



**Executive**  
13 January 2014

**Report from the  
Acting Director of Children and  
Families and the  
Director of Regeneration and Growth**

For Decision

Wards Affected: ALL

**Determination proposal to permanently expand Princess  
Frederica Church of England Primary School by September  
2014**

**1.0 Summary**

- 1.1 This report informs the Executive of the outcome of the statutory proposal to alter Princess Frederica Church of England Primary School through permanent expansion from September 2014 and recommends that it be approved.
- 1.2 The Representation period on the proposals ended on 14 November 2013.
- 1.3 The Governing Body of Princess Frederica Church of England Primary School in agreement with the London Diocesan Board for Schools and in partnership with Brent Local Authority has proposed to alter the school by adding one form of entry. The current capacity of the school is 420 and the proposed capacity will be 630. The current admission number for the school is 60 and the proposed admission number will be 90. The number of children on roll as at October 2013 was 416 with only 4 vacancies in Year 6.
- 1.4 This report also informs the Executive of the responses to the consultation.

**2.0 Recommendations**

The Executive is recommended to:

- 2.1 Approve the permanent expansion of Princess Frederica Church of England Primary School (Voluntary Aided) by one form of entry from September 2014, conditional upon the grant of full planning permission under the Town and Country Planning Act 1990 by June 2014 or at such date as agreed by the Director of Children and Families and the Strategic Director of Regeneration and Growth.
- 2.2 Note that the reason for approving the alteration of Princess Frederica Church of England Primary School is to provide additional permanent primary places in areas of the borough which have severe current and projected shortages of primary school places.

13 January 2014 meeting

2.3 Agree, if recommendations 2.1 and 2.2 are accepted, that a formal communication in a Frequently Asked Questions (FAQ) format be issued to those who responded to the consultation in the local community addressing the concerns raised.

### **3.0 Detail**

#### **3.1 Background**

3.1.1 The demand for school places is mainly driven by:

- Housing growth;
- Increased density of use of existing housing stock;
- Inward economic and other migration;
- Decreasing availability of places in neighbouring boroughs;
- Increased live births and fertility rates
- Success of Brent schools

3.1.2 Brent Council has a general statutory duty to ensure that there are sufficient school places available to meet the needs of the population in its area.

3.1.3 According to the GLA projection of school rolls (based on the October 2013 pupil census data), the number of four year olds on roll is expected to rise to 4306 by January 2018 from the current number of 3716 on roll in October 2013. This is an increase of 590 Reception pupils in 5 years. As Members are aware Brent uses the Greater London Authority (GLA) for school roll projections and those are based on the school census data, birth data and housing data. Hitherto the GLA projections have tended to underestimate rather than overestimate the numbers coming through.

3.1.4 This pattern of demand exceeding the current supply is a phenomenon across the borough including planning area 5 where Princess Frederica School is situated. GLA projections show that demand from Reception aged children will rise from 1218 for 2013/14 to 1266 by the 2015/2016 academic year. This equates to a requirement for at least two extra classes. The proposal is to create one form of entry at Princess Frederica School and the council is in discussion with another nearby school to expand by one form of entry by 2015/16.

3.1.5 These issues are widespread across London authorities, which are experiencing extremely high numbers of applications for Reception, Year 1 and Year 2 places caused by a combination of high birth rates and in-migration.

3.1.6 On time Reception applications received for the 2013/14 academic year totalled 3792, a 2% increase on the on time applications for the 2012/13 academic year (3717). 3617 on time applications were received for the 2011/12 academic year. On average approximately 20-25 late reception applications per week were received between the closing date in January and the beginning of term, approximately 50% more than last year. In addition there are demand pressures from in year applications. Princess Frederica has a current waiting list of 52 Reception aged children and 23 children in the other year groups.

3.1.7 The report presented to Executive on 20 August 2012 set out the Council's overall programme for school expansion to meet need and the funding which is in place from DfE and other sources to meet the need for additional places. The latest update was provided to Members in the November 2013 Executive Committee. That report indicated that the new roll projections, once analysed, would show a requirement further for primary school places beyond those already planned.

3.1.8 In making decisions about the delivery of additional school places, the Council has established a set of planning principles. In June 2011, the Council consulted with the

13 January 2014 meeting

schools on these planning principles. Subsequently, a short list of schools by planning area was derived from the long list of schools based on the following criteria:

- shortage of school places in a local area;
- physical expansion of a school on a permanent basis deemed to be feasible;
- risk associated with the expansion of the specific schools including likelihood of planning consent;
- availability of funding to expand the school.

3.1.9 Subsequently there has been greater focus on educational standards. The council now aims only to expand good and outstanding schools. These educational standards have also been taken into account and the schools' capacity to cope with the expansion, while raising standards. Princess Frederica Church of England School was rated Good by Ofsted following the inspection in January 2012.

3.1.10 The plan the Executive approved in August 2012 included the permanent expansion scheme at Princess Frederica Church of England Primary School by 1FE. The statutory consultations commenced on 2 July 2013 and the architects began developing the previously completed feasibility studies into fully designed schemes in June 2013. New places will be available at the schools from September 2014, subject to planning approval for the works required to expand by one form of entry.

3.1.11 The Princess Frederica school expansion will be of traditional construction with at least a 60 year design life. The designs are currently being developed to ensure that the school would be built in the most efficient way, with sustainable standards where possible.

3.1.12 The Council will complete the permanent building works before the 2015/2016 academic year. Should planning approval be granted and approval to expand the school be granted based on this report, then the school will take the first additional class from September 2014 in existing accommodation. The construction work will be phased to account for the school being occupied during construction and will take place during the 2014 and 2015 (dates to be confirmed based on approvals).

## **3.2 Proposals to alter the Princess Frederica Church of England Primary School**

3.2.1 The proposals comply with the Government's guidance on school expansions and their current agenda for raising standards, innovation and transforming education. The internal accommodation and external play areas in the proposed expansion meets the area and design guidance standards as detailed in Building Bulletin 99 and subsequent EFA baseline designs.

3.2.2 The expansion of Princess Frederica Church of England Primary School is fully in line with the aim of the guidance and the wish of the Secretary of State that local authorities provide school places where demand is high. The school serves a range of ethnic minority children, both boys and girls, and the proposals will be of benefit to them. As this is an expansion of school places there is no adverse impact to any disadvantaged group.

3.2.3 The expansion will increase the choice available to local parents and residents in an area of demand. The proposal will increase diversity of provision and enable the local authority to meet its statutory duty to provide school places to all resident pupils.

3.2.4 Princess Frederica is a popular primary school. The local authority is confident that sufficient number of applications will be received for the permanent primary provision.

- 3.2.5 The travel arrangements for existing pupils will not change for pupils at the school. However, the expansion of provision will enable more Brent pupils to be educated in general nearer to where they live. A full traffic assessment is has been carried out, which will inform the planning application and school travel plan.
- 3.2.6 Additional classrooms and facilities will be provided to support the educational standards in both schools for all pupils and staff. The expansion will provide:
- a safe and secure environment
  - a healthy environment with properly ventilated, appropriately sized classrooms with easy access to outside space (where required).
  - spaces to maximise natural day lighting and control sunlight, to maximise thermal comfort, control glare and provide a suitable internal environment.
  - environmentally friendly and efficient spaces
  - minimal loss of 'down-time' i.e. travel to core facilities, toilets, etc. within at least the expanded building.
  - allow a variety of learning experiences - individual, group, class, year group, quiet spaces internal and external in line with the requirements of the EFA baseline designs.
  - Maximised use of existing outdoor playing space and enhancement where possible and required.
  - Enhanced opportunity for the community to become involved in the school and support the children's learning
  - Classrooms to support easy access to ICT provision.
- 3.2.7 Area analysis of the sites has been carried out to ensure the new accommodation would meet the guidelines for new school accommodation. The target of 'very good' is being aimed for, Building Research Establishment Environmental Assessment Method (BREEAM) accreditation subject to planning requirements.
- 3.2.8 Subject to planning application approval and detailed programme review, it is anticipated that, the building works will commence early Summer 2014 and last for approximately one year.
- 3.2.9 No change to the existing SEN provision is being proposed. The proposal will comply with the standards, quality and range of educational provision for children with special educational needs in the proposed expansion of primary provision. The proposal will fully meet the requirements of the SEN Code of Practice and the accessibility standards.

### **3.3 Princess Frederica Church of England Primary School**

- 3.3.1 Princess Frederica Church of England Primary School is located at College Road, London, NW10 5TP. It is a Voluntary Aided school and their own admissions authority. It offers Church of England mixed gender places for students aged 3-11 years.
- 3.3.2 The governing body of Princess Frederica in agreement with the London Diocesan Board for Schools and in partnership with Brent Local Authority published a proposal to expand Princess Frederica Church of England Primary School by one form of entry from September 2014.
- 3.3.3 Upon implementation of the proposal, Princess Frederica Church of England Primary School would provide 30 new permanent Reception places from 1 September 2014, subject to planning permission for the full one form of entry due to the building constraints. The expansion will provide an additional class in each year group (210 new primary places in total per school) with an increase of 30 permanent places in

each year group starting at Reception age in September 2014 and rising to Year 6 by September 2020.

- 3.3.4 If the proposals are accepted conditional upon the granting of planning permission under Part 3 of the Town and Country Planning Act 1990, Princess Frederica Church of England Primary School will offer 3FE provision from September 2014. Its admission capacity will increase from 420 to 630 Reception to Year 6 places, which will support the Council to meet its statutory duty to provide sufficient school places. The planning application submission has been delayed, due in part to the need to properly address comments made during the statutory consultation period. A decision on the planning application is not expected before the planning committee meeting in June 2014.
- 3.3.5 The proposed accommodation for the expansion by one form of entry would be of a permanent high quality construction in part linked to the existing school building and in part as a standalone building. The EFA Baseline Designs will be used as a guideline for constructing the new extensions to the existing school with Building Bulletin 99 used where appropriate.
- 3.3.6 The new Reception class is planned to be available from September 2014. All building works are expected to be complete before the start of the next academic year in September 2015, thereby providing the full capacity of 210 new school places required under the statutory proposal.

### 3.4 Statutory Process

#### Stage One Consultation

- 3.4.1 Princess Frederica Church of England Primary School  
The Governing Body of Princess Frederica Church of England Primary School in agreement with the London Diocesan Board for Schools and in partnership with the Local Authority consulted with key interested parties on the alteration proposals. The consultation document is attached as Appendix 1. Over 1200 copies of the consultation document were distributed through hand delivery, email and/or internal/external post. The school distributed the consultation documents by hand to parents, pupils, staff and other interested parties. In addition, a private company was commissioned to hand deliver approximately 500 copies to homes in the areas surrounding the school.
- 3.4.2 A consultation meeting with parents and the community was held at the school on 11 July 2013, details of which can be found in Appendix 2 (Attachment 2).
- 3.4.3 The statutory consultative stage of the proposal to expand by one form of entry thereby increasing the provision to 630 Reception to Year 6 places, completed on 30 July 2013. All applicable statutory requirements to consult in relation to these proposals have been complied.
- 3.4.4 The Princess Frederica Church of England proposal received 93 on time responses to the consultation. 44 (47%) consultees support the proposal, 41 (44%) consultees expressed concerns and were against the proposal, whilst 8 (9%) remained non-specific. A summary of the responses can be found in Appendix 4

Responses	For	Against	Non Specific	Total	
Local residents	7	14	2	23	25%
Parents	3	22	3	28	30%
Staff	26	1	1	28	30%
Not specified	6	4	0	10	11%

13 January 2014 meeting

Others	2	0	2	4	4%
<b>Total</b>	<b>44</b>	<b>41</b>	<b>8</b>	<b>93</b>	
	47%	44%	9%		100%

8 responses were received after the deadline. Five responses were against the proposal to expand whilst 3 raised concerns but were not specific about their decision.

- 3.4.5 Following the end of consultation, the Council agreed to publish the statutory notice (Appendix 3) and full proposal (Appendix 2).

### **Publication of Statutory Notice and Representation Period**

- 3.4.6 Following the consultation stages outlined above, governing body of Princess Frederica Church of England Primary School with the support of the London Diocesan Board for Schools and in partnership with the Local Authority published the Statutory Notice in two local newspapers on 17 October 2013 for altering the school by one form entry from September 2014. Notices were also displayed on the school gates, on the school website and on the Brent consultation website.
- 3.4.7 The Council is estimating that the planning permission would be granted under Part 3 of the Town and Country Planning Act 1990 from June 2014 . Hence, the Executive is requested to approve the expansion of Princess Frederica Church of England School from September 2014, conditional upon the granting of planning permission and in accordance with Schedule 3 Regulation 38 (1) (a) of the School Organisation Regulations.
- 3.4.8 The full statutory proposal is attached as Appendix 2.
- 3.4.9 The statutory notice was followed by a 4 week statutory period (Representation stage), which ended on 14 November 2013, during which representations (i.e. objections or comments) could be made. The representation period is the final opportunity for residents and organisations to express their views about the proposal and ensures that they will be taken into account by the Executive when the proposal is determined.

### **Responses received during the Representation Stage:**

- 3.4.10 In total 224 representations were received during the 4 week statutory period as outlined below. This is a large volume compared to other similar consultations carried out this year.

Responses for the expansion	Responses against the expansion	Total
16	208	<b>224</b>
7%	93%	100%

The majority of the responses were received from residents and parents in the local streets surrounding the school.

- 3.4.11 208 responses objected to the expansion of the school. Quotes include:

“I am writing to ask you to turn down the request for the school expansion of Princess Frederica. The local area and infrastructure will not be able to sustain the added congestion. Already both the pupils and local community are put at risk through the cramming of small pavements and roads. I would suggest a much better use of Brent’s resources would be to turn around the local schools in the area -

13 January 2014 meeting

specifically Furness Road School. Piling all the resources into one local school which for now is popular, shows no sense of long term planning for the broader community.”

“- the proposal is far too large for the footprint of the site and the access roads in the surrounding areas.  
- the works will cause severe disruption to the education and welfare of the children there in 2014 and the dust created by building work will create a health hazard for my daughter who suffers from asthma  
- there are better alternative schools sites for building expansion in the vicinity, we have real worries about how the building work - dust, noise, heavy machinery is inevitable - will affect the education of the current children, and also that the pressure on space from the additional classes each year will affect the future education in the widest sense, as well as the logistical issues of safety in delivering and collecting a greater number of children from school each day.”

“College Rd & Purves Rd are narrow & bottle neck at the slightest provocation. How will they & their residents cope with the heavy lorries & construction vehicles that will be needed on top of an already precarious equilibrium? If, as I understand, the admission criteria are not to change to include more children on proximity rather than church attendance, there will be more cars & bicycles at drop off & pick up times. Bicycles are being stolen from the railings outside the school on a regular basis & campaigns for parking them on the school premises have failed for years for reasons of short space!”

“There are many reasons for this but my main concern is that my boys will not be getting the education they deserve due to building works. Having the playground as a building sight will prevent my boys being able to the outdoor clubs they presently attend. They will also not be able to have hot healthy meals - essential if they are to learn properly. My eldest is particularly sensitive to noise and he will not be able to learn when drills and workmen are climbing all over the building. Much research can be found on the effects of building works to schools and the effect it has on children and in all of the research it demonstrates that children's learning goes down, results go down and the quality of teaching is effected.”

“As I am sure you know Princess Frederica is quite a large Primary School - I believe the national average size for a primary school is about 225 pupils - Princess Fred's is nearly double that at 430 pupils - and if the expansion goes ahead it will be half as big again - 640 pupils. 640 Pupils!? In an area that is already crowded? The headmistress has already had to implement a 'one way system' for dropping off kids on a morning - what will it be like when there are another 210 pupils?”

“I have 3 children at princess Frederica and I am NOT in favour of expansion. It is very simple - the school is too small to expand - they barely have enough outside space as it is. If they want more children from the community in the school - simply change the admissions criteria.”

“I believe that the school facilities are already over stretched and the addition of more pupils at the expense of outside space does not serve the educational interests of the pupils. In addition, two years of packed lunches and studying next to a building site will not help the children's education.”

“I write to express my disapproval to the above planned expansion. I feel it will disrupt my child’s education at this important time of his development with lack of school dinners, play area, noise, school clubs, and unacceptable pollution.”

3.4.12 The most common objection themes are as outlined below:

<b>Comments raised</b>	<b>Response to comments</b>
<p>The school site is too small for the number of children who will attend.</p>	<p>Design work shows that it is possible to fit the additional buildings/internal space needed for the increased number of children on the existing school site and leave sufficient outside play area to meet guidelines. The additional proposed roof top play area and changes to the surfacing of ground level play areas, mean that based on the government’s method for measuring outdoor play areas there is sufficient to meet guidelines for a 3FE school on a confined inner city site.</p> <p>It is accepted that during construction the available outside play space will be reduced but this will be managed to minimise the impact on existing children.</p>
<p>Access to the school is problematic with parking and congestion.</p> <p>The road infrastructure around the school is not suitable to support an increase in traffic</p>	<p>There is no parking on the school site and no facilities to drop off children by car other than on roads immediately surrounding the school. The school travel plan will actively encourage a majority of parents to walk or cycle to school with their children.</p> <p>Cycle and scooter storage will be provided on site to avoid congestion created on the pavement by cycles being chained up outside school.</p> <p>It is proposed to widen the pavement in parts along Purves Road to alleviate pedestrian congestion.</p> <p>A full transport assessment has been undertaken and will be submitted with the planning application. LBB Highways will review the application in detail and make further recommendations if required to minimise the impact of proposed expansion on the existing road network.</p>
<p>Other schools nearby with more space should be expanded first</p>	<p>Members approved a programme of school expansion in August 2012 to address the need to provide 21 forms of entry by 2016-17 across Brent. Princess Frederica formed part of that strategy. Other schools in this planning area are being consulted on expansion. Expansion in more than one school is required to meet demand.</p>
<p>There will be health and safety risks during the construction period</p>	<p>All construction work has inherent health and safety risks. Each site is different and therefore the health and safety risks are assessed and managed according to that site. Appropriately qualified professionals will be responsible for managing health and safety before</p>



	<p>construction begins and should the project be approved, whilst on site. Contractors will be asked to demonstrate experience working in live occupied school sites and describe how they will robustly address health and safety and minimise impact.</p> <p>No significant health and safety issues have arisen in our school expansion programme so far.</p>
The school extension will be a concrete jungle in a residential area	The proposals indicate a two storey new build with roof top play area and an extension to the existing school following partial demolition. The appropriateness of the proposed building in the area will be assessed when a planning application is submitted.
The play area will be too small	Answered above in point 1
The consultation process was not transparent enough	<p>The education consultation i.e. the statutory consultation was launched on 2 July 2013 with a well attended meeting on 11 July 2013. Over 1100 consultation documents were delivered via the pupils at the school or by door to door drop in the local community. A further 200 were emailed further afield. 93 responses were received. The community had a second chance to give comments between 17 October and 14 November. This time 216 responses were received.</p> <p>The Council has held two sessions for local people to find out and make comments about the proposed building before a planning application is submitted. Comments made during those sessions are being reviewed before the application is made. Invitations to those sessions were hand delivered to 1767 households in the area around the school, the invitation was posted on the school gates, letters were sent to the local residents associations and ward councillors and the invitation was distributed through school to all children and posted on the school website. This is in advance of the formal consultation period that will take place on the planning application once submitted.</p>
The school and council have not provided enough information when requested	The Council has provided detailed information to the school governors both pro-actively and in response to detailed questions, some of which reflect concerns from the local community.
No school lunch provision along with no outside play area for over a year is unacceptable	The new kitchen will be built while the old kitchen continues to operate. At an appropriate time all the equipment will be moved from the old kitchen into the new kitchen/building and the old kitchen will then be demolished. There may be a logistical short period of time to switch over but we are not taking the kitchen out of action for the whole construction. Outside play will be restricted during the construction but will exist
The works will cause severe	All work on occupied school sites has to be managed

disruption to the education and welfare of the current pupils	very carefully so as not to cause severe disruption. The council project team and contractors will work closely with the school to ensure all parties understand the forthcoming work and any adjustments to minimise impact can be made. We have succeeded in making this work well at other schools.
The school is putting construction before education	The construction is only necessary to provide additional space to take additional pupils. The school agreed to undertake the consultation process with the council to seek approval from Members to expand the school; therefore necessitating the construction work.
The community would prefer a 2FE school rather than a 3FE school	Brent has 12 successful 3FE primary schools and 6 successful 4FE primary schools. 3FE and larger primary schools are now becoming the norm across London. Larger primary schools have considerable advantages in being able to afford higher levels of expertise, including subject expertise in e.g. MFL. They also offer a wider range of extra curricular and after school activities. Brent also has many primary aged children currently without a school place. The council has a statutory duty to ensure that there are sufficient school places for Brent residents who require a school place.
If you want more school places why not build more new/modern schools and not try to expand old Victorian sites?	New schools require sites and, particularly in the south of the borough, there are very few sites for new schools. Given the latest roll projections it is likely that a new trawl of potential sites will need to be done and additional new schools planned but this will not obviate the need for Princess Frederica to expand.
The current admission system for Princess Frederica should be looked at as well. As the council states that it wants to turn the PF into more of a neighbourhood school, then they should investigate other ways of letting local people in, instead of going by a church attendance record, irrespective of whether or not you live in the area.	Princess Frederica is a voluntary aided school and is its own admissions authority. This means the criteria for entry into the school are set by the school and the London Diocesan Board for Schools. The council has no control over the school's admissions policy.

3.4.13 A selection of representations objecting to the proposal to expand the school can also be found in Appendix 5 of this report.

3.4.14 16 representations in support of the expansion, were received and included comments such as:

“As a local resident and parent, I wanted to email my support for the proposed expansion plans for Princess Frederica School. I hope that

13 January 2014 meeting

they go ahead and more children are able to attend/benefit from the school.”

“We support the proposed expansion ... Not only is this a tight knit community - with plenty of young families - crying out for more primary school places, but we believe the re-development is a positive one. We believe the designs are sensitively done, are well proportioned and are in keeping with the character of the neighbourhood”

- 3.4.15 A selection of representations in support of the school expansion proposal can be found in Appendix 6.

#### **4.0 Financial Implications**

4.1 The report submitted to the November 2013 meeting of the Executive detailed the total capital allocation available to spend on new school places as £110.62m from secured resources. From the available resources an initial allocation of £4.8m has been made to the proposed expansion of Princess Frederica Church of England Primary School. It should be noted that this is a provisional budgetary allocation to the scheme which could be amended as more definitive cost forecasts are provided. Any variations to this figure will be contained within overall capital budget provisions. In the event that any eventual planning application is rejected the council will be liable for the abortive costs of preparing it.

4.2 The proposed expansion of pupil numbers at the school will result in increased revenue costs associated with the additional provision. These costs will be met from the individual school's budget, which will increase proportionately based on the formula allocation from the DfE. However, the proposed intake of additional pupils from September 2014 will mean that the school will not receive the increased grant until the following academic year as the calculation is based on the previous October's pupil numbers. As such the school will require funding equivalent to 7/12's of the total additional grant to meet the costs of the expanded pupil numbers until the following years allocation is received. This shortfall in funding will be provided from existing Children and Families Dedicated Schools Grant revenue budget as funding has been set aside for additional classes.

#### **5.0 Legal implications**

5.1 The procedure for the enlargement of Princess Frederica Church of England Primary School is as required by The Education and Inspections Act 2006 (as amended by the Education Act 2011) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 as amended. The Local Authority is entitled to make prescribed alterations to Princess Frederica Church of England Primary School pursuant to powers granted by The Education and Inspections Act 2006, Sections 18 and 19 and in accordance with Schedule 4 Part 1 and Schedule 5 of the Regulations.

5.2 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 Regulation 30 of The School Organisation Regulations 2007 as amended.

5.3 Under sections 13 and 14 of The Education Act 1996, as amended by The Education and Inspections Act 2006, a local education 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. LA must promote high educational standards, ensure fair

13 January 2014 meeting

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.

- 5.4 The Brent Executive acting on behalf of the Brent Local Authority is the Decision Maker pursuant to The Education and Inspection Act 2006 Section 21 (2) (f) and schedule 3 paragraph 30 of the School Organisation Regulations.
- 5.5 The Executive would need to have regard to Guidance issued by the Secretary of State before making a decision upon this proposal. Paragraphs 4.1 to 4.80 of the Guidance Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form is applicable.
- 5.6 If the Local Authority fail to decide proposals within 2 months of the end of the representation period the Local Authority must forward proposals, and any received representations (i.e. not withdrawn in writing), to the schools adjudicator for decision. They must forward the proposals within one week from the end of the 2 month period.

#### **5.7 Decision Making:**

- 5.8 There are 4 key issues which the Decision Maker should consider before judging the respective factors and merits of the statutory proposals:

- Is any information missing? If so, the Decision Maker should write immediately to the proposer specifying a date by which the information should be provided.

**All necessary information has been provided.**

- Does the published notice comply with statutory requirements?

**The statutory notice is complete and in line with the statutory requirements. The four week statutory representation period closed on 14 November 2013.**

- Has the statutory consultation been carried out prior to the publication of the notice?

**All applicable statutory requirements to consult in relation to the proposal have been complied with.**

- Are the proposals "related" to other published proposals?

#### **5.9 Types of Decision**

- 5.10 All decisions must give reasons for the decision, irrespective of whether the proposals were rejected or approved, indicating the main factors/criteria for the decision.

- 5.11 In considering prescribed alteration proposals, the Decision Maker can decide to:

- reject the proposals;
- approve the proposals;

- approve the proposals with a modification (e.g. the implementation date); or
- approve the proposals subject to them meeting a specific condition.

5.12 The following bodies may appeal against an LA decision:

- The local Church of England diocese;
- The Bishop of the local Roman Catholic diocese;
- The governing body of the Community School that is proposed for expansion
- The governors and trustees of a Foundation (including trust) or Voluntary School that is proposed for expansion.

5.13 Any appeals must be submitted to the LA within 4 weeks of the notification of the LA decision. On receipt of an appeal the LA must then send the proposals and the comments and objections received, to the schools adjudicator within 1 week of receipt of the appeal. The LA should also send a copy of the minutes of the LA's meeting or other record of the decision and any relevant papers. Where the proposals are "related" to other proposals, all the "related" proposals must also be sent to the schools adjudicator.

5.14 Procurement: The construction contract associated with this expansion will be addressed as part of the wider primary school expansion, with preference to undertake this procurement for Princess Frederica as a separate construction contract. Appropriate procurement routes are currently being reviewed with LBB Procurement and Legal Services and a further report will be brought to the Executive in accordance with Council Standing Orders for approval to procure and approval to award any contract, as necessary.

## **6.0 Diversity Implications**

6.1 The schools proposed for expansion have an ethnically diverse pupil population and catchment of pupils who need places. Expanding Princess Frederica would enable the Council to provide additional new places required for Brent's growing pupil population.

6.2 The expansion will improve choice and diversity. The impact on Equalities will be kept under review and reported as the school expansion programme is reviewed.

6.3 The joint Equality Impact Assessment for the schools has been completed for Princess Frederica Primary School.

## **7.0 Staffing Issues**

7.1 With the expansion of pupil numbers there is likely to be an expansion of posts rather than a reduction. The costs relating to the need to provide for additional pupils will be covered by the schools' budgets.

## **8.0 Background Papers**

- Equality Impact Assessment for all schools consulting during 2013 to change their character
- Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form

- Research Study - A Good School Places for Every Child in Brent, 2008  
<http://intranet.brent.gov.uk/consultation.nsf/0/38c39cab7915e95c802573b8003feb74?OpenDocument>

## 9.0 Appendices

Appendix 1	Princess Frederica CE Primary School – consultation document
Appendix 2	Princess Frederica CE Primary School – full statutory proposal document
Appendix 3	Princess Frederica CE Primary School – statutory notice
Appendix 4	Summary of the responses received from the first part of the consultation (Stage 1)
Appendix 5	Examples of the responses received from the Representation stage of the consultation (Stage 3) against the expansion
Appendix 6	Examples of the responses received from the Representation stage of the consultation in favour of the expansion

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