



HILLINGDON
LONDON



Education & Children's Services Policy Overview Committee

Councillors on the Committee

Catherine Dann (Chairman)
Judith Cooper (Vice-Chairman)
David Benson
Lindsay Bliss
Jazz Dhillon
John Hensley
Susan O'Brien
John Riley

Date: WEDNESDAY, 20 MARCH
2013

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting.

Other Voting Representative

Anthony Little, Roman Catholic Diocesan

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Published: Tuesday, 12 March 2013

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Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

The Following Terms of Reference are Common to all Policy Overview Committees (referred to below as “The overview role”):

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council

This Committee performs the policy overview role outlined above in relation to:

1. All of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time;
2. Pre-school and the Council’s work with the Early Years Development and Childcare Partnership
3. The Youth Service and the Council’s work with the Connexions Service and Partnership;
4. Social Care Services for Children, Young Persons, and Children with Special Needs.

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before this meeting.
- 3 To confirm that all items marked Part 1 will be considered in Public and all Part 2 items will be considered in Private
- 4 Matters that have been notified in advance or urgent
- 5 To receive the minutes of the meeting dated 20 February 2013 1 - 8
- 6 Second Witness Session - Access to Education for Vulnerable Children 9 - 16
- 7 Update on the implementation of recommendations from past reviews of the Committee 17 - 20
- 8 Forward Plan 2010/2011 21 - 28
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Minutes

EDUCATION & CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE

20 February 2013

Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW



	<p>Committee Members Present: Councillors Catherine Dann (Chairman) Judith Cooper (Vice-Chairman) David Benson Lindsay Bliss Jazz Dhillon John Hensley Susan O'Brien John Riley</p> <p>Witnesses Present: Pauline Nixon, Senior Manager for Access and Inclusion Deborah Bell, Service Manager Behaviour, Attendance and SEN Dan Kennedy, Performance and Intelligence Manager</p> <p>LBH Officers Present: Julien Kramer (Interim Chief Education Officer), Merlin Joseph (Deputy Director Children and Families), Steve Buckingham (Performance and Intransigence Manager, Residents Services), Steven Maiden (Democratic Services Officer)</p>	
49.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>	Action by
50.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING. (<i>Agenda Item 2</i>)</p> <p>Councillor David Benson declared a general non-pecuniary interest as he was a Governor of Uxbridge High School and lectured at further and higher education colleges. He remained in the room during the meeting and took part in the discussions.</p> <p>Councillor Lindsay Bliss declared a general non-pecuniary interest as she was a Governor of Brookside Primary School. She remained in the room during the meeting and took part in the discussions.</p> <p>Councillor Judith Cooper declared a general non-pecuniary interest as she was a Governor of Charville, St Andrews and the Hillingdon Virtual School. She was also on the Children's Board at Charville and her husband was a Governor at St Mary's School. She remained in the room during the meeting and took part in the discussions.</p> <p>Councillor John Riley declared a general non-pecuniary interest as he</p>	Action by

	<p>was a Governor of Field End Infant School. He remained in the room during the meeting and took part in the discussions.</p> <p>Councillor Catherine Dann declared a general non-pecuniary interest as she was a Governor of Newham Junior School and Bishop Ramsay C of E School. She remained in the room during the meeting and took part in the discussions.</p> <p>Councillor Susan O'Brien declared a general non-pecuniary interest as she was a Governor at Sacred Heart Roman Catholic School and was working at Ruislip High School. She remained in the room during the meeting and took part in the discussions.</p> <p>Tony Little declared a general non-pecuniary interest as he was a Governor at Pinkwell Primary School and Hartlington Community School. He remained in the room during the meeting and took part in the discussions.</p>	
51.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND ALL PART 2 ITEMS WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 3</i>)</p> <p>It was noted that all items would be considered in Part 1.</p>	Action by
52.	<p>MATTERS THAT HAVE BEEN NOTIFIED IN ADVANCE OR URGENT (<i>Agenda Item 4</i>)</p> <p>There were no matters notified in advance or urgent.</p>	Action by
53.	<p>TO RECEIVE THE MINUTES OF THE MEETING DATED 16 JANUARY 2013 (<i>Agenda Item 5</i>)</p> <p>The Minutes of 16 January 2013 were agreed as a correct record.</p>	Action by
54.	<p>STANDARDS AND QUALITY IN EDUCATION 2012 (<i>Agenda Item 6</i>)</p> <p>Officers introduced the report which had been welcomed by Cabinet. It was noted that this was a retrospective report and that much of the information was historic. Officers reminded Members that simple assumptions should not be drawn from this report as it recorded a period in which the Council's education service was changing significantly.</p> <p>The report showed a service which was improving; with the gap in educational achievement between girls and boys narrowing and a general improvement in attainment across the board. However, it was noted that performance for Key Stage 1 and Foundation levels were not as encouraging as had been hoped for. Officer advised that challenges with Key Stage 1 were seen to be linked to the introduction of phonics test.</p> <p>Members raised concerns that teachers in the Borough's schools were failing to prepare Key Stage 1 pupils for the phonics test.</p>	Action by

	<p>Officers advised that it would not be possible to comment on individual cases but that discussions would take place with head teachers to ensure that pupils were adequately prepared for these tests.</p> <p>Members asked whether the Council had the ability to monitor the quality of the services being provided to schools by external organisations.</p> <p>Officers noted that there were only three secondary schools in the Borough still under the Council. It was noted that Local Authorities did not have full oversight of services being provided and that schools were not currently receiving systematic support.</p> <p>Officers advised that Ofsted had recently changed the “Satisfactory” rating to “Requires improvement” which could prove to be problematic for some of the schools in the Borough. Those schools rated as requiring improvement would be sent a formal warning by the Council. However, based on inspection results, Hillingdon schools were ranked in the 2nd quintile nationally and the intention was to move into the 1st quintile.</p> <p>Officers noted that work was currently being undertaken to start an education partnership which would help to ensure that the Council could monitor schools. Currently local authorities were not able to monitor effectively as Academy Schools were accountable to the Department for Education and were not required to report to the Council. The challenge for the Council in this changing landscape was to renegotiate relationships with schools effectively.</p> <p>Resolved: That the Report be noted.</p>	
55.	<p>EDUCATION RELATED COMPLAINTS 2011/12 (<i>Agenda Item 7</i>)</p> <p>Officers presented the report and advised that in the year ending 31 March 2012, the Council had only received 12 complaints relating to Education Services. These related to school admissions, Youth Services, school improvement, adult education, education psychology and a complaint about a specific school. It was noted that most of the complaints were related to process and admissions. Work had been undertaken to improve the admissions procedure which had proven successful and had resulted in less complaints being received.</p> <p>Members commended officers for resolving many complaints at Stage 1 of the Council’s complaints procedure.</p> <p>Resolved: That the Report be noted.</p>	Action by
56.	<p>FIRST WITNESS SESSION - ACCESS TO EDUCATION FOR VULNERABLE CHILDREN (<i>Agenda Item 8</i>)</p> <p>The Committee was provided with an overview of access to education in the Borough by the Interim Chief Education Officer who outlined the changing landscape in the provision of education. He emphasised that</p>	Action by

a sea change was currently underway which would see the number of students in the Borough rise by roughly 6,000, an increasing proportion of students with Special Educational Needs and a major new schools programme being undertaken. It was noted that the Council faced many major challenges in accommodating these changes. One of these was continuing to ensure that the Borough's vulnerable children and young people were able to access high-quality education.

Witnesses

To assist Members with the review Pauline Nixon, Senior Manager for Access and Inclusion, Deborah Bell, Service Manager for Behaviour, Attendance and SEN and Dan Kennedy, Performance and Intelligence Manager were present to provide information to the Committee.

A summary of the evidence provided by the witnesses is set out below.

Context

Given the significant changes to education provision caused by national policy changes and the expected rise in primary school aged children in the Borough, the Council faced major challenges in adapting its education services during this period.

In the next years the Borough would see an estimated 6,600 extra pupils in need of school places. The Council had acknowledged this as a major challenge for the future and had committed £150m to the schools programme to begin to address this demand. Over and above this investment, there would need to be an additional 3,000 places provided over the next ten years to accommodate expected growth. Much of the growth was expected to be in the south of the Borough with some areas having had a 20% population growth in recent years.

A significant portion of the Borough's schools were currently either full or close to full. In the past, schools had worked with a 5-10% flex in numbers but, due to recent growth, this was now not possible. In some areas of the Borough this lack of flexibility was already proving to be problematic.

Statistics

Witnesses provided the Committee with a presentation on the current situation and forecasted developments. Statistics and key points from the presentation are set out below:

1. In October 2012, the number of pupils on-roll at primary schools was 24,362.
2. There had been a 20% increase in the amount of children missing education and a 20% increase in those electing to home educate.
3. There had been a 12% rise in children with English as a second language.
4. The Borough has seen 8 years of improvement in its education provision as highlighted in the Education Standards and Quality Report.

5. Foundation and Key Stage 1, 2 and 4 results were improving.
6. The Borough's Ofsted inspections compared well with the national picture.
7. 91 of 92 schools were deemed at least "satisfactory", with 70 being judged as "Good" or better.
8. There was expected be an 18% increase in demand for primary school places nationally between 2012 and 2020. Hillingdon had seen this growth slightly earlier than other London boroughs, although comparable growth was expected throughout London.
9. Since 2007 there has been a significant increase in children on-roll at schools in the Borough due to:
 - A rising birth rate,
 - An increase in people migrating into the Borough,
 - A reduction in people migrating out of the Borough, and
 - A significant increase in housing due to the area being in commuting distance of Central London.

In-Year Admissions

It was noted that it was already a challenge to secure school places in some areas of the Borough outside of the usual admissions process. Between September 2012 and February 2013, 99 children were considered by the In-Year Fair Access Panel (IYFAP) two-thirds of which were of primary school age and one-third of secondary school age. Some of these pupils had needed to be educated outside the traditional school setting and given alternative provision. This included children and young people being educated in Colleges, the Brookfield facility, Hillingdon Tuition Centre and through apprenticeships.

Witnesses reminded Members that the Brookfield Adult Education Centre was currently being used to provide pupils with an education as they waited to get another school place. Brookfield was established as a temporary measure for children who were nearing 20 school days without a school place. However, it had now been running for over a year due to demand.

An IYFAP agreement was in place which meant that an in-year school place would not be sought for those pupils who were in Year 11 as it was almost impossible to find them a place. These pupils were instead dealt with by the 14-19 Team. Those in this Group were seen to be extremely vulnerable.

It was agreed that the number of Year 11s trying to get a school place in-year would be circulated to Members by officers.

Discussion

Members raised concerns about the use of the Brookfield Adult Learning Centre for educating vulnerable children. In particular, discussion took place around safeguarding children at the Centre. It was noted that the facility had been built for use by adults and not children.

Officers noted that Brookfield was not intended to be a long-term

Pauline Nixon

	<p>solution and that pupils should be staying there for only a very short period of time. The staff-student ratio was also very generous with a full-time teacher and a teaching assistant for a maximum of 17 pupils. However, it was noted that safeguarding was a consideration especially when pupils, for a variety of reasons, remained at Brookfield for longer periods of time and when pupils as young as 11 were referred there.</p> <p>Members asked about the number of pupils who were being off-rolled by Academies.</p> <p>Officers advised that it was not possible to give an exact number for the amount of pupils who were being off-rolled but noted that, anecdotally, there was a rise in this practice. However, those schools which were no longer under the local authority were not required to report their attendance details to the Council. This meant that pupils could be off-rolling by a school without a challenge from the Local Authority. Whenever the Council was aware of a case of off-rolling it challenged schools all the way to the Secretary of State. Officers emphasised that this was not a local problem and that off-rolling was a national issue.</p> <p>It was noted that the Council found out that children had been off-rolled only when an application for a new school place was received, through a Police report or through health services. In some cases, the Council did not find out at all.</p> <p>Members requested for a total number of pupils passing through Brookfield over a year. Officers noted that this would be circulated to Members.</p> <p>Officers advised that future plans for the service included a children's pathway review, a major review of children's centres, a re-evaluation of the provision of education at Brookfield and scoping whether new schools could provide good sites for educating vulnerable children.</p>	Deborah Bell
57.	<p>FORWARD PLAN 2010/2011 (<i>Agenda Item 9</i>)</p> <p>A Member noted that item 873 – School Condition Survey Works of the Forward Plan, which should have been considered at the February meeting of Cabinet, was not on the agenda.</p> <p>Officers were asked to follow up on this item and report back to the Committee.</p> <p>Resolved: That the Committee noted the Forward Plan and decided not to comment.</p>	<p>Action by</p> <p>Steven Maiden</p>
58.	<p>WORK PROGRAMME 2010/2011 (<i>Agenda Item 10</i>)</p> <p>A Member asked when the Committee would receive an update on school places. This used to be considered but was no longer being reported.</p>	<p>Action by</p>

	<p>Officers advised that they would investigate why this was not being reported and update Members in due course.</p> <p>It was further suggested that the update on the POD system and the Adoption Inspection Report be added to the work programme.</p> <p>Resolved: That the Committee confirmed the dates of the meetings.</p>	<p>Julien Kramer</p> <p>Steven Maiden</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 9.00 pm.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steven Maiden on 01895 250472. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Education and Children's Services Policy Overview Committee Review Scoping Report 2012/13

OBJECTIVE

Short title of review

Access to education for Hillingdon's vulnerable children

Aim of review

To review Hillingdon's current arrangements and future plans for ensuring that access to education for vulnerable pupils is timely and effective. The review will focus particularly on the key barriers facing vulnerable children and young people in accessing education outside of the normal admissions processes and, in so doing, will identify areas for improvement and future development.

Terms of Reference

- To review the process for in-year admissions to schools and learn about the In-Year Fair Access Protocol (IYFAP) and the Managed Move and Inclusion Panel (MMIP).
- To review local arrangements for pupils without a school place.
- To understand the local implications of statutory guidance relating to children's access to education.
- To understand pupil place planning in Hillingdon.
- To review the practice around pupils who are not admitted to a school within 20 school days.
- After due consideration of the above, to bring forward positive and practical policy recommendations (if needed), in relation to the Council's in-year admissions processes for vulnerable children.

Reasons for the review

The Local Authority is responsible for ensuring every child of statutory school age (currently 5-16) is receiving full-time education (School Admissions Code).

The focus of this review will be on the admission of pupils to education outside of the normal admissions processes meaning that it will not focus on those pupils moving into infant, junior or secondary school at the normal transfer time.

Supporting the Cabinet & Council's policies and objectives

The Council's practices and policies on access to education for vulnerable children will be reviewed and updated.

Definitions

For the purpose of this review, the following definitions will be used:

Vulnerable: Children and young people who, because of their additional needs, disability or personal circumstances are at risk of disadvantage and barriers in securing a place of their choice in a local school.

Access: The ease of entering and remaining in a suitable education provision.

Education: A provision offering the statutory entitlement to a broad and balanced curriculum including the National Curriculum suitable to the individual's needs and age.

INFORMATION AND ANALYSIS

Key Issues

A significant increase in the number of casual in-year move-ins to the Borough in the last few years has been noted. Most of these young people will apply for a school place through the normal admissions process and will be offered a school place accordingly. More vulnerable young people may require additional support to find a suitable placement. These include:

1. Unaccompanied Asylum Seeking Children (UASC), approximately 50-60 per year of which require an assessment and alternative provision in the first instance.
2. Pupils who, for a wide range of reasons, are not offered a place through the normal admissions process and are put forward to the Fair Access to Inclusion Panel, e.g those deemed to have behaviour difficulties, those who do not speak English (not UASC) and those with very difficult family issues (e.g DV or gang related behaviour in previous LA).

3. Pupils who are in Year 11 seeking a school place and are not placed in a school. These pupils often require assessments prior to placement.
4. Pupils who are 'off rolled' from Hillingdon schools, in particular from secondary academy schools, leaving the child without a school place and the parent with the responsibility to find one (this then requires LA support through the Children Missing Education statutory duty).
5. Pupils who are unsuccessful at obtaining a place in more popular schools in their area. There is significant pressure on places at the more popular schools and, in some parts of the Borough, parents will express a preference for up to six local schools but are unsuccessful as the schools are full.

Academy schools are responsible for their pupils' attendance. The removal from roll may only become apparent to the Council retrospectively, if at all, as the statutory duty for the LA to inspect school registers was removed in 2010. This raises safeguarding issues and a lack of knowledge about pupils without a school place.

Pupils out of school were raised and recognised as a safeguarding issue at the recent Local Strategic Children Safeguarding Board conference (it is a national issue).

Interim education arrangements

In response to the rising demand and complexity of pupils without a school place, a short-term provision was established at Brookfield Adult Learning Centre in February 2012 to provide full-time education for pupils awaiting a school place through the Borough's Pupil Support Team. This provision is still required and is being extended to pupils of a younger age group.

In addition, a separate process has been agreed with Schools not to place any Year 11 move-in pupil in a school setting. They are instead assessed and placed according to their academic needs and education preferences where possible; this has included colleges of Further Education.

EVIDENCE & ENQUIRY

The Policy Overview Committee will receive reports, data and hear from witnesses about the issues relating to vulnerable pupils who are unable to access a school place in a timely manner.

The review will cover the activities of the full range of school in the Borough as well as the external companies which provide those schools with services.

Witnesses

The following is a list of witnesses that may be used to assist with this review:

- Council's Service Manager for Behaviour, Attendance and SEN
- Council's Interim Chief Education Officer

- Council's Performance and Intelligence Manager
- Head Teacher of a Hillingdon School
- Head Teacher of a Hillingdon Academy
- Chair of the Hillingdon Fair Access Panel
- Department for Education – policy expert

The above will include a site visit for a small number of members to Brookfield Adult Learning Centre to gather evidence from staff and children.

Intelligence

On 15 November 2012 the Guardian ran the article, "Illegal school exclusions: how pupils are slipping through the net" from which the following quote is taken:

[Councillor] David Simmonds, of the Local Government Association, estimates there have been 25% cuts to education welfare and admissions services.

"Despite a 25% reduction in government funding there has been no reduction in the statutory services we have to provide," he says. "If anything, there is an increase as competing schools play pass the parcel with difficult children, with councils trying to ensure they get the education they deserve, which remains a core legal duty."

The article can be found in full here:

<http://www.guardian.co.uk/education/2012/nov/15/illegal-school-exclusions?INTCMP=SRCH>

Additionally, in Lord Carlile's report on the Edlington case published 22 November 2012 following the serious case review from Doncaster, mention is made of the risks and dangers associated with children out of school. More information on this can be found via the following links:

<https://www.education.gov.uk/publications/standard/AllPublications/Page1/DFE-00124-2012>

<http://www.education.gov.uk/inthenews/speeches/a00218062/david-laws-speech-to-the-lga-education-conference>

Key information required

In order to provide a full picture of the range of pupils being admitted to the Borough's Schools in-year, it may be helpful to be provided with a further breakdown of these pupils. Subject to the availability of this information, this may include - but not be limited to - data on pupils who have transferred from out of Borough, pupils who have been excluded and need to be re-placed, pupils who have been off-rolled and are seeking a re-placement, Unaccompanied Asylum Seeking Children, etc.

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
16 January 2013	Agree Scoping Report	Information and analysis Council's Service Manager, Access and Inclusion
20 February 2013	Witness Session 1	Evidence & enquiry Council's Service Manager for Behaviour, Attendance and SEN Council's Interim Chief Education Officer Council's Performance and Intelligence Manager Department for Education – policy expert
20 March 2013	Witness session 2	Evidence & enquiry Head Teacher of a Hillingdon School Head Teacher of a Hillingdon Academy Chair of the Hillingdon Fair Access Panel <i>(to include site visit to Brookfield Adult Learning Centre)</i>
17 April 2013	Draft Final Report	Proposals – To consider draft recommendations and draft final report

** Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

Risk assessment

Failure to secure witnesses to provide evidence and advice to the Committee will impact on the thoroughness and completeness of the review.

This is an extensive area and the Committee may not be able to cover all the issues that they wish to examine within the time available.

Background Reading

- School Admission Code:

<http://media.education.gov.uk/assets/files/pdf/s/school%20admissions%20code%201%20february%202012.pdf>

- In-Year Fair Access Protocol 2012:

<http://www.hillingdon.gov.uk/media.jsp?mediaid=27377&filetype=pdf>

- Centre for Social Justice, “No Excuses: A Review of Educational Exclusion”:

<http://www.centreforsocialjustice.org.uk/publications/no-excuses>

- Children’s Commissioner: “They never give up on you” Office of the Children’s Commissioner School Exclusions Inquiry’:

http://www.childrenscommissioner.gov.uk/content/publications/content_561

Notes from EdPOC visit to Brookfield Adult Education Centre

On 06 March 2013 Members of the Education & Children's Services Policy Overview Committee visited the Brookfield Adult Education Centre to gather evidence for its Major Review into Access to Education for Hillingdon's Vulnerable Children.

Brookfield had been used for just over 1 year to provide pupils, who are nearing 20 school days without a school place, with interim education. On the visit Members were informed that the principles at the Centre were to keep vulnerable children safeguarded, sustain a work ethic and keep up morale.

The classroom

The maximum capacity for Brookfield is 17 pupils but it was noted that, should the facility be at full capacity, the classroom would be extremely full and difficult to manage for the teaching staff. However, on the day of the site visit there were 8 pupils in the classroom, although there were 15 pupils currently on-roll. With this number of pupils the classroom was of a sufficient size. Members were informed that there was currently a one-in-one-out system in place and that there was a waiting list for future places. As of March 2013 there are 10 pupils on the waiting list

Pupils were all provided with laptops on which to work and on the day of the visit were undertaking a project to create a Powerpoint timeline of the life and career of Hugo Chavez. There were also 2 non English speaking pupils working on developing their language skills. Following discussions with staff, it was highlighted that work was limited to projects like this as it proved very difficult to do appropriate group work with the diverse range of students and due to the space constraints in the room.

Members noted that the classroom provided a welcoming and stable environment for vulnerable children.

Staff highlighted that there were some potential safeguarding issues at the site; students were able to leave the facility without consent very easily and there were problems with sharing the space with adult learners. This meant that staff supervision had to be constant but could still lead to students leaving at any time. Problems with children smoking on site were also noted.

The students

Members were informed that the oldest students in the class were Year 10 and were made up of those awaiting a school place, those with exceptional Special Educational Needs and those with English as a foreign language. With regard to the make-up of the students, it was noted that the intake was partly subject to world events and consequent migration to the UK which could be hard to plan for and accommodate.

It was noted that there were a number of students at Brookfield who had been attending for longer than had been hoped for. This was for a variety of reasons. Some of the students had very specific needs which meant that it was not currently possible to place them in a traditional school environment. Others had simply been awaiting a school place for longer than was expected. The average time spent at Brookfield is 6-7 weeks although a small minority of pupils have been there for 3-4 months and 1 pupil has been there for 6 months. Everything is done to keep the turn around short and to prevent places being 'blocked' by pupils straying for too long

It was noted that the illegal off-rolling of students by schools contributed significantly to the number of students at the Centre. In one instance, a child had been without education for a year prior to the Council becoming aware that he/she needed to be found a new school place. Officers emphasised that this could have been due to Academy schools not informing the Council that he/she had been off-rolled. However, in this instance it was not known whether this was the case.

Due to Brookfield taking pupils from all over the Borough, there were some issues with the time that many students had to travel to the site although the site is central with good transport links.

Despite some of the problems that were mentioned, it was emphasised that, if these students were not at Brookfield, they would not be receiving any education at all. Due to this provision, they were being provided with the statutory five days a week of full time education.

The staff

As set out above, the classroom environment was noted to be very welcoming and staff added to this. The staff-student ratio on this day was 1:4 which was noted to be very generous. Staff did not report any issues with being under staffed.

Staff noted that one of the major problems that the students faced was the lack of social interaction that would be found in a more traditional school environment. It was noted that those students who were at Brookfield for longer than expected often lost morale due to this lack of socialising and the feeling of being rejected by the schools they had applied to.

UPDATE ON THE IMPLEMENTATION OF RECOMMENDATIONS FROM PAST REVIEWS OF THE COMMITTEE

Contact officer: Steven Maiden

Telephone: 01895 250472

REASON FOR ITEM

The attached paper provides a brief summary of progress with regard to the review recommendations on the:

- Adoption & Permanency of Looked After Children review
- Elective Home Education review
- Children Leaving Care Procedure and Grant review

OPTIONS OPEN TO THE COMMITTEE

To note the progress provided in the report.

INFORMATION

The Committee may wish to consider the progress to date and developments since the last report to POC.

SUGGESTED COMMITTEE ACTIVITY

- To note the information provided within the report.
- Consider whether there are comments the Committee wishes to make.

Adoption & Permanency of Looked After Children review		Recommendations	Updates
		<p>RECOMMENDATION 1 – The criteria for recruiting adopters should reflect only statutory requirements and that Hillingdon applicants should be welcomed and approved on the basis only of their suitability to offer a permanent home to a child. Local processes to improve the efficiency of the approval process will continue to be strengthened to take advantage of changes in regulatory framework as soon as they are available and any improvements possible ahead of statutory change will be made.</p> <p>RECOMMENDATION 2 - That Hillingdon approved adopters should be routinely offered for exchange where there are no matched local children within 2 months of approval. Funds gained from Interagency fees should be used to purchase adopters who offer matches for any child waiting who is not matched with Hillingdon adopters within one month of Hillingdon's Agency Decision Maker approving adoption as their plan. That where children are not matched with Adopters within 3 months their names will be placed on the Adoption register.</p> <p>RECOMMENDATION 3 - The viability assessment of prospective Special Guardians be completed by the child's social worker before the Final Hearing of Care Proceedings unless directed otherwise by a court. The criteria for Special Guardians should be no less than that for Adopters.</p> <p>RECOMMENDATION 4 - Taking account of the Norgrove Family Justice Review, processes are reviewed to ensure that robust care plans minimising the need for expert witnesses and the assessment of Connected Persons delaying Care Proceedings are devised.</p> <p>RECOMMENDATION 5 - That the local arrangements for concurrent fostering and adoption approvals are strengthened taking advantage of statutory changes as soon as they are available</p> <p>RECOMMENDATION 6- The recruitment and attraction campaign for prospective adopters is improved by developing a range of approaches targeted at finding adopters who will meet the needs of harder to place children. This will include developing a recruitment website which is attractive to prospective adopters and gives good quality information to encourage them to offer a loving home to children who are waiting.</p>	<p>Recruitment criteria have been reviewed. The process of recruitment and assessment will be updated in Children Bill. Proposals for adapting Hillingdon's process to meet new regulatory requirements is in hand. The final regulations are scheduled for publication in Summer 2013.</p> <p>Hillingdon children and adopters are put forward to National Adoption register as soon as it is clear that no local match exists and within the 3 months timescale. This is also a matter covered under Children Bill where new regulations and guidance will be published.</p> <p>Plans are in place to ensure that early parallel planning for all looked after children including the identification of family and friends who can offer permanence. The new Family Group Conference work is helping to establish this practice.</p> <p>Local Family Justice Boards have been created and we are participating locally to work with the courts to reduce timescales. Within the service and in conjunction with the Children's Pathway Programme work is ongoing to embed good working and to ensure early, robust parallel care planning takes place which will support the reduction of delays in proceedings.</p> <p>All prospective adopters are being asked to consider being approved as foster carers to support the foster to adopt process. We have had several successful concurrent placements where babies were placed from birth with families who are now adopting (or have adopted) them. Children Bill will introduce a statutory requirement to consider foster to adopt for any child who may need a permanence plan.</p> <p>The recruitment of adopter process is being completely overhauled in preparation for the changed regulations to be announced Summer 2013. We have already upgraded the information that prospective adopters receive. We are also taking part in the pilot project in London developing Adoption Activity days moving towards a more adopter led matching process particularly for children who have traditionally waited longer to be adopted.</p>

Adoption & Permanency of Looked After Children review	RECOMMENDATION 7 - That the local arrangements developing the offers made by adopters to children with additional needs are strengthened through the use of such measures as producing DVD films of children to show their more attractive personalities, exploring the use of Adoption Activity Days as ways of improving the chances of such children.	The use of short films to increase attraction has led to matches being secured for 6 children who were waiting, 4 of them have additional needs and would have been expected to wait longer. 1 of these had been waiting for over 1 year prior to the use of the film in advertising.
	RECOMMENDATION 8 - That the local arrangements for tracking the Permanence planning of all Looked After Children be strengthened and a regular management review of children's progress is implemented.	A monthly meeting of managers is held which tracks the progress of children with permanence plans. This has helped to identify problems and issues earlier and therefore to solving. Part of the Adoption Reform Grant 2012/13 is being used to develop ICS Protocol to support the production of performance data which can be used by managers to support this process.
	RECOMMENDATION 9 - Arrangements to clarify the role of identity in matching children with prospective adopters are put in place with training provided for all staff involved in this work to ensure that children are matched without unnecessary delay wherever possible.	As part of the above work, the process of Permanency Planning meetings has also been revised to focus on early matching. This is supported by better parallel planning.
	RECOMMENDATION 10 - That the proposed changes in Panel processes are implemented once regulatory changes are in place.	Fostering & Adoption Panels have been combined so that they meet more frequently and focus on permanence for children. The new panel is working well. The approval of children's permanence plans by the Agency Decision Maker without first going to Panel has also been implemented from 1 st September 2012 under changes introduced in the Adoption Agencies Regulations 2012
	RECOMMENDATION 11 - That a Hillingdon Scorecard for Adoption is developed and is used to report to Adoption Panel, Corporate Parenting Board and as a management tool to monitor the progress of these proposals. The Hillingdon scorecard would be amended to meet any new statutory or regulatory changes.	Local measures have been developed as part of the permanence tracker to ensure that all children's permanence plans are scrutinised. Reports are being developed for Panel and Corporate Parenting Board
	RECOMMENDATION 12 - That a protocol is developed with local health & education partners to improve their offer to adopters offering priority access to support for adopted children in line with recommendations from Action Plan for Adoption	Adoption support is one of the focuses of Children Bill 2013 and will introduce an Adoption Passport, setting out minimum support to be available to adopters. Plans are being drawn up locally and in conjunction with London wide and West London local authorities to look at ways of stimulating good agencies and health colleagues to provide better, tailored support for adopters. The government has made an Adoption Reform Grant available to local authorities to fund these improvements.
Elective Home Education review	RECOMMENDATION 1 - That an annual Borough network meeting take place between LBH EHE Parents and the local authority to enable networking to take place between different EHE groups.	First Network Meeting took place in December 2012 – took an informal coffee morning format. Feedback from Residents who electively home educated very positive. Much positive networking apparent amongst those in attendance. Three home visits by LA officer to EHE Residents homed subsequently requested.
	RECOMMENDATION 2 - That officers review the EHE correspondence which is sent to EHE parents to ensure that their tone is empathetic and their contents are not open to misinterpretation.	Completed in full by September 2012 – checked and agreed by Parent Partnership.
	RECOMMENDATION 3 - That EHE parents be provided with information on London Borough Exam Centres that will accept EHE children.	Despite all secondary schools in Hillingdon being approached, Exam Centre access secured for EHE parents at Hillingdon Tuition Centre only. Details shared at Coffee Morning and when requested.
	RECOMMENDATION 4 - Cabinet be recommended to approve the policy on Elective Home Education and that the policy be reviewed on an annual basis.	Revised policy presented to and approved by summer Cabinet 2012.

Children Leaving Care Procedure and Grant review	<p>RECOMMENDATION 1 - That to assist care leavers making the transition to independent living, that a Housing Officer for care leavers be designated to them, to enable a smooth transition and to take forward the following:</p> <p>(i) To work with care leavers and their social care officers to discuss in detail their move into their tenancy. This discussion to provide details and advice on the condition and standard of the tenancy they are moving into and advice and guidance on entitlements in relation to decorating and general repairs.</p> <p>(ii) To provide advice in relation to the logistics and costs of removals into the new tenancy.</p> <p>(iii) To work with care leavers and their social care officers to enable the necessary preparations to be made to enable them to move into their new tenancy within acceptable time-scales.</p> <p>(iv) To investigate whether businesses and partners have schemes which could help care leavers with decorating their new tenancies.</p> <p>(vi) To provide guidance to care leavers in their Leaving Care Plan on the benefits of joining a credit union or other savings schemes. In addition to include information on the importance</p> <p>RECOMMENDATION 2 - That support be given to a campaign to ask residents to donate household goods to charities such as the Trinity Homeless Project and that care leavers be advised that they could purchase essential items this way.</p> <p>RECOMMENDATION 3 - That consideration be given to a process being set up whereby care leavers who had made the transition to independent living, acted as mentors for new care leavers.</p> <p>RECOMMENDATION 4 - That information on the entitlement of the Leaving Care Grant be given to all Looked after Children, including unaccompanied asylum seeking children and young people. This could be promoted through the existing Kids in Care web pages and recorded in the pathway plan of all care leavers who meet the criteria for a grant.</p> <p>RECOMMENDATION 5 - That Officers be asked to investigate the feasibility of changing the current purchasing arrangements of essential items for care leavers to enable them to purchase the items for themselves.</p> <p>RECOMMENDATION 6 - That further work takes place on helping care leavers access the local social fund if required.</p> <p>RECOMMENDATION 7 - That the Leaving Care grant be increased to a maximum of £1500 (or £1800 for those in exceptional circumstances) and considered as part of the budget planning process for 2013/14 onwards.</p>	<p>Awaiting the nomination of a designated housing officer to implement the above recommendations.</p> <p>Will be working with Corporate Communications to run the campaign.</p> <p>Research on various mentoring schemes have been completed. Agreed at Corporate parenting sub group that a pilot scheme be implemented. Training of prospective mentors will take place in May/June.</p> <p>Step Up members will be working with the Participation. Worker to draft the information. Independent Reviewing Officers and Personal Advisors/Social workers will ensure that information on the entitlement to the grant is included in the Pathway Plans for care leavers.</p> <p>The Council is in the process of negotiating with the current provider of the pre payment cards system to give the council better terms. Once a new contract has been negotiated this system of payment will be implemented and will enable care leavers to purchase items directly themselves with the usual financial safeguards in place.</p> <p>This is the current practice and will continue when plans are made for moving care leavers into independent living.</p> <p>The new grant will be implemented from the 1st April 2013</p>
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FORWARD PLAN 2012/2013

Contact officer: Steven Maiden
Telephone: 01895 250472

REASON FOR ITEM

The Committee is required by its Terms of Reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to Cabinet or Cabinet Member for decision.
- Or to note the items and decide not to comment.

INFORMATION

1. The latest published Forward Plan is attached. Any additions to the current published Forward Plan will be provided at the meeting. The Committee may wish to consider the non standard items that fall within its remit.

SUGGESTED COMMITTEE ACTIVITY

To consider whether there are comments or suggestions that the Committee wishes to make.

Ref Decision Further information

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet meeting - 21 March 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
873	School Condition survey works	Cabinet will receive a report progressing a number of works to improve the condition of schools within the Borough.	Various		Cllr David Simmonds & Cllr Jonathan Bianco	RS - Norman Benn			Private (3)
869	Charter for Care Leavers	On the 30th October 2012 the Children's Minister launched the Charter for care leavers. It sets out the principles and promises that care leavers expect from central and local government in being good corporate parents. Cabinet is asked to endorse the Charter.	N/A		Cllr David Simmonds	SC&H - Meng Pocock	Children in Care, Education and Children's Services Policy Overview Committee		
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

Ref Decision Further information

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet Member Decisions - March 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
907	Local Process for Seeking Academy Proposals for New Schools	In December 2012, Cabinet agreed that the local process of seeking proposers for the two new primary schools in the Borough should start, following a report to the Cabinet Member for Education & Children's Services to agree the local process. The Cabinet Member report will include detailed recommendations for the local process.	Uxbridge North / Botwell		Cllr David Simmonds	RS - Venetia Rodgers		New	
860	Hillingdon Standing Advisory for Religious Education (HSACRE)	As required in the Constitution, the Cabinet Member will be asked to approve HSACRE's annual report setting out the work of the body in the previous year.	N/A		Cllr David Simmonds	RS - Eric Blaire	HSACRE		

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet meeting - 25 April 2013

888	Hillingdon's Independent Fostering Agency Framework for the West London Alliance - Award of Contract	The West London Children's Services Efficiencies Programme was launched in Spring 2011, comprising the 6 West London Authorities plus Westminster, Hammersmith and Fulham and Barnet. Hillingdon's role as the lead borough in delivering this project was agreed by Cabinet in March 2012. It is anticipated the collective purchasing power will deliver significantly preferable rates for IFAs, with additional fee reductions and discounts. Cabinet authority is required to enter into agreements or arrangements with one or more local authorities. Following Cabinet approval of the report, the remaining eight London boroughs will seek authority from their respective Cabinets to access the framework during April 2014.	N/A		Cllr David Simmonds	FD / SC&H - Paul Feven / Merlin Joseph	London boroughs		Private (3)
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

Ref Decision Further information

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet Member Decisions - April 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
905	Breakspear Infant & Nursery & Junior Schools - Proposed Amalgamation	The Governing Body has formally requested the Council commences the statutory process to amalgamate the two schools. An initial six week consultation will take place in February/March, following which a Cabinet Member decision will be needed to decide whether or not to proceed to the next stage - the publication of statutory proposals.	Ickenham		Cllr David Simmonds	RS - Venetia Rodgers	Statutory consultation	New	

Ref Decision Further information

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet meeting - 23 May 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

Ref Decision Further information

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

Cabinet meeting - 20 June 2013

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		Private (3)
SI	Academy Conversions	A standard report to Cabinet to seek approval for the Council granting a long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

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WORK PROGRAMME 2012/2013

Contact Officer: Steven Maiden
Telephone: 01895 250472

REASON FOR REPORT

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of each agenda.

OPTIONS OPEN TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and reviews.

INFORMATION

Meeting Dates and Rooms - *Meetings start at 7pm unless indicated below*

Meetings	Room
7 June 2012	CR5
30 July 2012	CR6
12 September 2012	CR5
10 October 2012	CR5
21 November 2012	CR4
16 January 2013	CR5
20 February 2013	CR5
20 March 2013	CR5
17 April 2013	CR5

EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE

2012/13

WORK PROGRAMME

7th June 2012	School Admissions Update
	Major Review – To discuss agree topics for potential review topics for 2012/13
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

30th July 2012	Review Topics 2012/13 – Draft Scoping Reports
	Single Meeting Review – Leaving Care Grant
	Budget Planning Report for Education & Children's Services 2013/14
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

12th September 2012	Major Review - Witness Session 1
	Draft Final Report for Minor Review
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

10th October 2012	Major Review – Safeguarding Children Who are Reported Missing - Witness Session 2
	Local Safeguarding Children's Board Annual Report
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year

21st November 2012	Safeguarding Children who go Missing - Draft Final Report and recommendations
	Topics for next Review
	Quality Assurance and Audit Framework – Children’s Services
	Annual Complaints Report 2011/12 for Social Care, Health and Housing
	Cabinet Forward Plan
	Work Programme
16th January 2013	Draft Budget for Consideration
	Major Review – Draft scoping report on the Effectiveness of Local Arrangements to Ensure Access to Education for Vulnerable Children
	Cabinet Forward Plan - Review forthcoming decisions.
	Work Programme – Review the work programme for the coming year
20th February 2013	Standards and Quality in Education
	Major Review – Witness Session 1
	Report - education complaints
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year
20th March 2013	Major Review – Witness Session 2
	Update on the Implementation of Recommendations from past reviews of the Committee
	Cabinet Forward Plan - Review forthcoming decisions
	Work Programme – Review the work programme for the coming year
17th April 2013	Major Review – Draft Final Report
	Quarterly Child Social Care Audit Update 2012/2013

Education & Children’s Services Policy Overview Committee – 20 March 2013

	Report on auditing and overseeing arrangements for safeguarding of partners via Local Safeguarding Children's Board
	Update on the POD system
	Adoption inspection report
	Cabinet Forward Plan - Review forthcoming decisions
	Update on Arrangements for auditing and overseeing the safeguarding arrangements of partners (via the LSCB)
	Work Programme – Review the work programme for the coming year