

**DIRECTORATE OF LEARNING AND SKILLS**

**Admissions Forum (MS Teams)**

**7th June 2023**

**MINUTES**

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| **ATTENDEES:** | Cllr Rhian Birch, Lisa Lewis, Sam Mawhinney, Anne Robertson, Rhian Andrew, Ceri Thomas, Natasha Burton, James Mansfield |
| **APOLOGIES:** | Rebecca Morteo, Jane Werrett, Mike Matthews, Sian Lewis, Ceri Hunt, Charlotte Robin |

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| **ITEM** | **ISSUE** | **ACTION REQUIRED** | **Member** |
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| 1 | Apologies | Apologies noted. |  |
| 2 | Minutes of Previous Meeting | The minutes were checked for accuracy and agreed as a true record. |  |
| 3 | Matters arising | S.M introduced James Mansfield whom would be replacing Trevor Brown.  S.M also advised of 2 further new members to the forum, Charlotte Robins as replacement for Cedric Burden and Ceri Hunt as replacement for Amanda Malkin. Unfortunately both unable to attend the meeting.  Cllr Birch noted that she had been informed that housing developers may be providing false information relating school place availability to prospective buyers. S.M to draft correspondence to be sent to all developers with relevant information and contact details for the School Admissions team. |  |
| 4 | Terms of Reference & Membership for information (SM) | Terms of reference were considered, A.R recommended that the location of meetings was amended to reflect the preference to meet remotely wherever possible.  S.M advised that J.W was eligible for re-election but will consult with J.W to determine if a representative may be a better option due to availability of J.W to attend. |  |
| 5 | Sustainable Communities for Learning (NS) | N.B provided an update on all current and completed projects – Centre for Learning & Wellbeing, Cowbridge Primary, St Nicholas C.W, YYD Expansion, Ysgol Sant Baruc, Derw Newydd and Ysgol Iolo Morgannwg.  Future projects such as 11-16 faith school and Welsh Medium Primary in the Penarth area. Review of rolling programme underway next 9-12 years.  C.T queried the rolling program and whether sustainability surveys were on track to be undertaken during summer term 23 and was assured they would. |  |
| 6 | Update on annual admission rounds and appeals (SM) | SM went through the school admissions summary for 2023 which included nursery, reception and secondary intake. SM highlighted areas of particular success that the team achieved through their efforts as well as any areas of concern in terms of demand for places as of now and in future years. SM provided details of appeals heard/ to be held for each admission rounds and the success rates and also provided comparison with previous years. |  |
| 7 | Annual performance data on school admissions (SM) | SM outlined the summary of in-year school admissions and how the team was managing demand for particular year groups in both primary and secondary provision. SM supplied details of appeals heard and the success rates, also providing comparison with previous years. |  |
| 8 | Draft parental guide to school admissions 2024/25 for consideration (MM/SM) | S.M explains the use of the parental guide and the minimal updates that will be made for 24/25 and advises that after catchment area and criteria changes in previous years, it is now time to reflect upon the effects of the changes whilst reviewing pupil data.  Members to read through and feedback. |  |
| 9 | Update on Co-ordinated admission arrangements (MM/SM) | S.M explains the co-ordinated admissions arrangements is in its 5th year of operation for primary admissions and 3rd year for Secondary admissions. S.M welcomed All Saints C.W Primary being involved for 23/24 admissions and indicated that St Helens R.C Primary are considering joining for the 2024/25 admissions process.  S.M comments on the success of the pilot scheme from both a participating school’s perspective and from the admissions team and thanks everyone participating for their efforts. |  |
| 10 | Update on Ukrainian Refugees (LL) | L.L advised that the support groups continue to be available and working efficiently to support those families within the local area. L.L informed that the number of families relocating to the area had reduced considerably within the last few months and have received no further update from Welsh Government relating to any new resettlement. |  |
| 11 | Date for next meeting | L.L asked members for any preferred dates/days for the meeting to be held.  Proposed date – Tuesday 14th November 2023 |  |
| 10 | Any Other Business | No comments |  |