

**DIRECTORATE OF LEARNING AND SKILLS**

**Admissions Forum**

**22 November 2018**

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| **ATTENDEES:** | Cllr Bob Penrose, Ann Robertson, Clare Kynaston, Derek Jones, Fiona Greville , Andrew Hennessey, Rhian Andrews, Matt Curtis, Mike Matthews, Sam Mawhinney |
| **APOLOGIES:** | Rev Edwin Counsell, Norman Craggs, Jane Werrett, Andrew Ricketts |

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| **ITEM** | **ISSUE** | **ACTION REQUIRED** | **Member** |
| 2 | Election of Chair | Cllr Bob Penrose was unanimously elected |  |
| 3 | Minutes of Previous Meeting | The minutes were checked for accuracy and agreed as a true record. |  |
| 4 | Matters arising | None |  |
| 5 | Terms of reference and membership | The terms of reference of the group were circulated for information. These were endorsed by the group and no changes were proposed.  Sian Lewis and Ann Robertson were re-elected onto the group for a further term. |  |
| 6 | Secondary 2019 Application Figures | SM provided an update on application figures for each school and discussed methods that were being used to remind parents to apply and also to provide advice regarding preferences and likelihood of being allocated a place.  SM discussed application process for Reception 2019 that has recently opened and discussed the joint effort by the authority and schools to ensure applications are completed by parents.  Possible future issues discussed, such as ongoing housing developments and how this will affect future demand for places and strategies to cope with this. SM indicated that catchment areas will be reviewed at the end of the school year as is a normal part of the process. |  |
| 7 | 21st Century Schools Programme | MC provided an update on the programme, including Pencoedtre, Whitmore and Ysgol Bro Morgannwg schools and that business case had been outlined, contractor selected and that work was expected to begin Summer 2019.  Projects within Band B of the programme and the planned schedules were also discussed. |  |
| 6 | Approval/ Amendment of the draft Annual Report of the Admissions Forum | The report was approved. Some discussion followed with regard to the continuance of the forum report, SM advised that the national admissions group had queried with Welsh Government. |  |
| 7 | Managed Moves | SM provided the forum with an update of the success of this initiative on behalf of Jane Werrett. All schools are now fully engaged with the process and mutual trust between schools has been developed.  It was noted that this process has had a positive impact on some of our more difficult to place pupils. The success of the process has seen an increase in the number of manage moves being carried out.  Although the process is lengthier than a ‘normal’ school transfer, the solutions identified are long-term and have resulted in successful placements for the children in majority of cases. |  |
| 8 | Admissions Arrangements | BP outlines plan to amend existing admissions arrangements regarding catchment areas and the possible removal of feeder schools in order to encourage admissions to local schools. |  |
| 11 | Date for next meeting | Agreed 27th June 2019. Date and venue tbc. – possibly Stanwell School |  |