



## Community and Wellbeing Scrutiny Committee

**Wednesday 2 October 2019 at 6.00 pm**

Conference Hall - Brent Civic Centre, Engineers Way,  
Wembley, HA9 0FJ

### Membership:

#### Members

Councillors:

Ketan Sheth (Chair)  
Colwill (Vice-Chair)  
Afzal  
Ethapemi  
Hector  
Knight  
Shahzad  
Stephens  
Thakkar

#### Substitute Members

Councillors:

Aden, S Butt, S Choudhary, Gbajumo, Gill, Johnson,  
Kabir, Kelcher, Mashari and Nerva

Councillors:

Kansagra and Maurice

#### Co-opted Members

Helen Askwith, Church of England Schools  
Dinah Walker, Parent Governor Representative  
Simon Goulden, Jewish Faith Schools  
Sayed Jaffar Milani, Muslim Faith Schools  
Alloysius Frederick, Roman Catholic Diocese Schools

#### Observers

Brent Youth Parliament  
John Roche, Jenny Copper and Azra Haque

**For further information contact:** Bryony Gibbs, Governance Officer  
[bryony.gibbs@brent.gov.uk](mailto:bryony.gibbs@brent.gov.uk)

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**The press and public are welcome to attend this meeting**

### **Notes for Members - Declarations of Interest:**

If a Member is aware they have a Disclosable Pecuniary Interest\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest\*\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

### **\*Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

### **\*\*Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
  - To which you are appointed by the council;
  - which exercises functions of a public nature;
  - which is directed is to charitable purposes;
  - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).

- (b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;

a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest

# Agenda

Introductions, if appropriate.

Item	Page
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<b>1</b>	<b>Apologies for absence and clarification of alternate members</b>	
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<b>2</b>	<b>Declarations of interests</b>	
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Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.

<b>3</b>	<b>Call in of Cabinet Decision - Formal Consultation on School Organisation Arrangements of Roe Green Infant School</b>	1 - 40
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A decision made by the Cabinet on 9 September 2019 in respect of the “Formal Consultation on School Organisation Arrangements of Roe Green Infant School” report from the Council’s Strategic Director Children and Young People, has been called-in for consideration by the Community and Wellbeing Scrutiny Committee, in accordance with Standing Order 14.

**Date of the next ordinary meeting:                      Tuesday 26 November 2019**



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.

	<p align="center"><b>Community and Wellbeing Scrutiny Committee</b> 2 October 2019</p>
	<p align="center"><b>Report from the Assistant Chief Executive</b></p>
<p><b>Call-In of Executive Decision - Formal Consultation on School Organisation Arrangements of Roe Green Infant School</b></p>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	N/A
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Three: <ul style="list-style-type: none"> <li>• Appendix A – Call-in form</li> <li>• Appendix B – Cabinet Decision Report (15 April 2019)</li> <li>• Appendix C – Call-in Protocol</li> </ul>
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Thomas Cattermole Head of Executive and Member Services <a href="mailto:Thomas.Cattermole@brent.gov.uk">Thomas.Cattermole@brent.gov.uk</a> 020 8937 5446

## 1.0 Summary

- 1.1 A decision made by the Cabinet on 9 September 2019 in respect of the “*Formal Consultation on School Organisation Arrangements of Roe Green Infant School*” report from the Council’s Strategic Director of Children and Young People, has been called-in for consideration by the Community and Wellbeing Scrutiny Committee, in accordance with Standing Order 14.

## 2.0 Recommendation

- 2.1 That the Committee considers the call-in and agrees to one of the following outcomes:

- 2.1.1 The Committee does not wish to refer the matter back to the decision maker or to Council, at which point the decision is deemed to be

confirmed and takes effect immediately following the meeting; or

- 2.1.2 The Committee decides to ask the Cabinet to reconsider its decision, in light of any observations of the Committee; or
- 2.1.3 Having had regard to the advice of the Director of Legal, HR, Audit and Investigations and Director of Finance, the Committee considers the decision is contrary to the Council's Budget or Policy Framework, at which point it refers the matter to the next practicable meeting of the Council, subject to the provisions of Standing Orders.

### **3.0 Background**

- 3.1 At the meeting held on 9 September 2019, Cabinet considered the report from the Strategic Director Children and Young People, "*Formal Consultation on School Organisation Arrangements of Roe Green Infant School*" where it was **RESOLVED:**

that Cabinet agreed the proposal published in a statutory notice on 26 June 2019 to:

- i) change the age range of Roe Green Infant School from 3-11 to 3-7;
  - ii) reduce the school's Published Admission Number (PAN) from 150 to 120 for September 2020;
  - iii) implement a phased closure of the provision on the Roe Green Infant School Strathcona site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022.
- 3.2 The Cabinet decision was subsequently called-in by 8 members, with details of the call-in attached as Appendix A to this report.
  - 3.3 The Cabinet report from 9 September 2019, on which the called-in decision was based is attached at Appendix B to this report.
  - 3.4 The procedure for dealing with the call-in and the conduct of the Scrutiny Committee meeting is attached at Appendix C of this report.

### **4.0 Financial Implications**

- 4.1 There are no financial implications arising from this covering report.

## **5.0 Legal Implications**

5.1 There are no direct legal implications from this covering report.

## **6.0 Equality Implications**

6.1 There are no direct equality implications arising from this covering report.

**Report sign off:**

*Thomas Cattermole on behalf of*  
**PETER GADSDON**  
Assistant Chief Executive

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## CALL-IN FORM

**For the Attention of:** The Head of Executive and Member Services

**Subject:** Request to call-in cabinet decision

**Date accepted:** 16 September 2019

*A call in request must be submitted in accordance with the requirements of Standing Order 20, within 5 days of the relevant decision being made or in the case of a key decision made by officers, within 5 days of the date on which the record of the decision is made publicly available in accordance with the Access to Information Rules.*

**Decision:** [Formal Consultation on School Organisation Arrangements of Roe Green Infant School](#)

**Date of decision:** 9 September 2019

**Non-cabinet members making request:**

- Councillor Abdi
- Councillor Afzal
- Councillor Chan
- Councillor Gill
- Councillor Hector
- Councillor Kennelly
- Councillor Marquis
- Councillor Pavey

**Please provide below an explanation as to why you are calling in the decision and if you are calling in all or part of the decision:**

*(Note: according to the Protocol On Call-in (Part 7 of the Constitution), call-in requests will not be considered valid if they:*

- *are used as a means of gaining information/understanding or discussing general concerns with Members and officers,*
- *duplicate a call-in on the same issue within the previous six months,*
- *are based on reasons already discussed by the relevant Scrutiny Committee prior to the decision being made,*
- *concern a decision of the Cabinet referring a matter to Full Council for consideration*
- *concern operational management decisions, or*
- *are otherwise considered by the Chief Executive to be frivolous, vexatious or clearly outside the call-in provisions.)*

*Councillor Afzal / Chan:* Historically, the Strathcona site was used as a disability centre for adults and over the last 5 years Brent have invested considerable sums of money to update the site for ongoing educational use. Below are some proposals that look to the future of education at Strathcona and what could be provided to meet the needs of teachers, other professionals, children and families.

**Please provide below an outline alternative course of action to the decision being called in:**

*Councillor Afzal / Chan:*

**Proposals for Additional Use at the Roe Green Strathcona site of Roe Green Infant School.**

- 1. Approved Resource Provision (A.R.P) for children with autism.** In view of the increasing need for provision for children with autism in this borough, this would be an economical option specifically for children on the high functioning end of the spectrum. As a one form entry school (RGS), two autistic children in each class would allow for an appropriate balance: the school already has enough neurotypical children. This would enable these children to access as much of the curriculum as possible in mainstream whilst providing two bases within the school (for KS1 and KS2) for the children to use as and when needed. There is opportunity to build on existing links with, for example, the Village School. Many parents of children who are high functioning autistic want their children to access mainstream education. This approach would make it possible. We have the expertise within the existing staff. The Executive Head Teacher set up and ran a similar provision very successfully within another London borough for 10 years. In addition, the Head of School is a very experienced SENCo and has worked with many autistic children and their families. The site at RGS is very well set up to meet the needs of these children because it's small, all on one level with easy access to outside areas. The ambiance of the school is calm and quiet, helping autistic children to avoid the high anxiety caused by sensory overload, and to thrive. There is enough parking and access to allow transport for children to come from across the borough. The school minibus could be used on a regular basis to take children out. With appropriate funding, this provision could be set up with immediate effect, to commence as early as Autumn 2019.
- 2. Moderate Learning Difficulties (MLD) Provision.** The proposal as outlined in paragraph 1 above could equally apply to children with moderate learning difficulties.
- 3. Community/SEND/Mental Well-being Training and Resource Hub.** The school would work closely with other agencies e.g. EPs, S & L, OTs, family support, deaf and partially sighted therapists, music and art therapists etc. to be a base for these professionals to have conversations and access relevant resources and support. This would help with staff retention. It is important to provide mental and well-being training and support for both children and teachers. Emotional well-being is high on the government agenda and surveys show that parents are more concerned about their children's well-being than with attainment. All schools must now have a member of staff who is responsible for well-being, not just for the children, but for staff. Well-being is central to the new Ofsted framework. Strathcona could also provide a safe space for professionals to work with children with emotional and social difficulties. This space could also be accessed by these professionals working with these children to address

their own well-being. It could also provide a venue for family contact meetings and other community groups, which could also be outside school hours. Strathcona is well set up to provide this in the fact that it is a small, welcoming and friendly environment. It has its own school minibus which could be used to facilitate these arrangements.

4. **To provide support and training to teachers who are in their early to middle years of their career to improve their subject knowledge from Early Years to KS2.** Many teachers are leaving the profession by the end of their fourth year of teaching – in inner London this figure is over 40%. How do we keep these teachers in the profession? Strathcona could be used in partnership as a training site. There is an on-site kitchen to provide lunches. Strathcona could be hired as a venue to provide training days. The new Ofsted is going to be focussed very much on teachers and their subject knowledge and we have the expertise and experience to lead some programmes. There is a large hall and the children's classrooms can be closed off from the proposed training area(s). The school has a stable team with excellent retention rates and many years of training experience. This could be set up with immediate effect. Focus in particular needs to be on the non-core subjects such as history, geography and RE, relationships and health education, sex education and PSHE.
5. **Refugee Support Centre (EAL).** When families come into borough from abroad the centre would provide an induction course to equip them with the language and skills required to function in mainstream schooling. The school has a proven track record in this area. Strathcona, as a centre of excellence, could also provide training and support for teachers in meeting the needs of new arrivals in their settings. Many teachers cite this as one of the biggest challenges they meet in their day to day teaching.

*Please return this form to Thomas Cattermole, Head of Executive and Member Services, by email (from your individual email address) at [Thomas.cattermole@brent.gov.uk](mailto:Thomas.cattermole@brent.gov.uk) or in hard copy (with signatures) and in person on the fourth floor of Brent Civic Centre.*

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**Cabinet**  
9 September 2019

**Report from the Strategic Director,  
Children and Young People**

**The Future School Organisation Arrangements of Roe Green Infant School**

<b>Wards Affected:</b>	Queensbury, Fryent, Welsh Harp, Kenton, Northwick Park, Preston, Barnhill
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Three <ul style="list-style-type: none"> <li>• Appendix A: Statutory Notice on the School Organisation Arrangements of Roe Green Infant School</li> <li>• Appendix B: Summary of Consultation Responses</li> <li>• Appendix C: Equality Impact Assessment</li> </ul>
<b>Background Papers:</b>	N/A
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Brian Grady, Operational Director Safeguarding, Partnerships and Strategy 020 8937 4122 <a href="mailto:Brian.Grady@brent.gov.uk">Brian.Grady@brent.gov.uk</a>

**1.0 Purpose of the Report**

1.1 This report provides Cabinet with a summary of the formal consultation undertaken between 26 June 2019 and 24 July 2019 on a change in the age range of Roe Green Infant School and the closure of primary provision on the Roe Green Strathcona site from September 2020.

**2.0 Recommendation(s)**

That Cabinet:

2.1 Determines the proposal published in a statutory notice on 26 June 2019 to:

- change the age range of Roe Green Infant School from 3-11 to 3-7
- reduce the school's Published Admission Number (PAN) from 150 to 120 for September 2020

- implement a phased closure of the provision on the Roe Green Infant School Strathcona site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022.

### **3.0 Detail**

- 3.1 Roe Green Infant School is situated in Planning Area 1 in the north of the borough, which covers the Queensbury, Fryent and Welsh Harp wards. In 2014, new primary provision was established under the management of Roe Green Infant School on the site known as the Roe Green Strathcona site, situated in Wembley in Planning Area 2 that covers the Kenton, Northwick Park, Preston and Barnhill wards. The Roe Green Strathcona provision was established in response to increasing demand for places across the borough, as set out in the Brent School Place Planning Strategy 2014-18.
- 3.2 The Roe Green Strathcona provision was initially opened as temporary provision for 210 places in total, 30 in each year group from Reception to Year 6. Pupils were first admitted to the provision in March 2014 into Reception and Year 2 classes. A statutory process to regularise the provision had to be implemented in September 2016. This changed the legal nature of Roe Green Infant School by permanently establishing the provision on the Strathcona site:
- the age range of the school changed from ages 3-7 to 3-11 (including the nursery)
  - the total number of permanent places in Reception to Year 6 was changed from 360 to 570, with infant provision for 360 pupils on the school's Princes Avenue site alongside a nursery for 40 full-time equivalent places, and 210 places in years Reception to Year 6 on the Strathcona site.
- 3.3 Since 2017, there has been a reduction in the number of children applying for primary school places in the borough that was not anticipated when the provision was established. The School Place Planning Strategy 2019-23, approved by Cabinet in November 2018, shows that demand for primary places across the borough is expected to reduce until 2022 when a small increase in demand is forecast. The latest forecasts from the Greater London Authority indicate that whilst demand for Primary places may not reduce further, there is still significant over capacity of Primary school places in Brent. In 2018/19 there was a high level of spare places in Reception across the borough (12%) and on National Offer Day, there were 750 spare places for September 2019 (18% spare places).
- 3.4 Within this context, on 11 March 2019, Cabinet agreed to informal consultation on the future of provision on the Roe Green Strathcona site. Following consideration of a report on the outcomes of the informal consultation, on 19 June 2019, Cabinet agreed to formal consultation on the future of provision on the Roe Green Strathcona site in response to falling demand for places at the Roe Green Strathcona site. A statutory notice was published on 26 June 2019, triggering a period of formal consultation until 24 July 2019.
- 3.5 Table 1 provides the latest forecasts from the Greater London Authority for Primary Planning Area 2, within which Roe Green Strathcona site is located. These forecasts will be included in an update to the School Place Planning Strategy 2019-23 when presented to Cabinet in the autumn. The 2019 forecasts

show a similar pattern for Planning Area 2 as the 2018 forecasts included in previous reports to Cabinet. A high level of surplus places in the area are forecast, even after taking into account a reduction in the Published Admission Number (PAN) of Uxendon Manor Primary School from September 2020 in response to reduced demand.

**Table 1: Planning Area 2 Forecasts (January 2019) and projected surplus of places**

Planning Area 2		Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2019/2020	Capacity	780	780	720	750	720	750	660
	Projections	628	592	578	694	651	689	633
	<b>surplus/deficit</b>	<b>152</b>	<b>188</b>	<b>142</b>	<b>56</b>	<b>69</b>	<b>61</b>	<b>27</b>
2020/2021	Capacity	750*	780	780	720	750	720	750
	Projections	642	614	589	593	692	649	689
	<b>surplus/deficit</b>	<b>108</b>	<b>166</b>	<b>191</b>	<b>127</b>	<b>58</b>	<b>71</b>	<b>61</b>
2021/2022	Capacity	750	750	780	780	720	750	720
	Projections	649	635	618	617	599	694	654
	<b>surplus/deficit</b>	<b>101</b>	<b>115</b>	<b>162</b>	<b>163</b>	<b>121</b>	<b>56</b>	<b>66</b>
2022/2023	Capacity	750	750	750	780	780	720	750
	Projections	657	644	640	642	621	603	699
	<b>surplus/deficit</b>	<b>93</b>	<b>106</b>	<b>110</b>	<b>138</b>	<b>159</b>	<b>117</b>	<b>51</b>
2023/2024	Capacity	750	750	750	750	780	780	720
	Projections	662	651	647	662	647	623	607
	<b>surplus/deficit</b>	<b>88</b>	<b>99</b>	<b>103</b>	<b>88</b>	<b>133</b>	<b>157</b>	<b>113</b>

\*capacity reduced by 30 places to reflect an agreed reduction in the PAN of Uxendon Manor

3.6 In January 2019 there were 557 pupils on roll at Roe Green Infant School, of whom 110 were on the Roe Green Strathcona site. There were only 7 pupils in Reception on the Roe Green Strathcona site and all year groups, other than Year 5, had significantly lower numbers than 30. For the purposes of admissions, when applying for a place at Roe Green Infant School, parents can make a preference for either the Roe Green Infant School Princes Avenue site or the Strathcona Road site. Applications for Reception places on the Strathcona site for September 2019 were also low, with only 3 pupils expected to attend the Reception year group in September 2019.

**Table 2: Numbers on roll at Roe Green Strathcona Road site**

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Total
<b>2014/15</b>	34	59	14	28	-	-	-	<b>135</b>
<b>2015/16</b>	15	30	55	9	28	-	-	<b>137</b>
<b>2016/17</b>	16	19	26	49	6	27	-	<b>143</b>
<b>2017/18</b>	7	14	11	22	42	3	22	<b>121</b>
<b>2018/19</b>	7	8	16	12	20	44	3	<b>110</b>
<b>2019/20</b>	3	7	8	16	11	20	39	<b>104</b>
<b>2020/21</b>	3	3	7	8	16	12	20	<b>69</b>
<b>2021/22</b>	3	3	3	7	8	16	12	<b>52</b>

Source: 2014/15-2018/19 from January school census; other data are forecasts.

- 3.7 Roe Green Infant School operates as one school with the leadership team and staff working across both sites. The school has 12 operating classrooms at the Princes Avenue site for Reception Year through to Year 3. On the Strathcona site, the school organises pupils in some year groups into mixed age classes. In 2018/19 there was one class for Reception/Year 1 and two Year 5/6 classes. Pupils in Key Stage 1 based at the Strathcona site travel to the main school site for some shared teaching. The school achieves good outcomes for pupils across both sites and was rated by Ofsted as 'Good' in November 2017.
- 3.8 On National Offer Day, only two schools in Primary Planning Area 2 filled to their planned capacity for September 2019. Several other schools rated by Ofsted as either 'Good' or 'Outstanding' in the area served by the Roe Green Strathcona site were expanded to meet projected demand and now have spare capacity. This includes Byron Court Primary School, Preston Park Primary School and Uxendon Manor Primary School.
- 3.9 Surplus places are not evenly distributed across schools. Managing a high level of surplus places in provision that operates effectively as one form of entry can be particularly difficult. While Roe Green Infant School operates as one school, managing a split site school when pupil numbers are falling is a challenge that is likely to become harder if pupil numbers do not increase. In the context of pupil forecasts, the level of demand for Roe Green Strathcona and the number of places available at other local schools, primary provision on the Roe Green Strathcona site is not considered to be sustainable.
- 3.10 The council has a responsibility to ensure that the Dedicated Schools Grant is deployed to support all pupils efficiently. Roe Green Infant School currently receives higher than average per pupil funding for pupils on the Strathcona site due to the low number of pupils accessing the provision. This difference will increase further if the number of pupils continues to decline (see Section 6).

#### **4.0 Formal Consultation**

- 4.1 Formal consultation to change the provision of Roe Green Infant School is required under the statutory process for making 'prescribed alterations' to maintained schools (Statutory Guidance for Proposers and Decision-makers, Department for Education, October 2018). Formal consultation was carried out between 24 June and 26 July 2019 by the local authority. All applicable statutory requirements to consult in relation to these proposals have been complied with.
- 4.2 The statutory consultation process for significant changes to school provision has four stages - Stage 1: Publication of a Statutory Notice, Stage 2: Representation (formal consultation for a period of 4 weeks), Stage 3: Decision and Stage 4: Implementation. Following the formal representation period, Cabinet is required to make a decision on this proposal within two months.
- 4.3 A statutory notice was published in the Brent and Kilburn Times and on the Brent website and notices were displayed on the school gate at both sites (Princes Avenue and Strathcona Road). The statutory notice proposed:
- a change in the legal age range at Roe Green Infant School from 3 – 11 years to 3 – 7 years, to take effect from 1 September 2022

- that no children should be admitted to the Strathcona site to a year group that has been closed in Key Stage 1. This would be the Reception year group in 2020/21 and the Reception and Year 1 year groups in 2021/22.
- to approve the full closure of the Strathcona site of Roe Green Infant School on 31 July 2022.

4.4 The proposal assures, as far as possible, that the site can continue to operate with more than one class until the proposed closure date. Table 3 indicates the projected number of children on roll in each year group up to the point of proposed closure in July 2022.

**Table 3: Number of children on roll with a phased closure to 2021/22**

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Total
2019/20	3	7	8	16	11	20	39	<b>104</b>
2020/21	-	3	7	8	16	12	20	<b>66</b>
2021/22	-	-	3	7	8	16	12	<b>46</b>

4.5 As Cabinet has determined admissions arrangements for community schools for 2020/21 (in January 2019 in line with statutory requirements), it would be necessary to seek a variation to the admission arrangements for 2020 from the Schools Adjudicator to implement the reduction of the school's published admission number.

## 5.0 Responses to the Formal Consultation

5.1 A total of 434 written responses and 108 e-mailed responses have been received. The responses received are summarised in Table 4.

**Table 4: Summary of Written Responses**

Views on proposal to cease provision on Strathcona site	Number of responses received	Percentage of response overall
Agree with proposal	1	0.2%
Disagree with/Object to proposal	541	99.8%
<b>Total responses</b>	<b>542</b>	<b>100</b>

5.2 Individuals who responded were not required to identify their status or link to the school. Table 5 summarises where this was identified by responders.

**Table 5: Summary of Responders**

Parents of Roe Green Infant School	Staff of Roe Green Infant School	Pupils of Roe Green Infant School	Governors of Roe Green Infant School	Unions	Councillors/MPs	Members of Public	Not known
64	16	16	2	3	1	4	436

5.3 A number of key themes were raised in written responses, that were similar to concerns raised during the informal consultation:

- The quality of school place planning considerations and the need for the provision
- The quality of the education provided by the school

- Promotion of the provision on the Strathcona site
- The impact of the closure on pupils and staff
- Alternative solutions to maintain the site as part of Roe Green Infant School

Appendix B provides a summary of the issues raised and responses.

- 5.4 During the formal consultation, the council was asked to consider a number of proposals for alternative use of spare capacity on the Roe Green Strathcona site to supplement the declining numbers of pupils on roll and to support the financial viability of the education offer on this site, that drew on the skills and expertise of the current staff body. None of these proposals, however, would increase demand for mainstream places. Subject to Cabinet making a decision to close the Strathcona site, then the building and site would in time become surplus to requirements for the primary school. Proposals submitted in this formal consultation would be reviewed as part of the Council's consideration of future uses of the site.
- 5.5 Feedback about the quality of the Roe Green Strathcona provision has been positive. The proposal to close the Strathcona provision is being made in response to the low numbers of pupils attending the site in the lower year groups and the projected number of pupils expected to apply in future years. Maintaining a separate site that can accommodate one form of entry (210 pupils) for only 50 pupils would not be an efficient use of resources, even with the use of vertical grouping of year groups. In the context of demographic demand, the provision is not considered to be sustainable. Officers are, therefore, of the view that the council should determine the proposal to cease provision on the Roe Green Infant School Strathcona site as set out in the statutory notice published on 26 June 2019.
- 5.6 Officers would support Roe Green Infant School through the transition period. There is a risk that parents may choose to move their children from the Roe Green Strathcona provision before the provision on the site closes. In the event that there is a change to future demand, officers will seek the views of Cabinet on the need for any further consultation to inform future decisions.

## **6.0 Financial Implications**

- 6.1 The Strathcona site is supported by the local funding formula. The school receives approximately £5,300 per pupil funding plus a split site allocation of £200k. With 110 pupils this totals £786k of funding that Roe Green Infant School receives to deliver school places at the Strathcona site. This sum will reduce as the number of pupils reduces and could require decisions, such as more classes comprising two or more year groups, to resource education provision at the site. The school had reserves of £260k as of 1st April 2019.
- 6.2 Funding is provided by the Dedicated Schools Grant (DSG), and equates to nearly £7,100 per pupil for children at this site. This compares to an average of £5,000 per primary pupil across the borough. Given that there are spaces in other schools, the closure of the site will lead to more efficient use of DSG.

## **7.0 Legal Implications**

- 7.1 The authority has the power to consider and determine proposals published under Section 19 of The Education and Inspections Act 2006, pursuant to Section 21 (2) (f) of the Act and in accordance with Schedule 3 paragraph 3 of The School Organisation Regulations 2013.
- 7.2 Under sections 13 and 14 of The Education Act 1996, as amended by The Education and Inspections Act 2006, a local authority has a general statutory duty to ensure that there are sufficient school places available to meet the needs of the population in its area. The local authority must promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They must also ensure that there are sufficient schools in their area and promote diversity and increase parental choice. To discharge this duty, the LA has to undertake a planning function to ensure that the supply of school places balances the demand for them.
- 7.3 If the proposals which form the basis of the formal consultation are implemented, then this would have the potential effect of the need to consider redundancies for staff.

## **8.0 Equality Implications**

- 8.1 The Public Sector Equality Duty under section 149 of the Equality Act 2010 requires the Local Authority when exercising its functions to have due regard to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a protected characteristic and those who do not share that protected characteristic. The protected characteristics covered under the Act are age, disability, gender reassignment, marriage and civil partnership (only in respect of eliminating unlawful discrimination) pregnancy and maternity, race (this includes ethnic or national origins, colour or nationality) religion or belief (this includes lack of belief) sex and sexual orientation. Due regard means giving relevant and proportionate consideration to the duty, in that whenever significant decisions are being made consideration must be given to the impact/affect that implementing a particular decision will have in relation to equality before making that decision. Brent Council also has a policy of considering Human Rights and socio-economic impact.
- 8.2 An Equality Impact Assessment has been carried out on the proposals set out in this report and is attached at Appendix C to this report. It is not anticipated that there will be any negative impact from these proposals on the basis of disability, gender reassignment, marriage and civil partnership (only in respect of eliminating unlawful discrimination) pregnancy and maternity, race (this includes ethnic or national origins, colour or nationality) religion or belief (this includes lack of belief) sex and sexual orientation.
- 8.3 Pupil-level data suggest that the intake at the Roe Green Strathcona site is similar to other schools in terms of ethnic diversity, children on free school meals and the number of children with special needs and disabilities (SEND). If as a result of this proposal children move school, this could have a negative impact on individual children. However, based on current information other local

schools would provide a suitable alternative and would support children to settle.

## **9.0 Consultation with Ward Members and Stakeholders**

- 9.1 Ward members have been kept informed of the informal and formal consultation proposals. Informal consultation was discussed with the ward members where the two school sites are located on 15 February 2019 (Queensbury and Preston wards). Further discussion on formal consultation was held with these ward members on 10 May 2019. Members of other wards were consulted as part of the consultation process.
- 9.2 Union representatives were informed of the consultation on the proposals at the Teachers Panel on 26 March 2019 during the informal consultation period, at a meeting with National Education Union representatives on 26 June and a meeting with UNISON representatives on the 29 July. Other stakeholders were consulted with as set out in Section 4.
- 9.3 Publication of the Statutory Notice and Representation (formal consultation) has been carried out in accordance with *The School Organisation (Prescribed Alterations to Maintained Schools (England) Regulations 2013*.

## **10.0 Human Resources Implications**

- 10.1 The proposals, if implemented, are likely to impact on the required staffing for Roe Green Infant School; the proposal would lead to a reduction in overall staffing levels which would, therefore, result in the possibility for the need to consider redundancies. The number of staff affected would depend on the nature of a phased closure. The school, supported by the local authority, would need to follow the Managing Change in Schools policy and procedure including consultation with affected staff and trade unions to effect the changes in due course.
- 10.2 The National Education Union gave notice to the Council on the 10th June of the intention of its members at Roe Green Infant school to take part in strike action in respect of the potential closure of the Strathcona site. This action took place on the 25 June and 10 July 2019. The National Education Union gave notice on the 10 July of further strike action which took place on the 17 July.
- 10.3 UNISON gave notice to the Council on the 29 July of its intention to ballot its members at Roe Green Infant School with a view to taking strike action in respect of the potential closure of the Strathcona site.
- 10.4 The dialogue with the staff of Roe Green Infant School and their representatives will continue.

## **11.0 Property Implications**

- 11.1 Should a decision be made to close the Strathcona site then the building and site would in time become surplus to requirements for the primary school. The Council would review its priorities and potential future uses for the site, which could include educational use and which would maximise the investment already made by the Council in the site.

**Related documents:**

- Cabinet Report of 19 June 2019 – Formal Consultation on the School Organisation Arrangements of Roe Green Infant School
- Cabinet Report of 11 March 2019 - Informal Consultation on the School Organisation Arrangements of Roe Green Infant School;
- Brent School Place Planning Strategy 2019-23

**Report sign off:**

**GAIL TOLLEY**

Strategic Director, Children and  
Young People

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## **Statutory Proposal**

### **Alteration to Roe Green Infant School – Full Proposal**

**Publication Date: 26 June 2019**

**Deadline for representations: 24 July 2019**

### **School and Local Authority details**

#### **The Proposer:**

London Borough of Brent, Children and Young People, 5<sup>th</sup> Floor Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ.

#### **The School:**

Roe Green Infant School (Community), Princes Avenue, London NW9 9JL

### **Description of alteration and evidence of demand**

Notice is given in accordance with section 19(3) and 21(2) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) that Brent Council intends to make a prescribed alteration to Roe Green Infant School, Princes Avenue, London, NW9 9JL (Department for Education number 3042042).

Roe Green Infant School is a co-educational community school with a published admission number of 150 places in the Reception year group (five forms of entry). Four forms of entry in this year group are allocated at the main site in Princes Avenue, Kingsbury NW9 9JL and one form of entry is allocated at the annex site in Strathcona Road, Wembley HA9 8QL.

Pupils attending the main site continue at the school until the end of Year 2, at which point they must apply to attend a junior school or arrange to continue their education elsewhere. The majority of children in Year 2 at the main site go on to attend Roe Green Junior School.

Pupils attending the annex site do not need to apply for a different school at the end of Year 2, as they are able to continue attending the site until the end of Year 6, at which point they must apply to attend a secondary school or arrange to continue their education elsewhere.

Roe Green Infant School has an age range of 3-11 years (including the nursery provision). This is the age range that the establishment is legally allowed to make provision for.

Since 2014, the Governing Board of Roe Green Infant School has managed the educational provision and staffing at the Strathcona Road site as an extension of their existing provision. This arrangement was made permanent in 2016.

In summary there are currently 570 places between both sites for years Reception to Year 6, not including nursery places (360 Princes Avenue for Key Stage 1 children and 210 at Strathcona Road for Key Stage 1 and 2 children). In response to reduced demand for primary school places across Brent it is proposed to close the annex of Roe Green Infant School on the Strathcona Road site.

This will involve:

- changing the age-range of Roe Green Infant School from 3-11 to 3-7;
- reducing the school's Published Admission Number (PAN) from 150 to 120 for September 2020;
- implementing a phased closure of the provision on the Roe Green Strathcona Road site.

There are currently 110 pupils on the Roe Green Strathcona Road site, with only 7 pupils in Reception. Other than Year 5, all year groups currently have significantly lower numbers than 30. Applications for Reception places on the Strathcona Road site for September 2019 were also low, with only 6 offers made on national offer day (16 April 2019). After taking into account declines received and late applications, it is likely that there will be 5 pupils starting in the Reception year group in September 2019.

#### Numbers on roll at Roe Green Strathcona Road site (forecasts in italics)

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Total
2014/15	34	59	14	28	-	-	-	<b>135</b>
2015/16	15	30	55	9	28	-	-	<b>137</b>
2016/17	16	19	26	49	6	27	-	<b>143</b>
2017/18	7	14	11	22	42	3	22	<b>121</b>
2018/19	7	8	16	12	20	44	3	<b>110</b>
2019/20	5	7	8	16	12	20	44	<b>119</b>
2020/21	7	5	7	8	16	12	20	<b>75</b>
2021/22	7	7	5	7	8	16	12	<b>62</b>

The school achieves good outcomes for pupils across both sites and was rated by Ofsted as 'Good' in November 2017. However, sustaining a split site school where provision on one site is small becomes increasingly difficult when pupil numbers continue to fall. Furthermore, maintaining the provision does not represent good value for money – the per pupil cost of provision for children on the Strathcona Road site is already higher than the Brent average.

Roe Green Infant School is funded through the national funding formula. The school receives approximately £5,300 per pupil funding plus a split site allocation of £200k. With 110 pupils at the Strathcona Road site, this totals £786k of funding that Roe Green Infant School receives as a result of having the Strathcona Road site. Funding is provided by the Dedicated Schools' Grant (DSG), and equates to £7,100 per pupil for children at the Strathcona Road site. This compares to an average of £5,000 per

primary pupil across the borough. Given that there are spaces in other schools, the closure of the site will lead to more efficient use of DSG.

### **Objectives (including how the proposal would increase educational standards and parental choice)**

The decision to propose the closure of the Strathcona Road site of Roe Green Infant School has been made in response to low demand for the school and projections that indicate reducing demand for primary places across Brent (as indicated in the London Borough of Brent School Place Planning Strategy 2019-2023, approved by Cabinet in November 2018). Within this context, maintaining the provision is not considered to be sustainable.

The local authority is responsible for ensuring that the Dedicated Schools Grant is used effectively to provide a good education for all pupils. If pupil numbers continue to reduce on the Roe Green Strathcona Road site, the cost of provision on the site will increase. In the longer term this could impact on the quality of provision for pupils at Roe Green Infant School, as funding reduces and fixed cost expenditure remains stable.

Due to the high availability of places in Brent primary schools, parents currently have a greater chance of securing a place at a preferred good or outstanding school than they did when the Strathcona Road provision was first opened as a temporary provision in 2014 and when places were offered to children who had been unable to secure a preference offer.

### **The effect on other educational institutions within the area**

There is sufficient availability of school places in the local area to meet the needs of any children who are relocated from the Strathcona Road provision or who would otherwise have applied for a place at the provision in the future. Other schools with spare places will benefit from having additional children on roll.

### **Project costs and indication of how these will be met, including how long-term value for money will be achieved**

The cost of relocating children to alternative schools will be negligible as this function will be carried out within the existing functions of Brent Council's Admission and School Organisation team.

The proposal would lead to a reduction in overall school staffing levels which would, therefore, result in the possibility for the need to consider redundancies. The number of staff affected would depend on the nature of a phased closure. The school, supported by the local authority, would need to follow the Managing Change in Schools policy and procedure including consultation with affected staff and trade unions to effect the changes in due course.

The cost of maintaining the Strathcona Road site following the closure of the provision will be met by the local authority. Should a decision be made to close the school then the Council will review its priorities and potential future uses for the site, which could include educational use.

Long term value for money will be achieved due to the more efficient use of the Dedicated Schools Grant across the London Borough of Brent.

### **Implementation plan**

Brent Council is proposing to change the legal age range of Roe Green Infant School so that it is for children between the ages 3 – 7. This change is proposed to take place for the beginning of the 2022/23 academic year.

Brent Council is proposing to seek, from the Schools Adjudicator, a variation to the admission arrangements for Roe Green Infant School so that the Published Admission Number for the school is reduced from 150 to 120 for September 2020.

Brent Council is proposing to implement a phased closure of the provision on the Roe Green Strathcona Road site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022. This will allow the majority of children in the school to complete their current key stage before the provision is closed. Children in Year 3 during the 2019/20 academic year will not complete their key stage on the site.

Children attending the school in the 2021/22 academic year will be offered relocation options at a range of local schools, with any transfers taking place in September 2022. This will include the cohort of children attending the provision with a date of birth between 1 September 2011 and 31 August 2015. Parents will also be able to apply to change their child's school at any other time through the normal In-Year admissions process. For children with an Education, Health and Care Plan which names the Strathcona Road provision, an alternative school will be identified through consultation with the Brent Special Educational Needs Advice Service team. There are a number of schools in the local area with spare places.

While the phased closure programme is underway, admission applications will not be accepted for the Strathcona Road provision in any year group that does not have an active class. In-Year admission applications may still be made to any year group with an active class and places will still be available for up to 30 children in each class.

### **Statement explaining the procedure for responses: support, objections and comments**

Within four weeks from the date of publication of this proposal any person may object to or make comments on the proposal, in writing, to Michael Rollin, Admissions and School Organisation Manager, Children and Young People, London Borough of Brent, 5<sup>th</sup> Floor, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ. Email: [strathconaconsultation@brent.gov.uk](mailto:strathconaconsultation@brent.gov.uk).

All applicable statutory requirements to consult in relation to these proposals have been complied with.

The last date for representations is **Wednesday 24 July 2019**.

**Signed: Brian Grady,**  
**Operational Director, Safeguarding, Partnerships and Strategy**

**Publication Date: Wednesday 26 June 2019**

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## Appendix B

### Summary of feedback from Formal Consultation between 26 June 2019 and 24 July 2019 on the School Organisation Arrangements of Roe Green Infant School

#### 1. Overview

- 1.1 542 written responses were received by e-mail or post. The majority of respondents only indicated that they objected or disagreed with the proposals put forward by the council for the school organisation arrangements of Roe Green Infant School. One response indicated agreement with the proposals but gave no further comment.
- 1.2 Where comments were provided, similar concerns and issues were raised as in the information consultation that took place from 20 March 2019 to 7 May 2019. The comments received have been grouped into the following themes:
- The quality of school place planning considerations and the need for the provision
  - The quality of the education provided by the school
  - Promotion of the provision on the Strathcona site
  - The impact of the closure on pupils and staff
  - Alternative solutions to maintain the site as part of Roe Green Infant School

#### 2. The Quality of School Place Planning Considerations

- 2.1 Questions were raised about the accuracy of projections of future pupil numbers. The point was made that, while the local authority is saying there will be fewer children, there are a number of flats being built across the borough, which will mean more families and more children. The point was made that many children join the school in-year rather than at reception.

**Response:** The local authority uses data provided by the Greater London Authority (GLA) to inform the demand for school places. The forecasts, updated annually, draw on a range of data including birth rates, housing supply data, migration patterns and trends in demand and therefore are subject to change based on changes to any of these key indicators. For example, a lower birth rate or increased migration away from the local authority area would result in a lower projected demand.

Roe Green Strathcona site has admitted fewer than 30 children into Reception since becoming permanent in 2016. The latest forecasts for Primary Planning Area 2 suggest that there will be a high number of spare places in Reception and it is very unlikely that the school's intake will increase, given the number of schools with spare places that are available. The Strathcona provision does admit a number of children through in year admissions in year groups other than Reception. However, the data shows that although pupils are being admitted, other children are leaving which has created a downward trend in numbers attending the school. Of the 2018/19 year groups, only Reception and Year 2 had the same numbers on roll as when the cohort started at the school. Years 1, 3, 4, 5 and 6 have seen decreases of 2, 3, 14, 15 and 11 pupils respectively.

- 2.2 The timing of the council's proposal to close the provision was questioned given that the provision was opened on a temporary basis in 2015 and made permanent in 2016. Respondents suggested that council should not have made the decision to make it permanent in 2016, but should have analysed the data before making this decision.

**Response:** At the time the Strathcona Site of Roe Green Infant School was opened in 2014, there was a clear demand for places. The Strathcona provision was part of a wider expansion of primary school provision across Brent. When the school site was made permanent, there

was a need to regularise the provision as well as an expectation that places were still required. However recent projections provided by the GLA are significantly lower than previous projections and show a clear reduction in demand. This is the case across London as well as in Brent. The local authority is in a position now where it has a surplus of primary school places across the borough and will continue to do so. On National Offer Day (16 April 2019) for Reception places in 2019, 30 of the 57 schools that offer places in Reception had vacancies, and there were over 750 vacancies which equates to 25 classes.

2.3 Why this school and this particular site had been picked for closure was questioned and concerns raised that the LA seems to have already made a decision.

**Response:** The local authority has consulted to reduce the Published Admission Number at two primary schools which will take effect from September 2020. The local authority is also working with primary schools who will have more than 30 vacancies in Reception in 2019 to implement an informal cap to the numbers entering the school, so that they do not have to open an additional class unless there is a particular need to do so (such as increased demand in the school or the area).

2.4 Respondents felt that the council should be focusing on children and not pupil numbers.

**Response:** The local authority has a responsibility to provide a good quality education to all children in Brent. This means ensuring that resources provided through the Dedicated Schools Grant are effectively used to support all schools.

The number of vacancies for this year group borough wide on National Offer Day was almost 18% of the total capacity. The local authority has a duty to manage public funds effectively and efficiently. An efficient level of surplus capacity would be in the region of 5%, as set out in the School Place Planning Strategy 2019-23. The local authority has proposed the closure of the Strathcona provision at Roe Green Infant School as part of wider measures to reduce capacity across the borough.

### **3. The Quality of Education**

3.1 A range of points were made about the quality of the Roe Green Strathcona provision:

- that the school was ranked in the top 3 percent in England in 2017/18
- that children who are new arrivals to the UK make considerable progress in English/ EAL at the school
- that children are thriving and achieving more in a small school rather than a big one, especially the more vulnerable children
- the quality and dedication of teaching staff is exceptional.

**Response:** The proposal to close the Roe Green Strathcona provision is not because of any concerns about the quality of education that children receive. The local authority recognises that Roe Green Infant School is a good school and acknowledges the comments made about the dedication of staff and the inclusive environment that has been created for the children who attend. However, in Brent, 95% of schools are rated either good or outstanding by Ofsted and there are a number of alternative schools that parents can choose for their children.

The proposal to close the Roe Green Strathcona provision is in response to falling demand for primary places and concerns that, given the high number of spare places across the borough, the provision is neither sustainable nor an efficient use of resources. Based on the historically low number of children entering the Strathcona provision at Reception, it will become very difficult to manage the key stage 2 provision (years 3 to 6) with less than 5 children in any year group.

#### **4. Promotion of the provision**

- 4.1 Respondents raised concern that people do not know that the school exists, that it is difficult to find the site on the local authority's school finder search map and that the school has not been given enough publicity.

**Response:** The Strathcona provision is a part of Roe Green Infant School and is not a separate school, in itself. This means that the school has only one entry on the 'Get Information About Schools' website run by the Department for Education (DfE) and it only has one DfE number.

The provision does have a separate entry on the eAdmissions website for applications for children starting in Reception and can be found using the admissions system map search. The provision also appears on Brent Council's Parent Portal for children who require an in year school place. The Strathcona provision has also been included in the local authority's Primary School Information booklet each year since 2016, when it was made permanent. The Community School pages explain that Roe Green Infant School has two sites and provides information on how applications can be made for children to attend either site. The local authority has noted that the Strathcona provision cannot be found as a separate part of the Roe Green Infant School on the School Finder pages of the Brent website.

- 4.2 The lack of advertising by the local authority was considered the reason for the school's low intakes. The council was asked to consider what steps might be taken even at this late stage, to remedy the situation in respect of supporting recruitment of future pupils for the provision.

**Response:** The local authority is responsible for providing information to parents about schools with Brent. This is undertaken through the eAdmissions system, Brent's Parent Portal and the annually published admissions booklet. The local authority does not take any additional measures to individually promote any school above another.

#### **5. The Impact of closure on pupils and staff**

- 5.1 Concerns were raised about the psychological and emotional impact of closing the provision on the Roe Green Strathcona site on children attending the school. The point was made that the process to date has already caused anxiety about the closure and that children are passionate about keeping the provision. Concerns were raised about the disruption that the closure proposal would cause to children and their families.

**Response:** The council recognises that closing the provision is difficult for the children and families who are currently accessing the provision. The proposal for a phased closure was developed to minimize the impacts on children. The phased closure will allow all children on roll in September 2019, other than those in Year 3, to complete their current key stage. This means that children would move school at either the end of Key Stage 1 or Key Stage 2, both of which are natural transition points. Year 3 would be able to continue at the school until the end of Year 5. The process of moving children to alternative schools will be carefully managed with parents supported to identify alternative schools for their children. Parents will be at liberty to choose from a number of schools available to them and will be able to decide which school they would prefer their child to attend. The local authority will also work with other schools with spare places to support this process.

Parents are also free to move their children at any time to another school with vacancies.

5.3 Concerns were raised about disruption to teaching staff facing redundancy.

**Response:** Any staff redundancies will be managed according to the local authority's human resources procedures. It is not possible to model how many staff will be affected by redundancy, as this depends on actual pupil numbers as well as the personal decisions of staff at the school. Based on the current staffing model, the school could reduce by at least one teacher and one teaching assistant in 2019/20 and 2020/21 as the number of classes reduce. The local authority would work with other schools and unions to minimise the impact of redundancies and to maximise the availability of alternative employment options.

## 6. Alternative Solutions to maintain the site as part of Roe Green Infant School

During the formal consultation, the council was asked to consider a number of proposals for alternative use of spare capacity on the Roe Green Strathcona site to supplement the declining numbers of pupils on roll and to support the financial viability of the education offer on this site. The council was also asked to delay the decision-making process to allow time for alternative courses of action to be constructively explored. The point was made that the council had invested considerable sums of money to update the building for educational use.

No proposals have been identified which would increase demand for mainstream places. Should Cabinet make a decision to close the Strathcona site then the building and site would in time become surplus to requirements for the primary school. The Council would consider potential future uses for the site, which could include educational use and which will maximise the investment already made by the Council in the site. Proposals submitted in this formal consultation will be reviewed as part of the consideration of future uses of the site.

### APPENDIX C - EQUALITY ANALYSIS (EA)

<b>POLICY/PROPOSAL:</b>	Closure of primary provision on the Roe Green Strathcona site
<b>DEPARTMENT:</b>	Children and Young People
<b>TEAM:</b>	Admissions and School Organisation Team, Forward Planning, Performance and Partnerships Service
<b>LEAD OFFICER:</b>	Shirley Parks
<b>DATE:</b>	30 July 2019

*NB: Please ensure you have read the accompanying EA guidance and instructions in full.*

#### SECTION A – INITIAL SCREENING

1. Please provide a description of the policy, proposal, change or initiative, and a summary its objectives and the intended results.

Roe Green Infant School is situated in the north of the borough. Following discussions with schools in Autumn 2013 about the urgent need for more school places to meet unanticipated demand, the Governing Board of Roe Green Infant School agreed to expand on a temporary basis in March 2014 on a site in Wembley known as the Roe Green Strathcona site. The provision is for 210 places in total with 30 in each year group from Reception to Year 6. This involved changing the age range of the school from 3 – 7 years to 3 – 11 years (including nursery). Following Department for Education guidelines this arrangement became permanent from 2016.

Many other schools in the borough have also expanded on a permanent basis, thereby increasing the supply of places to meet anticipated demand. Demand for places across London has, however, decreased.

There are currently 110 pupils on the Roe Green Strathcona site, with only 7 pupils in Reception. Other than Year 5, all year groups currently have significantly lower numbers than 30. Applications for Reception places on the Strathcona site for September 2019 are also low, with only 6 first preferences.

The low number of pupils provides a significant budget challenge and the school currently has some vertically grouped classes (eg Reception and Year 1). There are other schools in the local area with unfilled places that serve families who live close to the Strathcona site provision.

The proposal is to close provision on the Roe Green Infant School Strathcona satellite site by:

- Changing the age range of the school from 3 – 11 years to 3 - 7 years (including the nursery)
- Reducing the school's Published Admissions Number from 150 pupils to 120 pupils for September 2020
- Implementing a phased closure of the provision on the Roe Green Infant School Strathcona site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022.

Roe Green Infant School will revert back to the status it had in 2015 i.e. an infant school with a PAN of 120 and 360 places across Reception to Year 2.

2. Who may be affected by this policy or proposal?

Pupils  
 Parents  
 Residents in the Strathcona Road area i.e. Preston ward  
 Staff based at the Roe Green School Strathcona Road site and staff at the main Roe Green Infant School site  
 Governing Board

3. Is there relevance to equality and the council's public sector equality duty? If your answer is no, you must provide an explanation.

Yes

4. Please indicate with an "X" the potential impact of the policy or proposal on groups with each protected characteristic. Carefully consider if the proposal will impact on people in different ways as a result of their characteristics.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age			X
Sex		X	
Race		X	
Disability		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage		X	

5. Please complete **each row** of the checklist with an "X".

SCREENING CHECKLIST		
	YES	NO
Have you established that the policy or proposal <i>is</i> relevant to the council's public sector equality duty?	X	
Does the policy or proposal relate to an area with known inequalities?		X

Would the policy or proposal change or remove services used by vulnerable groups of people?		<b>X</b>
Has the potential for negative or positive equality impacts been identified with this policy or proposal?	<b>X</b>	
<b>If you have answered YES to ANY of the above, then proceed to section B.          If you have answered NO to ALL of the above, then proceed straight to section D.</b>		

**SECTION B – IMPACTS ANALYSIS**

1. Outline what information and evidence have you gathered and considered for this analysis. If there is little, then explain your judgements in detail and your plans to validate them with evidence. If you have monitoring information available, include it here.

The 2019-23 School Place Planning Strategy, approved by Cabinet in November 2018, identified reducing demand for primary places and increasing numbers of spare school places across the borough. Forecast data suggest that there will be insufficient demand for available places at the provision. Within this context the proposal is to cease provision on the site, as it is not likely to be sustainable longer term.

Applications for September 2019 have been analysed - this indicates that approximately 3 children will attend the provision, which would be the third year of low intakes on the site. The number of pupils on the site will be lower than 100 from September 2020 onwards if larger cohorts leaving in Year 6 are not replaced by a similar number in Reception.

The quality of the provision is not a concern - the school currently achieves good outcomes for pupils. However, sustaining a split site school where provision on one site is small becomes increasingly difficult as pupil numbers continue to fall. Sustaining a small school does not represent good value for money and the per pupil cost of provision is already higher than the Brent average.

Several other schools in the area served by provision on the Roe Green Strathcona site have expanded, so there would be sufficient places in the local area to meet demand if this provision were to close.

Data on pupils at the school suggest that the intake is similar to other schools in terms of ethnic diversity, children on free school meals and children with special needs and disabilities. This indicates that attending other local schools would not have a negative impact on children that might otherwise attend provision on the Roe Green Strathcona site.

2. For each “protected characteristic” provide details of all the potential or known impacts identified, both positive and negative, and explain how you have reached these conclusions based on the information and evidence listed above. Where appropriate state “not applicable”.

<b>AGE</b>	
<b>Details of impacts identified</b>	<p>If the Strathcona site is closed it will affect 4 – 11 year olds who attend that site and who live in the local area as the option to attend provision on the site will no longer be available.</p> <p>The proposal will only affect certain year groups as implementation would not be until September 2020 and by then some pupils would have already left the school. If closure of the provision is progressed, some children may need to move school. The phased closure proposed will minimise the number of children who may need to move school. Parents would be supported to identify an alternative school place if they request to do so.</p>

	The closure may affect siblings of pupils attending the site if they had an expectation of attending the site. They may have to attend a different school (depending on which year group they are in) which could affect the whole family.
<b>DISABILITY</b>	
<b>Details of impacts identified</b>	The Roe Green Strathcona site is fully accessible. If children with disabilities or with SEND attend the site move school, an alternative place will be identified that meets their needs.
<b>RACE</b>	
<b>Details of impacts identified</b>	Pupils at the Roe Green Strathcona site represent the diversity of Brent. Other schools in the area also have diverse intakes and it is not considered that attending an alternative school would have a negative impact on the basis of race.
<b>SEX</b>	
<b>Details of impacts identified</b>	N/A
<b>SEXUAL ORIENTATION</b>	
<b>Details of impacts identified</b>	N/A
<b>PREGANCY AND MATERNITY</b>	
<b>Details of impacts identified</b>	N/A
<b>RELIGION OR BELIEF</b>	
<b>Details of impacts identified</b>	Roe Green Infant School is non-denominational. Many other schools in the area with spare places are also non-denominational.
<b>GENDER REASSIGNMENT</b>	
<b>Details of impacts identified</b>	N/A
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	
<b>Details of impacts identified</b>	N/A

3. Could any of the impacts you have identified be unlawful under the Equality Act 2010?

No

4. Were the participants in any engagement initiatives representative of the people who will be affected by your proposal and is further engagement required?

Yes. All stakeholders were invited to comment during the consultation on the proposals. Informal consultation responses informed the consultation on formal statutory proposals in relation to ceasing the provision on the site and the phased closure proposed, which is designed with the aim of minimising any potential negative impacts on children and their families.

5. Please detail any areas identified as requiring further data or detailed analysis.

N/A

6. If, following your action plan, negative impacts will or may remain, please explain how these can be justified?

If following consultation a decision is taken to close the site, the proposals would be implemented from September 2020. This will allow time to plan implementation to minimise impacts on children and their families. There are many schools in the local area with vacant places that could accommodate current pupils and pupils who might have chosen this school in the future.

7. Outline how you will monitor the actual, ongoing impact of the policy or proposal?

The consultation process to change the character of Roe Green Infant School has been in two parts:

- a) Part 1: Informal consultation (non statutory), which will inform the proposals
- b) Part 2: Formal consultation - Stage 1- Publication of Statutory notice; Stage 2 - Formal consultation providing the opportunity for Representations to be made to the local authority; Stage 3 - Decision by the Brent Cabinet; Stage 4 - Implementation if the Brent Cabinet agrees the proposal

The proposals have been reviewed after both informal and formal consultation phases and informed by issues or concerns raised. The final decision will be made by Brent Cabinet after reviewing the responses to the informal and formal consultation.

If the decision is to proceed with the proposals, throughout the implementation process the Council will work closely with the school and will monitor the impact of the proposals on staff and children and their families with a view to developing any necessary mitigating actions. Parents will also be kept fully informed throughout the process and the authority will provide support as required.

## **SECTION C - CONCLUSIONS**

Based on the analysis above, please detail your overall conclusions. State if any mitigating actions are required to alleviate negative impacts, what these are and what the desired outcomes will be. If positive equality impacts have been identified, consider what actions you

can take to enhance them. If you have decided to justify and continue with the policy despite negative equality impacts, provide your justification. If you are to stop the policy, explain why.

Based on current data analysis and information, officers are of the view that it is appropriate to proceed with the proposals.

#### SECTION D – RESULT

<i>Please select one of the following options. Mark with an "X".</i>		
<b>A</b>	<b>CONTINUE WITH THE POLICY/PROPOSAL UNCHANGED</b>	<b>X</b>
<b>B</b>	<b>JUSTIFY AND CONTINUE THE POLICY/PROPOSAL</b>	
<b>C</b>	<b>CHANGE / ADJUST THE POLICY/PROPOSAL</b>	
<b>D</b>	<b>STOP OR ABANDON THE POLICY/PROPOSAL</b>	

#### SECTION E - ACTION PLAN

This will help you monitor the steps you have identified to reduce the negative impacts (or increase the positive); monitor actual or ongoing impacts; plan reviews and any further engagement or analysis required.

<b>Action</b>	<b>Expected outcome</b>	<b>Officer</b>	<b>Completion Date</b>
Review concerns and issues raised during informal and formal consultation	Inform final proposal and implementation plan taken forward	Michael Rollin	September 2019
Establish a clear implementation plan, working with the school leadership team and governing board	To mitigate any potentially negative impacts	Michael Rollin with support from other services	October 2019

#### SECTION F – SIGN OFF

<b>OFFICER:</b>	Michael Rollin
<b>REVIEWING OFFICER:</b>	Shirley Parks
<b>HEAD OF SERVICE:</b>	Shirley Parks



# **Appendix C**

## **PART 5**

### **CODES AND PROTOCOLS**

**Protocol on Call-in**

## PROTOCOL ON CALL-IN

### 1. Introduction

- 1.1 The basic premise of call-in is that it is a failsafe mechanism enabling non executive Councillors to make the Cabinet, Cabinet Committee, Cabinet Member or an officer making a key decision, re-consider a particular decision if it is of major concern or in Members' eyes profoundly flawed.
- 1.2 The statutory guidance on call-in states that there needs to be an appropriate balance between effectively holding the executive to account, being able to question decisions prior to them being implemented and allowing effective, efficient decision making. It also balances the need to make the process accessible and the need to ensure that call-in procedures are not abused or used to delay or slow down the decision making process.
- 1.3 As call-in can inevitably result in a delay to the implementation of decisions it should not be used for party political purposes to seek to further discuss a decision that some members do not agree with. Equally, the rights of non executive members to call-in a decision and exercise their right to question the decision, the decision maker and consider alternative options needs to be respected.
- 1.4 This protocol is designed to provide a locally agreed framework within which call-in can operate, a clear set of criteria against which an otherwise valid call-in request can be judged and a format for the effective conduct of the meeting considering the call in.

### 2. What is a call-in?

- 2.1 A decision made by the council's Cabinet or a Cabinet committee, or a key decision by an officer, can be called in for review before it is implemented. Decisions can be called in by five non-executive members or by the Scrutiny Committee. If a Cabinet decision is called-in, that decision cannot normally be implemented until it has been considered by a scrutiny committee. An urgency procedure is in place in Standing Orders for any decision that cannot afford to be delayed.
- 2.2 The Scrutiny Committee is required to meet within 15 working days of the date on which a call-in is accepted as valid. The Committee may decide to refer the matter back to the Cabinet or other decision maker, along with the reasons why the Committee thinks it should be reconsidered. The Cabinet or other decision maker will then decide whether to implement the original decision or review the decision based on the views of the Scrutiny Committee. Alternatively the Committee can decide that the matter should not be referred back to the Cabinet or other decision maker in which case the original decision will be implemented.

### 3. The call-in process

- 3.1 A call in request must be submitted in accordance with the requirements of Standing Order 14 within 5 days of the relevant decision being made or in the case of a key decision made by officers within 5 days of the date on which the record of the decision is made publicly available in accordance with the Access to Information Rules. When submitting the call in request members must either complete the call-in form available [LINK]) or include in their written request all the information required by the form. In particular this includes:

- an explanation as to why they are calling in the decision and if they are calling in all or part of the decision(s).
  - an outline of the suggested alternative course of action.
- 3.2 When a call-in request is submitted the Head of Executive and Member Services Which meets the requirements of Standing Order 14(b)((i) – iv) the Head of Executive and Member Services will refer it to the Chief Executive, who, in consultation with the Head of Policy and Scrutiny (the council’s designated Scrutiny Officer) and the Director of Legal and HR Services, will decide whether or not an otherwise valid call-in conforms with the following requirements of this protocol. The call-in request will be assessed against the following criteria:
- Is the call-in process being used as a means of gaining information / understanding or discussing general concerns with Members and officers? If this could be achieved through the general overview and scrutiny process or by talking to the relevant officer or lead member informally the call-in will not be valid,
  - Does the call-in duplicate a recent call-in on the same issue? If the call-in duplicates another call-in made within the previous 6 months it will not be valid,
  - Have the reasons for calling in the decision already been discussed by the Scrutiny Committee? If the reasons for calling in the decision have been discussed by the Scrutiny Committee prior to the decision being made the call-in will not be valid,
  - Call-in of a decision of the Cabinet referring a matter to Full Council for consideration will not be valid,
  - Call in of operational management decisions taken by officers will not be valid
  - If the call in request is considered by the Chief Executive to be frivolous, vexatious or clearly outside the call-in provisions it may be deemed invalid.

Prior to deciding the validity the Director of Legal and HR Services and the Head of Policy and Scrutiny may seek clarification from the members concerned.

#### **4. The Conduct of the call-in Meeting**

- 4.1 Scrutiny Committees are official committees of the council and it meets in public.
- 4.2 The purpose of a call-in meeting is for non executive members to examine and consider the decision made by the Cabinet, Cabinet Committee, or officers (in respect of key decisions) and for members of the committee to make suggestions and recommendations they consider appropriate to the decision maker. The Scrutiny Committee meeting provides an opportunity for members to seek clarification of the methodology used in enabling a decision to be made, as well as explore work undertaken by officers culminating in the matter coming before the decision maker .
- 4.3 The relevant Cabinet Portfolio Holder and chief officer (or his/her representative) will be invited to attend the scrutiny committee meeting to explain the reasons for the decision, respond to the issues raised in the call-in request and answer questions at the meeting.

- 4.4 It is the chair of the scrutiny committee's responsibility to manage the meeting effectively by applying standing orders, maintaining good discipline and fostering a culture of respect. All contributions to the meeting should go through the chair and the chair should ensure that no purely personal disagreements or comments are allowed to continue.
- 4.5 To ensure that the meeting is effective the procedure at the meeting (subject to the Chair's discretion) shall be as follows:
- (a) The chair will ask a representative of the members who called in the decision to set out the reasons for the call in for up to 5 minutes. In the event that different members have identified different reasons the chair may in their discretion as more than one member to speak in which case the available time under (b) below shall be shared equally between the members.
  - (b) The chair will consider whether to permit any member of the public who has made a request to address the meeting to do so, the rules relating to members of the public addressing a meeting as set out in Standing Orders apply. Members of the public can be allowed to speak for 2 minutes. If a number of requests to speak have been received then the chair should seek to limit the number of contributions to avoid hearing the same points repeated and should seek advice from the Head of Executive and Member Services about how this should be managed.
  - (c) All of the members of the public who it has been agreed will address the meeting will be heard prior to the lead member and any relevant officers being asked to respond to the issues raised by the call-in.
  - (d) The lead member shall then be invited to respond to the issues raised in the call in.
  - (e) The chair will then invite members of the committee to question the lead member and officers and discuss the issues. Members who are not members of the committee but wish to ask a question can be invited to do so.
  - (f) Having considered the call-in invite members of the committee are required to come to one of the following conclusions:
    - That the matter should be referred back to the decision maker for reconsideration with reasons for its request and what the committee wants the decision maker to do.
    - That it does not object to the decision and the decision can be implemented.