of a parent questionnaire circulated in May 2014 and the results of this were outlined to Members. The questionnaire covered a number of areas relating to Religious Education, including the school’s communication with parents, satisfaction levels regarding the syllabus, availability of parents to attend acts of collective worship, satisfaction levels relating to religious and community links, and pupil reference to RE lessons when at home. The results of the questionnaire (with a 40% response rate) were generally very positive and staff were able to identify a number of areas for improvement as a result. The pupils had also received a questionnaire, which indicated that they wanted more RE experience and had enjoyed the themed weeks to date.

With regards to the way forward, it was explained that the school intends to produce a termly RE newsletter to inform parents of what is happening within the school. The school will continue to work toward the RE Quality Mark (REQM) Bronze Award, and will provide more opportunities for pupils to develop their role as global citizens, in line with Estyn 2014 requirements.

Discussion of the presentation ensued and Members were pleased to note the questionnaires as an excellent example of school and subject self-evaluation, together with the follow-up actions derived as a result. SACRE were also pleased to hear the news that Ysgol y Lawnt were striving to achieve the REQM Bronze Award

With regards to the themed weeks, it was suggested that photographs could be taken during these to document examples of how the themed weeks are administered. It was also suggested that details of the themed weeks be submitted to the RE News website as an example of good practice in RE and to exemplify how Caerphilly schools are delivering the RE syllabus.

SACRE thanked Miss Davies for her informative and interesting presentation.

7. SCHEDULE OF MEETINGS 2014-15

In order to accommodate a request from a member of the public to attend the next meeting and address SACRE, it was agreed that the venues for the March 2015 and June 2015 meetings be switched over. The following dates and venues were agreed, with details of these to be sent to the relevant persons:-

The Spring Term meeting will be held on Monday 9th March 2015 at Penallta House Council Offices, Tredomen, Ystrad Mynach.

The Summer Term meeting will be held on Wednesday 10th June 2015 at Newbridge School, Bridge Street, Newbridge.

8. MEMBERSHIP UPDATE 2014-2015 AND HUMANIST REQUEST FOR CO-OPTION

The report updated Members on the current membership of Caerphilly SACRE and highlighted the current position in terms of vacant places.

The efforts made to secure nominations from Teaching Trade Unions were noted. In regards to Teacher representation, a letter recently circulated to Caerphilly primary schools seeking nominations had resulted in Ms Rhianne Bradshaw (RE teacher at St James' Primary) securing a vacant co-opted position as a primary school representative to SACRE.

With regards to the other co-opted position, it was noted that this had previously been held by Mr Darren Ralph of VALREC, who brought his experience of working with different communities to the work of SACRE. He has since resigned and a replacement VALREC representative is currently being sought.

Reference was made to a request received from Mr Ken Chamberlain in regards to Humanist representation on SACRE, with a supporting paper attached to the report. The RE Consultant explained that as Humanism did not fall under the Group A section of SACRE membership consisting of faith representatives, it would thus fall under the co-opted section, which is currently filled. It was advised that Mr Chamberlain had asked for the opportunity to address SACRE in order for his membership request to be considered.

Discussion of the report ensued and SACRE agreed that Keri Cole, Manager for Learning, Education and Inclusion, be asked to take the matter of Teaching Trade Unions representation to her next head teacher meeting to request a NAHT representative to SACRE. It was also agreed that the Clerk to SACRE would send a letter to schools seeking a NASUWT representative to SACRE.

With regards to Mr Chamberlain's request for Humanist representation within Caerphilly SACRE, it was agreed that he be invited to speak at the next meeting, and that his supporting information would be resubmitted within the agenda papers for that meeting.

SACRE noted the contents of the report.

9. CAERPHILLY SACRE ANNUAL REPORT FOR THE ACADEMIC YEAR 2013-14

Mrs V. Thomas, RE Consultant to SACRE, presented the draft SACRE Annual Report for 2013-14 for Members' consideration and approval prior to its submission to the Welsh Government's Department for Education and Skills (DfES) by 31st December 2014.

The Annual Report outlined the activities of SACRE during the academic year 2013-14 and Members' comments and amendments were welcomed. The RE Consultant referred Members to the Executive Summary of advice given by SACRE, and highlighted specific issues and the actions taken by SACRE to ensure it met all its statutory requirements.

Members were asked to check the Annual Report for accuracy and amendments were noted to the Membership of SACRE listed within Section 1 of the report. It was agreed that the final version of the Annual Report be submitted to DfES and circulated electronically to WASACRE (who will include the Annual Report on their website), together with schools and other relevant parties.

Subject to the above amendments, it was unanimously agreed that the SACRE Annual Report for 2013-14 be approved.

10. SACRE DEVELOPMENT PLAN 2012-2015

The report detailed the Caerphilly SACRE Development Plan for the academic years 2012-2015, with the actions required, outcomes and progress made outlined for Members' information.

Members were referred to the action plan as detailed in the SACRE Annual Report and the progress that SACRE had made in relation to the different elements contained therein were examined. SACRE's monitoring of standards through the reviewing of inspections reports and school self-evaluation was summarised and the progress made was outlined.

Having fully considered the report, Members noted the content and progress of the Development Plan 2012-2015 to date.

11. ANALYSIS OF CAERPHILLY SCHOOLS INSPECTION REPORTS AUTUMN 2013 - SUMMER 2014

The report outlined the main RE findings derived from the Estyn inspection of fourteen Caerphilly schools between Autumn 2013 and Summer 2014. The analysis focused on comments in relation to spiritual development and collective worship. The context of the report was explained to SACRE in that it only focuses on RE findings and not the general inspection results of the school, which could significantly vary in other areas.

The RE Consultant provided a detailed summary of the findings for each of the inspected schools, including details relating to spiritual development, the quality of collective worship and whether the school met statutory legal requirements in relation to collective worship. Other comments and issues were also outlined in the findings.

The report explained that the Estyn Common Inspection Framework notes that inspectors should only report on instances where the school does not comply with statutory requirements relating to collective worship. The inspection report for Rhydri Primary School stated that the school does not comply with the statutory collective worship requirements. It was thus assumed that all other schools inspected met statutory requirements in relation to collective worship.

Two further schools had no comment made by the reporting inspector regarding acts of collective worship or the schools' development of SMSC (spiritual, moral, social and cultural development). A number of positive outcomes were derived from the analysis and detailed to SACRE Members, including the finding that pupils develop respect for their own cultures and other cultures. School assemblies also provide a wide range of benefits, namely the celebration of pupil progress and achievement and the opportunity for pupil reflection, and an understanding of morality and sense of fairness.

The report made two key recommendations:-

- (i) The action plan from Rhydri Primary School be requested to show how they intend to meet statutory requirements for acts of collective worship;
- (ii) That SACRE consider writing to Estyn to raise the issue of two school inspection reports making no mention under the Care Support and Guidance section of the report of whether a school promotes SMSC and the contribution of acts of collective worship to SMSC, and also about the lack of comments regarding the quality of acts of collective worship.

Consideration of the report ensued and discussion took place in relation to a number of the inspection findings detailed within the analysis regarding religious and community links.

Members noted the analysis of the inspection reports and it was agreed that the Clerk to SACRE would ask Keri Cole for an update in relation to the action plan for Rhydri Primary. It was also agreed that the RE Consultant would write to Estyn to raise the issues outlined regarding reporting procedures within the inspection reports.

12. HOLOCAUST MEMORIAL DAY 2015

The report informed Members of the resources available to schools in order to commemorate Holocaust Memorial Day 2015.

The RE Consultant advised that the theme for 2015 is "Keep The Memory Alive" and confirmed that further information on the theme and free educational resources were available through the Holocaust Memorial Day (HMD) website at www.hmd.org.uk/content/for-educators.

This year marks the 70th anniversary of the Auschwitz-Birkenau liberation and Members were advised that 70 special candles will be sent out to 70 selected HMD activities across the country. Schools were encouraged to access the website and nominate their HMD activity to host a candle.

Members noted the theme and resources available to schools in order to commemorate Holocaust Memorial Day 2015 and it was agreed that the Clerk to SACRE would write to all schools to make them aware of these resources and encourage them to commemorate the event.

13. RE NEWS WEBSITE

The report outlined details of the RE News website, which was previously administered by the Welsh National Centre for RE. The website had been supported by contributions from Local Authorities, Bangor University and the University of Wales Trinity Saint David. However, from September 1st 2014, the website will be solely funded by the two universities, and will now be available free of charge to anyone who wished to use it.

All articles for inclusion on the website are to be submitted to the editor, Sali Roberts (Sali@patshyn.fsnet.co.uk). The last day of the month is the deadline for all submissions, with articles to be sent bilingually if possible. Bangor University will translate the articles if required but this will result in a delay in the article being published on the website.

Members noted the contents of the report and it was agreed that the Clerk to SACRE would email schools with a letter containing details of the website and arrangements for article submission. It was explained to SACRE that a direct link to the RE News website would also be included in the email to schools.

14. CORRESPONDENCE – FARMINGTON FELLOWSHIPS FOR TEACHERS OF RELIGIOUS EDUCATION AND HEAD TEACHERS ACADEMIC YEAR 2015-16

Members noted the correspondence with regard to the Farmington Fellowships offered by the Farmington Institute, Oxford.

Details of the eligibility and composition of the Fellowships were outlined and Members agreed that this information be circulated to all schools in order to raise awareness of the opportunities provided by the Institution. It was agreed that the Clerk to SACRE would circulate a PDF version of the information leaflet to all Head Teachers and RE contacts.

15. WASACRE – FEEDBACK FROM THE ANNUAL GENERAL MEETING AT POWYS – 2ND JULY 2014

Members were updated on the discussions and deliberation of WASACRE at its Annual General Meeting at Powys on 2nd July 2014.

Reference was made to the Donaldson Review outlined at the AGM, together with the presentation given by NAPFRE, which explained the new arrangements for each consortia and how SACRE are now supported in each Authority as a result of the changes. An activity took place following this presentation which involved Members working in groups to discuss a number of issues relating to SACRE membership. It was explained that the feedback from these questions was in the process of being collated and sent to each SACRE clerk for wider distribution.

SACRE noted the discussions and deliberations of SACRE at the AGM.

16. APPOINTMENTS TO THE EXECUTIVE COMMITTEE

Members were provided with a list of appointments to the WASACRE Executive Committee as of September 2014.

At the SACRE meeting of 12th June 2014, it had been moved and seconded that Councillor D.M. Gray and Mrs V. Thomas be put forward as Caerphilly SACRE's nominations to the WASACRE Executive Committee. At the WASACRE Annual General Meeting of 2nd July 2014, Mrs V. Thomas was elected to serve on the Executive Committee for another three years.

Members noted the list of WASACRE Executive Members as of September 2014.

17. REPRESENTATION AT FORTHCOMING WASACRE MEETINGS

Members were advised of the dates and times of forthcoming WASACRE meetings and sought nominations for representation from Caerphilly SACRE.

With regards to the WASACRE meeting of **26th November 2014** (Pontypool), Councillor J. Taylor advised that he might be able to attend, subject to other commitments. It was noted that Councillor D.M. Gray and Mrs V. Thomas would be in attendance. Mrs J. Jones and Rev E. Williams also expressed an interest in attending and it was agreed that the Clerk to SACRE would contact them with the agenda papers nearer to the meeting date and to confirm attendance.

With regards to the WASACRE meeting of **6th March 2015** (Neath Port Talbot) Councillor D.M. Gray advised that he might be able to attend, subject to confirmation at a later date. Mrs Thomas confirmed that she would be in attendance. Mrs J. Jones and Rev E. Williams again expressed an interest in attending, with it agreed that the Clerk to SACRE would contact them nearer to the meeting date to confirm attendance.

The RE Consultant added that WASACRE were looking for schools to pilot Religious Education learning materials at Foundation Phase, and Miss Davies confirmed that her school was participating in this scheme.

The Chair thanked the Members of Caerphilly SACRE for their attendance at the meeting and thanked Miss Bethan Davies for her kind hospitality and informative presentation.

The meeting closed at 3.35 pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 9th March 2015, they were signed by the Chair.

CHAIR