

Haringey Admissions & School Organisation Forum Minutes

CHILDREN AND YOUNG PEOPLE'S SERVICES DIRECTORATE

NOTES OF MEETING

HARINGEY ADMISSIONS & SCHOOL ORGANISATION FORUM (HASOF)

**10 June 2010 at 6pm
Haringey Civic Centre, Wood Green, London N22**

1.0	MEMBERSHIP & ATTENDANCE	
	Category	Member
1	Community school head teacher or governor At least 1	1. Ms Libby Goldby, Governor, Alexandra Park School(Community)* 2. Ms Bev Randall, Head Teacher, Haringey Pupil Support Centre 3. Mr Tony Hartney, Head Teacher, Gladesmore School *
2	St Aidans head or governor (VC school) 1	VACANCY
3	Voluntary aided school head or governor At least 1	VACANCY
4	Foundation school head or governor 1	VACANCY
5	Academy head or governor 1	VACANCY
6	Diocese of Westminster 1	4. Mr Mike Pittendreigh, Diocese of Westminster (Vice Chair) and Acting Chair for first part of meeting*.
7	London Diocesan Board for Schools 1	VACANCY

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8	Seventh Day Adventist representative 1	VACANCY
9	Parent resident in Haringey At least 1	VACANCY
10	Local authority representative At least 1, maximum 2	Councillor Zena Brabazon* Councillor Strang
11	Person(s) representing the interests of any section of the community, but not eligible for election in any of the above categories (sections of the community to be represented are to be determined by members in categories 1-10) At least 1	Mrs Indu Shukla, Asian Local Community Association* (attended from 1815hrs)

Officers in Attendance

Mr Ian Bailey, Deputy Director (CYPS)*

Ms Jenny Duxbury, Head of Admissions and School Organisation*

Ms Eveleen Riordan, Place Planning Project Manager*

		ACTION
2.0	APOLOGIES	
	1.	
3.0	WELCOME & OPENING COMMENTS	
3.1	Mike Pittendreigh took the Chair as, following local government elections, new members have been elected to HASOF and previous chair Councillor Adje is no longer part of the Forum..	
3.2	The Acting Chair, Mike Pittendreigh, welcomed Councillor Brabazon to the Forum and Tony Hartney (who has replaced Joan McVitie as the Community School Head Teacher). He then proposed Cllr Brabazon as the new Chair of the Forum and Tony Hartney seconded her. Cllr Brabazon accepted the position of Chair and introductions were made around the table. It was agreed that we were quorate as there were six persons present. Ian Bailey introduced Jenny Duxbury – the new Head of Admissions and School Organisation who took up post on Monday the 7 th June and who	

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	replaces the outgoing Interim Head of Admissions, Maggie White.	
4.0	MINUTES OF THE LAST MEETING	
4.1	These were accepted as a true record of the meeting on 11 February 2010. As a new member to the Forum, Cllr Brabazon asked for clarification on a number of items in the minutes.	
5.0	MATTERS ARISING	
5.1	<p>Membership.</p> <p>This is an ongoing issue as there are a number of vacancies within the Forum. It was agreed that efforts should be made to secure more members and their attendance. It was felt that individual approaches were a better way to recruit people. Jenny Duxbury agreed that she would call some potential Forum members.</p> <p>MP suggested that poor attendance from members could, in part, be linked to the fact that the Forum is very admissions biased and admissions are bound very closely by regulations. Perhaps HASOF should be looking more closely at the wider topic of school organisation as part of their agenda on a regular basis? Recently the Forum seems to have moved away from this. Also, while HASOF is an advisory Forum, their recommendations should be passed up to Cabinet.</p>	JD
5.2	<p>School Place Planning Report</p> <p>Ian Bailey reported that this year's Report has been slightly delayed as a result of the loss of a significant capital sum that was going to contribute towards the provision of school places in the borough (£8.57 million). Ian explained that the DfE's conclusions were based on the fact that we have some spare capacity in upper primary years as a result of a dip in demand for reception places in 2003-2005. However, there is no spare capacity in foundation and Key Stage 1 (KS1) years which is where we require the additional places at the present time to meet demand, and it is not possible to use spare capacity further up the school system to provide Reception places. The DfE also assumed that capital committed to major projects at present could feasibly be reallocated to creating new places (despite one of these projects, Rhodes Avenue, already delivering new places). Ian agreed to circulate a draft of the School Place Planning Report to HASO members and to take comments via email before it goes to Cabinet on the 13 July 2010.</p>	IB

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	<p>IB commented that the booklets should allow the school's character to come out, without resorting to self promotion. JD suggested that this issue needs to come back onto the agenda early in the next academic year to ensure that there is sufficient time for the Forum to input before the booklets are drafted.</p> <p>The booklets should contain critical information such as the numbers on roll within the school and the principles of plain English need to be retained throughout the booklets. Acronyms should be taken out or explained – including PAN (planned admission numbers) and SEN (special educational needs). Councillor Brabazon raised the issue that apostrophes should be checked and all names should have capital letters.</p> <p>Councillor Brabazon asked for the costings on an audio translation of the booklets and JD is to look into this and come back with the costs.</p>	<p>JD</p> <p>JD</p>
8.0	DRAFT ANNUAL REPORT TO THE ADJUDICATOR	
8.1	<p>IB explained that we are required to produce this by the 30.6.10. the Forum are permitted to produce their own annual report but have always declined to do so on the basis that theirs would be in conformity with the local authority's Report. IB went through all sections of the report page by page. At page 6 the issue was once again raised (see above) of looked after catholic children (looked after children are now being referred to as 'children in care' or CIC). On page 10 in the second paragraph there is a typo where 'advisor' should be 'adviser'.</p> <p>IB will send the report to the Adjudicator before the end of the month.</p>	
9	ANY OTHER BUSINESS	
9.1	<p>Membership – Joan McVitie has been replaced by Tony Hartney on the Forum.</p> <p>We should invite the following people to the next Forum – the new Head of Fortismere, the Head of Greig City, the Head of John Loughborough. The Forum also needs to explore a parent representative</p> <p>IB is to circulate the School Place Planning Report to all Forum members via email before it goes to Cabinet on 13 July 2010.</p> <p>Temporary Accommodation is to be an item on the next agenda and Denise Gandy from Housing should be invited to the meeting to support discussion around this topic.</p> <p>The meeting closed at 8.05pm.</p>	