



HILLINGDON
LONDON



Children, Families and Education Select Committee

Councillors on the Committee

Councillor Heena Makwana (Chair)
Councillor Becky Haggar OBE (Vice-Chair)
Councillor Kishan Bhatt
Councillor Tony Gill
Councillor Rita Judge
Councillor Peter Smallwood
Councillor Jan Sweeting (Opposition Lead)

Co-Opted Member

Tony Little, Roman Catholic Diocesan
Representative

Date: THURSDAY, 18 APRIL 2024

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE

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

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Terms of Reference

Children, Families, & Education Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolios	<ul style="list-style-type: none">• Cabinet Member for Children, Families & Education
Relevant service areas	<ol style="list-style-type: none">1. Children's Services (including corporate parenting)2. Children's Safeguarding3. Youth Justice4. Youth Services5. SEND6. Education7. Children and Families Development8. Skills & lifelong learning

This Select Committee will establish a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee may appoint 3 Members to this Panel based on political balance. Membership may include non-Cabinet Members not on the Committee. The Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its chairmanship and operation. In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.

Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 Minutes of the previous meeting 1 - 12
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 5 School Admissions update 13 - 16
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Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

14 March 2024

Meeting held at Committee Room 6 – Civic Centre,
High Street, Uxbridge, UB8 1UW

	<p>Committee Members Present: Councillor Heena Makwana (Chair), Councillor Becky Haggart OBE, Councillor Peter Smallwood, Councillor Kaushik Banerjee, Councillor Tony Gill, Councillor Rita Judge, and Councillor Jan Sweeting (Opposition Lead)</p> <p>Co-Opted Member Present: Tony Little</p> <p>Officers Present: Nav Minhas (School Place Planning and Policy Manager) Abi Preston (Director of Education and SEND) Kathryn Angelini (Assistant Director for Education and Vulnerable Children) Sally Edwards (Attendance Support Officer) Richard Woodfin (School Improvement Advisor – Primary and Secondary) Ryan Dell (Democratic Services Officer)</p>
68.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Kishan Bhatt with Councillor Kaushik Banerjee substituting.</p> <p>(Apologies were received before the meeting from the Corporate Director of Children’s Services).</p>
69.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
70.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>Members highlighted that the resolution of the Budget Proposals item noted that the Opposition Lead would be consulted. The Chair clarified that the Opposition Lead’s comments were received, and some of the points included.</p> <p>RESOLVED: That the minutes of the previous meeting be agreed.</p>

71.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p>
72.	<p>SCHOOL ORGANISATION PLAN (INC. SCHOOL PLACES PLANNING) (<i>Agenda Item 5</i>)</p> <p>Officers presented the draft School Organisation Plan.</p> <p>Officers noted the usefulness of the School Organisation Plan for schools in planning around pupil numbers and in strategic development. The draft Plan was divided into three sections: Introduction, Context and Strategy. These sections provided an overview of the education landscape in Hillingdon; a summary of current pupil numbers and projected demands in primary, secondary and specialist provision; and the options for the Local Authority to consider when determining the need to increase or reduce school places. It was emphasised that it was a statutory duty of the Local Authority to ensure a sufficiency of school places.</p> <p>Members expressed their satisfaction with the comprehensiveness of the report and thanked officers for their hard work.</p> <p>Members asked about PAN reductions and asked if the reductions were sufficient. Officers noted that they regularly reviewed census information. Alongside this, officers looked at preference data and had ongoing discussions with schools. The pupil roll had been declining in primary schools and there was pressure in secondary schools. PAN reductions were not always concentrated in a particular school. Schools were monitored and supported by education advisors and the admissions team. The recent occurrence of nine PAN reductions was noted as something that was not the norm, and it was noted that maintained schools and academies were supported in the same way.</p> <p>Members asked about the timing of the creation of the School Organisation Plan. Officers noted that there was no longer a statutory requirement to publish a School Organisation Plan, but it was good practise to have one. Officers further noted the alignment with other strategies such as the SEND, AP (alternative provision) and Education strategies and the need for timely dissemination of information to schools. There was pressure around primary places and the knock-on effect this would have on secondary places. The School Organisation Plan would help schools to have as much data and information as possible so that they were in the strongest position to be able to make appropriate plans.</p> <p>Members suggested this was a simplistic way of planning secondary places. When the School Organisation Plan was statutory, headteachers were consulted and noted that planning was very complex in the middle of the borough. There were formerly three secondary planning areas, north, central east, and central west, which gave a detailed idea of where the pressure was. Having separated north and south, it appeared that the pressure was in the</p>

north, when it was coming from the centre. Members suggested reverting to the use of former planning areas. Officers noted that any changes to planning areas had to go through the SCAP process so any changes would have to be requested. Officers highlighted that this suggestion may have been explored previously and rejected but would look into it.

Members asked about the forecasting process and the error margin around long-term forecasting. Officers suggested they could refer to the data team on this but suggested a variance of around 3%.

Members asked about the timescale for looking at changing secondary school capacity to match the surplus that would build up. Officers noted that this was currently happening. With current projections, the numbers were going to plateau in the coming year and beyond that start to reduce. Analysis of this was already underway. What officers wanted to do was, similar to in primaries, be able to use any surplus capacity to provide specialist places. There had been a series of SEND projects in the primary sector, and officers aimed to mirror this in the secondary sector.

Members noted their preferences for having yearly updates rather than twice-yearly. Members asked for clarification on how decisions were made to reduce PAN, amidst avoiding over-crowding and financial pressures. Officers noted that this involved ongoing conversations with schools, understanding what was working for them and where there were challenges. It was also dependent on year groups as there was more flexibility in Key Stage Two than in Key Stage One. Officers could explore informal caps and supporting schools with that. This was informal and so where there was demand, the full PAN would need to be used. It was also important to be flexible.

Members asked about long-term planning in terms of either increasing or decreasing PAN. Officers noted that having a plan such as the School Organisation Plan allowed a longer-term view on the direction of travel. However, officers would not want to be making big decisions on long term projections as they would not want to be putting the Council in financial risk for example. Having a School Organisation Plan was helpful as it allowed forward thinking. It would also be updated annually to reflect the direction of travel. Keeping in conversation with schools was important, and it was also important to be flexible as although pupil numbers were currently falling, this could change in the near future.

Members noted that Hillingdon had become a net exporter of students to neighbouring boroughs and suggested the use of a map to show exactly where the pressures were.

Members referred to the table of 'Total number of places available by phase', noting that the stated 5.6% difference between PAN and those on roll in secondary schools was not equal to the 8% required. Members further suggested that the 5.6% included bulge classes. Members asked when there would be enough wiggle room to allow move-ins, for example. Officers noted

that that 5.6% excluded bulge classes but included Studios and UTCs (university technical colleges) but would check again with the data team.

Members asked about PPA 3, and why there appeared to be a big drop off in surplus places from the current academic year moving forward. Officers noted that there had been a double counting for the PAN reductions in the 24/25 column. Where there was a difference of 30, this was because there were two PAN reductions that will come into effect this year but for infant and junior.

Members asked about vacant caretaker properties, noting that it was good that Hillingdon had already identified vacant properties suitable for SEND provision. Members asked if there were any timescales on this. Officers noted that they were only just starting these conversations, and this was another way of supporting schools financially whilst also helping with other Council objectives. This was an ongoing plan.

Members asked about how the Council had been working to reduce the number of children in Independent Non-Maintained Special School (INMSS) provision, and also about the number of children being sent outside of the borough who have SEND. Officers noted that they could provide this information outside of the meeting. Officers highlighted the importance of children with SEND being educated in their local community, and one of the key reasons for this was transport. Having to travel long distances to school could be difficult and affect social groups that young people made. Furthermore, it was important to ensure there were enough maintained local settings, including SRPs (specialist resource provision) and designated units. Officers were looking at special school admissions criteria so that there was a clear framework around which schools provided the right provision for the right need. As those building projects completed there would be more places within borough but Hillingdon did have quite a high level of special school places compared to national levels.

Members asked about assessment and how pupils were assessed in terms of determining the level of educational provision that they might need. Related to EHCPs, this would go through an assessment process that may involve an educational psychologist. This was often supplemented by a speech and language therapist report, occupational therapist assessment or medical report assessment. These assessments were pulled together to ensure the child's need was met. Officers would be putting together videos of maintained special schools so parents can see what they look like where physical visits can be difficult.

Members referred to the inadequate rating given to a special school and asked if there was an update on this. Officers clarified that this related to a school that had since closed and re-opened as a new school. Therefore, it was ungraded but was being monitored.

RESOLVED: That the Children, Families and Education Select Committee:

	<ol style="list-style-type: none"> 1. Noted the draft School Organisation Plan; 2. Delegated to the Democratic Services Officer in conjunction with the Chair (and in consultation with the Opposition Lead) to agree comments to be submitted to Cabinet; and 3. Agreed to being updated annually by officers with the latest data and forecasts.
73.	<p>ANNUAL EDUCATION STANDARDS REPORT (PRIOR TO CABINET) <i>(Agenda Item 6)</i></p> <p>Officers presented the Annual Education Standards Report. Officers highlighted that there was work to do on Key Stage Four and Five outcomes; a healthy growth in primary education; and some work to do in early years.</p> <p>Members enquired about the significant increase in good level of development in early years and sought explanations for it. Officers noted that coming of the back of the pandemic, while there was some settling down, schools were working effectively with children in early years. There was also good support from colleagues to support schools. It was noted that outcomes in later years were affected by what happened in early years.</p> <p>Members further noted that for early years, Hillingdon was in line with statistical neighbours and outer London Boroughs, however this was not the case for Key Stage One and Two.</p> <p>The discussion shifted to Key Stage 4 and 5 outcomes, with Members noting the challenges faced, especially in comparison to statistical neighbours and outer London boroughs. Members raised questions regarding the efforts to address these challenges, noting the role of the Regional Schools Commissioner. Officers noted school-to-school support and peer support with schools which was an ongoing strategy. Officers highlighted the Hillingdon Secondary Headteachers Association as an active tool of disseminating best practise. There were also conversations ongoing with colleagues in the academy sector. It may also be that the instability of the previous few years was now appearing in Key Stage 4 and 5, and mental health of young people was an overarching consideration. There appeared to be a trend whereby early years showed a high level of achievement which did not translate to later years. This was something that officers were aware of.</p> <p>Officers noted that the differences between Hillingdon and statistical neighbours in Key Stages 1, 2 and 4 were minimal. Progress was being made on this and it was hoped that this progress would feed into Key Stage 5 as cohorts moved through the system.</p> <p>Members asked about schools that 'required improvement' and sought clarification that these were not the same schools that went down to inadequate. Officers noted that they could come back to Members with this information. It was noted that these were private nurseries.</p>

Members noted the discrepancies between Hillingdon and statistical neighbours and outer London, and asked about course provision and whether sixth formers can access the right courses for their skills. This was something that was constantly under review. There was a blend of academic with vocational opportunities for children. This was crucial because that was about intrinsic motivation and a desire to learn. Members raised the possibility of comparing students based on value added.

Members referred to exclusions and suspensions and asked if there was a bias or over-representation in exclusions and suspensions of students from disadvantaged backgrounds or certain ethnic backgrounds. Officers would be able to provide this outside of the meeting.

Members further asked if there was anything in place in terms of 'near-misses' of permanent exclusions. Officers noted that they were developing the data set on exclusions and working with students on the road to exclusion so that they do not get excluded. Officers were working with roughly 30 children at any one time on this. Furthermore, officers were trying to capture data on exclusions that were retracted and were supporting schools with alternatives to exclusions.

Members emphasised the progress in good and outstanding schools over the last decade nationally.

Members expressed discomfort with comparing Hillingdon with statistical neighbours, considering factors such as the presence of Heathrow Airport and the number of transient pupils. Officers noted that comparisons to statistical neighbours, London and national data all gave different perspectives and so were good for benchmarking. Also, it was important for Hillingdon to compare to itself to ensure progress and improvements. It was noted that the Hillingdon Learning Partnership helped to shape the direction of travel.

Referring to SEND casework, Members raised concerns over the drop in the percentage of completing assessments and issuing EHCPs within 20 weeks from 2021 onwards. Members asked if things had improved since then. This was something that was being worked on. Current levels were similar to those stated in the report.

Members asked about closing the gap between disadvantaged pupils and their peers. This would be a key part of the Education Strategy. It was important to note the 'disadvantaged' covered a broad spectrum. Working with schools as partners would be a key part of this. Further to this, Members asked if children with disadvantages were particularly hit by the pandemic. Officers highlighted the recovery curriculum that was put in place post-pandemic, noting that this may not have had the desired outcome as there was security in pre-pandemic routine. It was noted that with the increase in challenging behaviour exhibited by young people, that the true impact of the pandemic was now being shown.

Members noted that it was good that Hillingdon had one trained mental health professional in each school. Mental health was vital for both students and staff in school.

Members noted declining numbers of child minders in early years and high turnover rates. Officers noted that there was an issue around appropriate staffing in early years and the way early years was perceived in an educational environment. Officers noted that the NPQEYL early leadership course was maybe not comparable in terms of content to the senior leadership qualification or headship qualification. There was an issue around training available to staff in early years settings and access to that training.

Members asked about the in-year Fair Access Panel, noting that move-ins to the borough found it difficult getting a nearby school place. Members asked if the Panel was being used more and more for move-ins rather than special cases such as asylum seekers. Officers noted that the Fair Access Panel had clear criteria and so would not be used only for move-ins. Officers further noted that there was a particular challenge around Year 11.

Members asked about interim provision. This was short-term provision for children who arrived in the borough and did not immediately have a school place. This was used flexibly to meet need.

Members noted that they were pleased that officers were looking into how to reduce suspensions.

Members asked about children missing education and what the numbers looked like. Officers noted that the typical average was between 120 and 140 children, which was significantly lower than in previous years. There had been a lot of investment and a lot of work done in this area.

Members asked about mental health and whether the grant from the DfE would continue. Officers noted that this was a one-off grant. When officers were planning, they were looking at what would have the longest-term impact. There were various training schemes for schools around mental health, and mental health underpinned everything in education. There was also good work going on with mental health support teams in schools. Officers noted a project working with CAMHS and health providers, and there were an increasing number of schools having access to this. This was really important because this provided support to children that would not qualify for CAMHS support; therefore this was about trying to meet need in school through professionals that were trained to support those children before needs escalate.

Members referred to the EBSA (emotional based school avoidance) leaflet and asked if Members could have access to this. Officers noted that this could be looked into, and further noted that there was some literature within the Virtual School.

	<p>Members asked what the ‘September Guarantee’ referred to. This was where the Council needed to guarantee that every child in Year 11 had a place in further education when they got to 16 or 18. This was about placement sufficiency and ensuring that children do not end up as Not in Education, Employment or Training (NEET).</p> <p>Members referred to elective home education and asked what ‘philosophical reasons’ for this meant. Officers noted that there were certain schools of thought where some parents can attribute what they want for their children which may differ from the mainstream education pathway.</p> <p>Members asked for a list of acronyms to be included in the final version of the report.</p> <p>RESOLVED: That the Committee:</p> <ol style="list-style-type: none"> 1. Noted the key findings set out in the report; and 2. Delegated to the Democratic Services Officer in conjunction with the Chair (and in consultation with the Opposition Lead) to agree comments to be submitted to Cabinet.
74.	<p>‘PERSISTENT ABSENTEEISM’ REVIEW – WITNESS SESSION 1 (<i>Agenda Item 7</i>)</p> <p>Officers provided a briefing note with an update regarding the current situation regarding persistent absenteeism in the academic year. The data showed a current absenteeism rate of around 19.5%. While this was slightly lower than the national average of 20.6%, on the current trajectory the figure for the end of the year would be around 26-28%. While this would be higher than desired, this rate would still be an improvement from the previous year's nearly 34%. This meant that there was some initial positive impact of the work that officers had done.</p> <p>Officers planned to delve deeper into the data concerning vulnerable groups of children in the future.</p> <p>There had been several initiatives undertaken since November to address absenteeism, including implementing a revised borough-wide protocol for penalty notices. However, recent changes in government guidance regarding penalties may necessitate further revisions. This showed that what the Committee had chosen as its review topic was being scrutinised nationally.</p> <p>Officers had undertaken EBSA training for team members and lots of colleagues across the Local Authority. This had also been offered to key colleagues in schools.</p> <p>Four members of the Attendance Support team were now doing training for working with children with complex trauma – this was a seven-day training course that took place over six months. This would help officers working with</p>

families with adverse childhood experiences and intergenerational trauma, which was linked to potential persistent absenteeism.

Attendance hubs in Hillingdon had been launched. These were also known as clusters and were located in West Drayton, Hillingdon and Ruislip, with an additional hub planned for later in the academic year. These involved getting clusters of schools together to talk about common issues and to think about how to tackle them together.

A newly recruited project manager worked in the Virtual School looking at work around children with the social worker. This project manager had been recruited for 12 months and was currently in their third month. Officers were also currently advertising for a 12-month education project manager who would focus on attendance. These project managers would help with deep dive analysis which would aid with the review.

Members thanked officers for the briefing note.

Members asked about having some geographical analysis around data on vulnerable cohorts. Members further asked about having some historical analysis around the number and type of penalty notices, and around the size of the attendance team. Officers noted that penalty notices would be a big feature of the report that they would ask the project manager to pull together. Penalty notices could be issued for holidays or for non-attendance. Officers noted that they would be able to pull together a historical picture of this. This was a big part of the issue of persistent absenteeism as Hillingdon issued a lot of particularly holiday penalty notices. Officers would also be able to provide some geographical analysis. The size of the team had remained very similar but its functions had changed. The team was previously called the Participation Team and used to have other functions such as Children Missing Education, tracking children who were Not in Education, Employment or Training (NEET), and child performance licences. Over the past 18 months, some of these functions had been taken out of this team, which was now solely focused on attendance support.

Members noted that it would be good to understand if fixed penalty notices were effective. Members asked where the penalty notice money went. Officers noted that this money was used to pay for the penalty notice officer who administered all of this work.

Members asked and officers noted that it would be possible to get a summary of the discussions that take place at the attendance hub cluster meetings.

Members referred to children coming back to school after an absence, noting that young people may experience an apprehension in returning to school, which may lead to further absences. Officers noted that there were two main cohorts of persistent absentees, those who were absent for extended periods, who would then need support in reintegration, and a larger group of those who were absent on ad hoc days that built up over time. Members noted that on average a persistent absentee would be absent for one day per fortnight

across the year. Ad hoc absences were more difficult to support as the reasons may be less clearcut.

Members referred to ensuring that penalty notices did not penalise the most vulnerable children or families experiencing difficulties, and asked if consideration of mitigating circumstances was given prior to issuing a penalty notice. Officers noted that within the new Working Together guidance there was the need to consider all of the context around the child and the family situation. It was important to note that the decision to issue a penalty was the school's decision, the Council just acted on their behalf by issuing the penalty. It was possible to hear an appeal in some instances where a parent felt there had been mitigating circumstances or evidence not submitted that should be considered. Ultimately, the decision rested with the head teacher. It was confirmed that there was no use of debt collection, though it was potentially possible to prosecute legally.

Members highlighted the issue of parents taking their children out of school for cheaper holidays and asked how the Council educated parents on the importance of children being in school every day. It was noted that this would form part of the wider government initiative, in that every moment counts. This was related to the decision to increase the fines given via penalty notices as this was a national issue. There had been some instances of parents thinking that it would be cheaper to pay a fine and to go on holiday during term-time, than to go on holiday outside of term-time. There needed to be a focus on how the Council worked with schools to reiterate that every day counts, both in terms of the educational impact but also on the social impact.

Members asked about the percentage of fines paid to not paid. Officers noted that they could supply this information outside of the meeting.

Members asked if there was a programme of engagement with parents and an education of parents around the importance of children being in school. Officers noted that there was, but it was individualised to each school and what was relevant to their families. Every school can take a child and their parents to the attendance panel process, this was a supportive mechanism where the attendance support officer would meet with the child and family and with the school to try to uncover the issues and barriers and work together to address those issues. An agreement would then be made such as to provide training or to refer to external partners such as Brilliant Parents to get support for the parents as well as the child. Members asked whether there was a need for more generalised support, linking this to intergenerational deprivation and parents who may have missed out on education themselves. Officers noted that it was difficult to influence change in parents' mindsets. What was possible, however, was to interrupt the intergenerational cycle and so the work done with children was important because within school is where there can be an influence, as children are in school for several hours each day. This could potentially be addressed through the clusters as they were location-based. It was also important for different teams within the Council to be on the same page when in contact with schools.

	<p>Members referred to the timeline of witness sessions and asked if there was an update relating to other Local Authorities or schools as potential witnesses. Members noted that June/ July may not be a suitable time for school representatives to attend a witness session. It was noted that this would be ongoing.</p> <p>RESOLVED: That the Committee asked questions of officers as part of its review.</p>
75.	<p>MINUTES OF THE CORPORATE PARENTING PANEL (<i>Agenda Item 8</i>)</p> <p>Members considered the minutes of the Corporate Parenting Panel.</p> <p>RESOLVED: That the minutes of the Corporate Parenting Panel were noted.</p>
76.	<p>FORWARD PLAN (<i>Agenda Item 9</i>)</p> <p>The Opposition Lead requested to see the comments that would be made to Cabinet.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the Cabinet Forward Plan.</p>
77.	<p>WORK PROGRAMME (<i>Agenda Item 10</i>)</p> <p>Members considered the Work Programme.</p> <p>Members asked for an update on school admissions to be added to the Work Programme for the next meeting. It was requested that this update specifically reflect Year 7 and Reception; any surplus places; and any information on unfilled places, particularly in Year 8 and Year 9.</p> <p>RESOLVED: That the Children, Families and Education Select Committee considered the report and agrees any amendments.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.50 pm.</p>

These are the minutes of the above meeting. For more information of any of the resolutions please contact Ryan Dell at democratic@hillingdon.gov.uk. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

The public part of this meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making, however these minutes remain the official and definitive record of proceedings.

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SCHOOL ADMISSIONS UPDATE

Committee name	Children, Families and Education Select Committee
Officer reporting	Laura Baldry, School Placement & Admissions Manager
Papers with report	Admissions update
Ward	All

HEADLINES

This report provides an update to Members on school admissions, as requested by Members at the previous Select Committee.

RECOMMENDATION

That the Children, Families and Education Select Committee note the update.

SUPPORTING INFORMATION

This update provides information on unfilled places in secondary schools, Year 7 allocations for September 2024, and Reception allocations for September 2024 (to follow).

FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report.

LEGAL IMPLICATIONS

There are no specific legal implications arising from this report.

BACKGROUND PAPERS

NIL.

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Admissions Update

Unfilled places in secondary schools

School Name	Year Group				
	7	8	9	10	11
Haydon School	66	50	15	49	10
Harefield School	26	37	61	44	33
Hewens College	55	5	30	0	0
Oak Wood School	27	15	4	27	6
Park Academy West London	10	3	0	10	0
Rosedale College	14	0	9	0	0
Swakeleys School for Girls	0	3	1	12	22
Parkside Studio College	N/A	N/A	N/A	19	0

Year 7 Allocation for September 2024

On National Offer Day (Friday 1st March) we processed 3,576 applications - all applicants received an offer

1st preference 70.27%

1st - 3rd preference 89.79%

1st - 6th preference 95.02%

1st round of late offers - 187 offers made

Current schools with vacancies
Harefield School
Haydon School
Hewens College

This will be added on the 16th April

Reception Allocation for September 2024

On National Offer Day (Tuesday 16th April) we processed XXXX applications - all applicants received an offer

1st preference

1st - 3rd preference

1st - 6th preference

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HILLINGDON MUSIC HUB ANNUAL REPORT

Committee name	Children, Families and Education Select Committee
Officer reporting	Cathy Handley, Music Service Manager
Papers with report	None
Ward	All Wards

HEADLINES

This report provides an outline of the service provided by the Hillingdon Music Hub.

RECOMMENDATION

That the Children, Families and Education Select Committee note the report.

SUPPORTING INFORMATION

Vision

A partnership approach to providing a cohesive music education that is accessible and inclusive, enriching the lives of all children and young people.

Strategic Functions

The 5 strategic functions are set out in the [National Plan for Music Education](#).

Partnership

To build sustainable partnerships with schools, early years and other education providers, community music organisations and other regional and national youth music organisations and industry.

Schools

To support all state-funded schools through ongoing relationships to help them deliver high quality music education including a quality curriculum support offer, specialist tuition, instruments and ensembles, and a broad range of progression routes and musical experiences for all pupils.

Progression and musical development

To support children and young people to develop and progress with music, including international or specialist opportunities, higher education and employment so that the chance to be involved in high quality music making is shared more widely in our society. Support children and young people to access the wider world of music including live performance and community music.

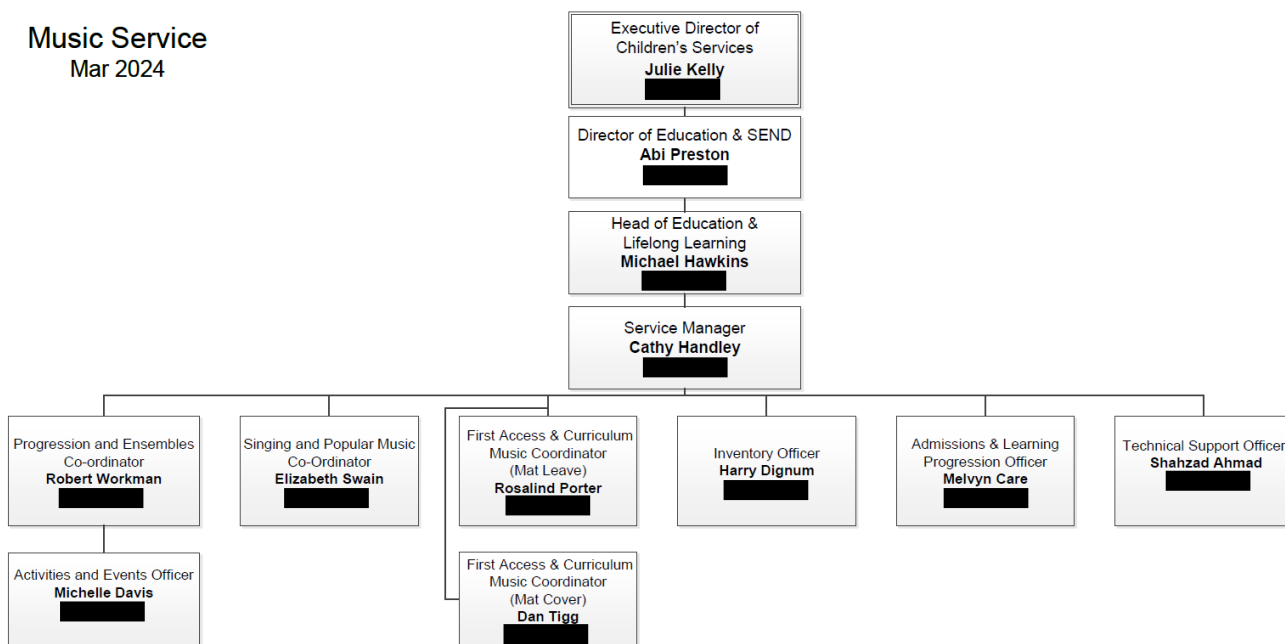
Inclusion

Drive broad access to music education so every child has the opportunity to participate irrespective of their circumstances, background, where they live or their SEND.

Sustainability

Ensure the strategic, financial, and operational sustainability of the Music Hub by supporting a dynamic and well-trained workforce leveraging DfE funding to develop wider investment into young people's music from a range of sources and revenue streams; being accountable and transparent by publishing plans needs analysis and data impact; and considering and acting on the Hub's environmental responsibilities.

Hillingdon Music Service Structure



Approximately 50 sessional teachers

Music Advisory Group

The Advisory Group has been established to advise, support, challenge and scrutinise the strategic development of the Music Hub and Music Service.

Partners:

Name of Organisation	Who they are
ABRSM	Examination Board
Collective 31	Organisation providing music opportunities for 4 special schools in Hillingdon.
Charanga	Online music software which also offers training and support for school teachers.
Focus on Sound	Online music software for secondary schools

PRSSV	World Music Specialists
Brunel University	Higher Education
ACS International School	Independent School who offers financial support
The Voices Foundation	Vocal Specialists
The Global Academy	Specialist Secondary School and our venue for Saturday and Thursday Music School.
Sound Connections	Provide training and support and are specialists in Youth Voice
Bollywood Brass	Workshop provider
The Beats Goes On*	Workshop provider
The Hillingdon Philharmonic Orchestra	Local Amateur orchestra
National Schools Symphony Orchestra*	Orchestra
National Youth Orchestra	Orchestra
The Royal Academy of Music	Further Education
National Youth Jazz Orchestra	Jazz Orchestra

Programme of Activity

Traded Services

- 1:1 lessons in schools and Centres (Manor Farm House, Compass Theatre and the Global Academy)
- Paired or Small group lessons in schools and Centres (Manor Farm House, Compass Theatre and the Global Academy)
- Whole Class Instrumental Lessons and Music Curriculum in Schools
- Ensembles/Choirs (Bands, Orchestras, Ukulele, Steel Band, Music Theory)

School Events and Support

Sing! Primary Singing Festival – October - March @ The Beck theatre and The Civic Centre (more info [Our schools programme - Hillingdon Council](#)) - Free of charge

A partnership project with Voices Foundation with part funding from ACS International School. It is a 6-month programme designed to encourage and support choirs in primary schools. This year 16 primary schools took part, including one special school. There were 12 schools on the waiting list.

Primary schools will be given an opportunity to learn and perform a school solo, work towards a massed song, meet other school singers and learn more about music and performance in breakout workshops.

Carols at the Christmas Lights Switch On – Friday 24th November 2023 4:30-6:45pm @ The Civic Centre (more info [Our schools programme - Hillingdon Council](#)) - Free of Charge

An opportunity for five primary school choirs to perform at the annual switching on of the Christmas Lights event at the Civic Centre alongside the Hillingdon Music Service's Young Singers and Brass Band. This is a public performance in front of the Mayor and Councillors. Schools are provided with resources and offered visits from Hillingdon Music Service specialist

music teachers to support their learning.

Termly Music Teachers' Choir @ The Civic Centre (more info [CPD workshops - Hillingdon Council](#)) - Charged Event

Led by Rose Martin from Voices Foundation, this is an opportunity for Hillingdon secondary and primary school music teachers to learn more about singing, and leading singing, by participating in a staff singing group.

'Blast' Online Competition (more info [Our schools programme - Hillingdon Council](#))

A competition for junior school classes who are having whole class instrumental tuition.

Exam Centre

We run as a private centre for music exams at Manor Farm House. We access funding available from the ABRSM discount scheme to help alleviate some of the financial barriers that families may face when accessing exams. This is part of our work in becoming an increasingly open, accessible and inclusive organisation and is a key focus within our Diversity & Inclusion Plan.

Performance Opportunities

Music School Winter Concerts @ The Winston Churchill Theatre or Beck Theatre

Emerging Talent Workshop April @ The Global Academy

A competition for emerging young instrumentalists/singers performing music from any culture or background. Successful candidates will get the opportunity to be coached by experienced musicians.

Hayes Canal Festival – May 2024

A community event providing a performance opportunity for Hillingdon music Service Ensembles.

Music School Spring Open Rehearsals – @ the Global Academy

An opportunity for caregivers to see their children perform in an informal setting with all the Music Service Ensembles. Young people are encouraged to talk to the audience about what they have been learning.

New Event Interfaith Service – Celebrating Diversity in Hillingdon – April 2024 @ St Margarets Church

A Civic Event to celebrate religious diversity and coexistence. It will bring together poetry, music, art and dance to present the different communities in Hillingdon. The music service String Sinfonia will play alongside other community groups and schools. There will be invitations sent to schools to invite students to participate in an art competition to draw a picture that best captures 'Diversity in Hillingdon'. The best of these will be displayed in the church during the service.

String Start Ups – June @ The Global Academy (more info [Concerts and events - Discover Hillingdon](#))

Beginner string players are invited to experience what it is like performing with other musicians. This short event finishes with a concert to friends and family and an invitation to join Saturday Music School from September. Open to school years 4 to 6.

Wind, Brass and Percussion Start Ups June @ The Global Academy (more info [Concerts and events - Discover Hillingdon](#))

Beginner wind, brass and percussion players are invited to experience what it is like performing

with other musicians. This short event culminates in a concert to friends and family and an invitation to join Saturday Music School from September. Open to school years 4 to 6.

Music School Open Day – June @ The Global Academy (more info [Concerts and events - Discover Hillingdon](#))

An opportunity to see what happens during the morning at Hillingdon's Saturday and Thursday Evening Music Schools. Young people get to listen to some of our groups while they rehearse, and take a tour of all the other activities taking place.

Picnic in the Park – June 2024 @ at parks across the South of the Borough

Following on from the success and popularity of the Kings Coronation the council is supporting an annual event to be held in a different part of the borough.

Encore: A Celebration of Music - July 2024 @ Cadogan Hall

A high-profile performance opportunity at a central London venue for all our classical ensembles.

Foreign Tour to Tuscany - July 2024

Targeted programmes for children and adolescents – School holidays @ various venues (more info [Targeted programmes for children and adolescents - Hillingdon Council](#))

A variety of musical opportunities from DJ skills to brass instrument introductions delivering my external partners and Hillingdon Music Service Tutors. The programme is available to young people through professional referral in need of targeted support.

Further information available here:

[The power of music to change lives: a national plan for music education - GOV.UK \(www.gov.uk\)](#)

[Hillingdon Music Service – Hillingdon Council](#)

PERFORMANCE DATA

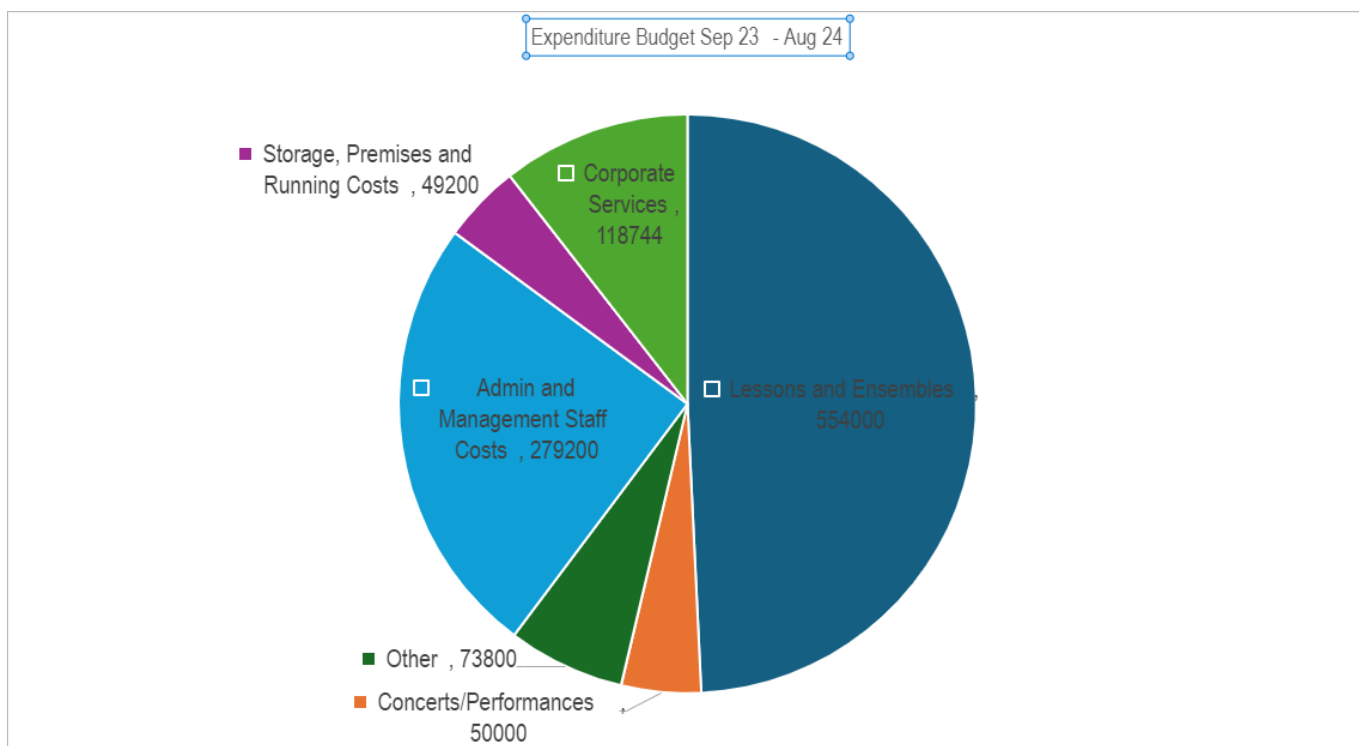
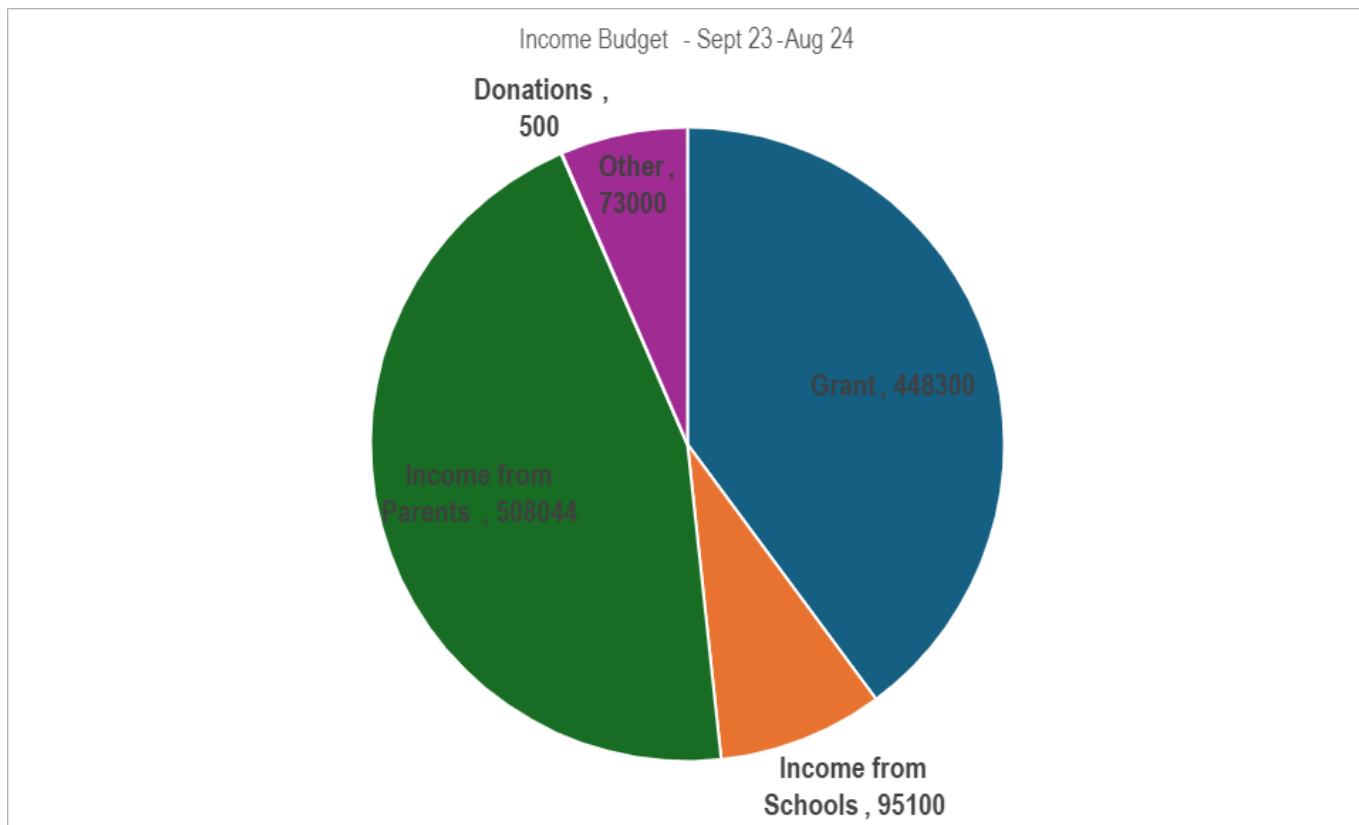
Direct engagement with 64% of schools through events and supporting activities.
252 Pupils receiving advanced tuition (1-2-1 30 minute lessons)
664 Pupils receiving standard Tuition (Small group lessons)
10 schools receiving whole class lessons
269 in ensembles

RESIDENT BENEFIT

“Hillingdon Music Service provides music lessons in schools to whole classes, small groups and individuals. We also support schools to deliver their own music provision and provide opportunities for networking, resources, workshops and events. We offer a wide range of bands and orchestras at our Saturday Music School, which perform in high quality concerts locally, in London and abroad.”

[Hillingdon Music Service – Hillingdon Council](#)

FINANCIAL IMPLICATIONS



LEGAL IMPLICATIONS

None at this stage.

BACKGROUND PAPERS

NIL.

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PERSISTENT ABSENTEEISM - WITNESS SESSION TWO

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, Democratic Services
Papers with report	Updated Scoping report
Ward	All

HEADLINES

The attached briefing note information on how other Local Authorities are tackling the issue of persistent absenteeism.

The briefing note was shared separately from the main agenda.

RECOMMENDATION

That the Children, Families and Education Select Committee review the attached information with a view to forming suggestions for how Hillingdon can continue to tackle the issue of persistent absenteeism.

SUPPORTING INFORMATION

Please see the attached briefing note.

Lines of Enquiry

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- Establishing the historical background of persistent absenteeism in statutory school age children in Hillingdon.
- Exploring what support functions are in place and whether these can be improved.
- The nature of partnership working and how it is combined in practice.
- The Council's responsibilities towards young people and ensuring their access to education.
- Officers' experiences of dealing with persistent absence.
- Challenges and barriers faced by young people in attending school.
- Improvements/ steps that the Council can implement to encourage improved attendance.

Implications on related Council policies

A statutory role of the Select Committees is to undertake reviews and make recommendations to the Cabinet who are responsible for the Council's policy and direction. Reviews selected should be consistent with the Council's policy and budgetary framework.

How this report benefits Hillingdon residents

None at this stage, pending any findings and recommendations devised in the final report.

FINANCIAL IMPLICATIONS

Any recommendations developed as a result of this review may have financial implications and these will be assessed at that stage.

LEGAL IMPLICATIONS

The key pieces of legislation are as follows:

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007

BACKGROUND PAPERS

NIL.



Children, Families and Education Select Committee

Review Scoping Report - 2024

Persistent Absenteeism: Statutory School Age Children in Hillingdon

1. OBJECTIVES

Aim of review

Following its meeting on 15 November 2023, the Select Committee agreed as its major review to consider the issue of attendance/ persistent absence of statutory school age children in Hillingdon, including how this has been impacted by the COVID-19 pandemic. This document serves as an introduction to the topic of persistent absenteeism and sets out in general terms the context within local government, the objectives, the challenges and offers a framework for any subsequent review.

It is intended that the review will support the work of the Attendance Support service in helping to shape its ways of working, identifying areas of weakness and how overall engagement with key stakeholders can be improved.

Terms of Reference

The following Terms of Reference are suggested for the review, subject to any changes agreed by the Committee:

1. To identify the prevalence and patterns of persistent absenteeism in statutory school age children in Hillingdon, including a reference to primary planning areas
2. To explore the root causes and contributing factors of persistent absenteeism in statutory school age children in Hillingdon
3. To consider the impact of persistent absenteeism on academic outcomes on statutory school age children in Hillingdon
4. To understand and explore the nature of partnership working in relation to persistent absenteeism in statutory school age children in Hillingdon, including parents/ carers, young people, teachers, officers and other stakeholders

5. To review the effectiveness of existing interventions and policies in place for children and families struggling with persistent absenteeism in Hillingdon
6. To explore the measures in place for child protection and safeguarding in relation to attendance
7. To review and identify the trends and patterns of persistent absenteeism when considering demographic factors such as age, race, religion, wealth and disability, as well as considering differences between the North and South of the borough.
8. To review how other Local Authorities, including statistical neighbours, are tackling persistent absenteeism
9. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet

2. BACKGROUND

Attendance Support team

The Attendance Support team currently consists of eight officers.

Context and key information

Government statistics have shown that COVID-19 and its aftermath has had a damaging effect on school attendance, which has lasted longer than originally anticipated.

The rate of absence in schools in England has increased significantly since the pandemic. The most recent full-year statistics (which cover the 2021/22 academic year) showed an overall absence rate of 7.6%, up from around 4–5% pre-pandemic. Within this, 5.5% of missed sessions were authorised absences and 2.1% were unauthorised. Authorised illness was the main driver, at 4.4%, (whilst unauthorised holiday absences sat at 0.4%). 22.5% of pupils were persistently absent, which is around double the pre-pandemic rate, and 1.7% of all pupils were severely absent compared to less than 1% pre-pandemic.

Prior to the impact of the pandemic, absence and persistent absence had been gradually declining since 2010, but there is no sign of a return to this trajectory. Being in school is important to every child's achievement, wellbeing, and wider development. Evidence shows that the pupils with the highest attendance throughout their time in school gain the best GCSE and A-Level results. Research found that pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well.

In 2019, primary school children in Key Stage 2 who didn't achieve the expected standard in reading, writing and maths missed on average four more days per school year than those whose performance exceeded the expected standard. Similarly, in the same year, secondary school pupils who didn't achieve grade 9 to 4 in English and maths missed on average 10 or more days over the key stage than those who achieved grade 9 to 5 in both English and maths.

Parents and carers have a legal duty to ensure their child gets a full time-education. Usually, that means going into school from the age of 5 to 16. There are only a small number of circumstances where missing a school day is permitted. A child must attend every day that their school is open, unless:

- They are too ill to attend.
- Permission has been given by the school in advance for the child to be absent on a specific day due to exceptional circumstances.

- A child cannot go to school on a specific day because they are observing a religious event.

It is important to note that this review will also consider persistent attendance prior to the COVID-19 pandemic.

Relevant Legislation

- [The Education Act 1996](#)
- [The Children Act 1989](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)

External issues and risks

Persistent absenteeism can be impacted by a range of factors and challenges, including:

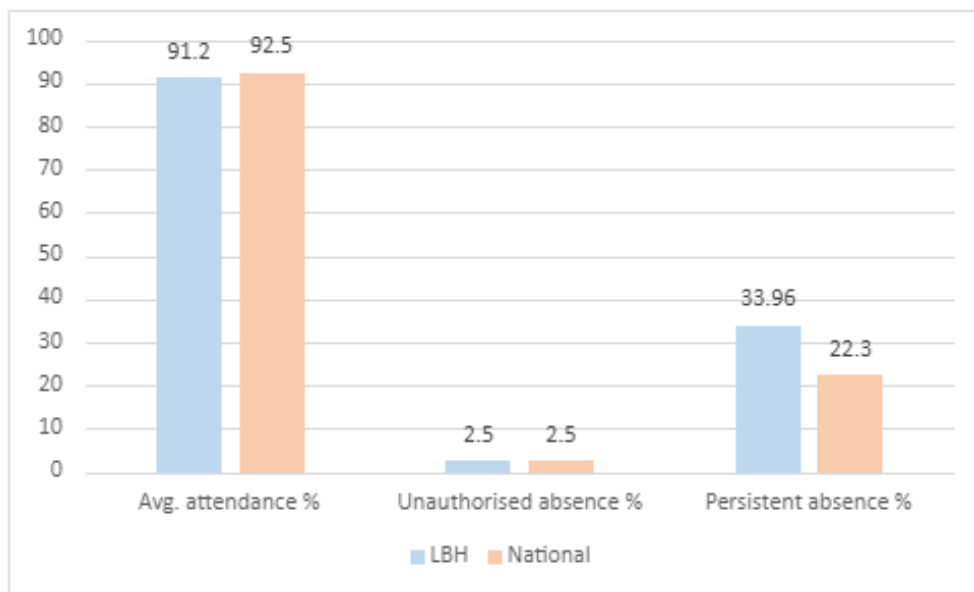
- **Health Issues:**
 - **Chronic Illness:** Children with long-term health conditions may face difficulties attending school regularly.
 - **Mental Health:** Mental health issues, including anxiety and depression, can contribute to school avoidance.
- **Socioeconomic Factors:**
 - **Poverty:** Families facing financial challenges may struggle to provide basic necessities, impacting a child's ability to attend school consistently.
 - **Housing Instability:** Frequent relocations and unstable housing situations can disrupt a child's education.
- **Family Dynamics:**
 - **Parental Involvement:** Lack of parental engagement or interest in a child's education can contribute to absenteeism.
 - **Family Issues:** Family conflicts, such as divorce or domestic violence, can impact a child's well-being and school attendance.
- **School Environment:**
 - **Bullying:** Instances of bullying or harassment at school may lead to a child avoiding attendance.
 - **School Culture:** Unsupportive or unwelcoming school environments can negatively affect student engagement.
- **Academic Challenges:**
 - **Learning Disabilities:** Undiagnosed or unaddressed learning difficulties can lead to frustration and avoidance of school.
 - **Lack of Relevance:** Students may disengage if they find the curriculum irrelevant or not challenging enough.
- **Transportation Issues:**
 - **Lack of Transportation:** Limited access to reliable transportation can hinder regular school attendance.

- **Peer Influence:**
 - **Peer Pressure:** Negative peer influence or the desire to fit in may contribute to absenteeism.
- **Communication Barriers:**
 - **Language:** Language barriers, particularly in families with limited English proficiency, can hinder communication between parents and schools.

Current data, best practice and research

Attendance in Hillingdon

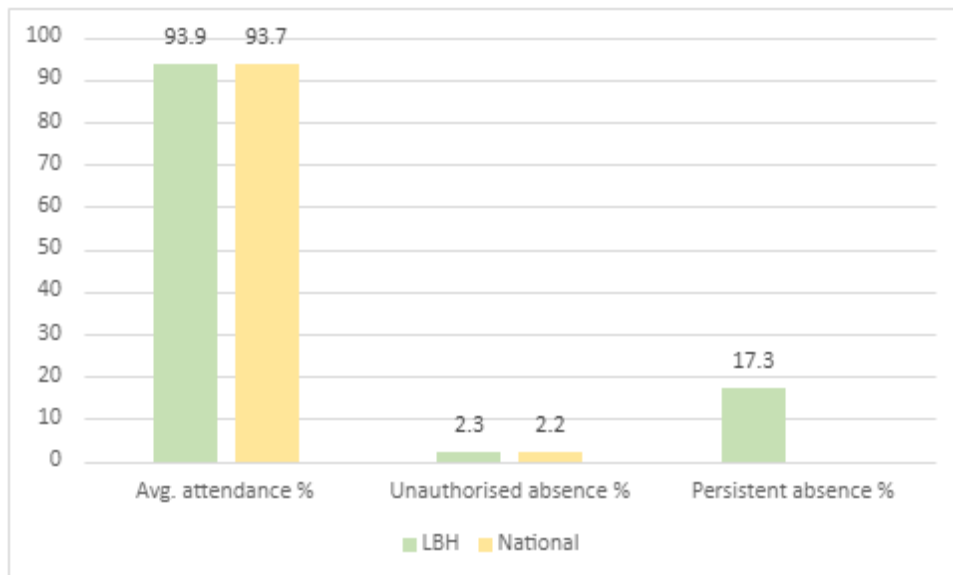
The graph below shows Hillingdon’s Statutory School Age attendance rates during the last academic year (22/23) compared to those nationally. Data for statistical neighbours was not available to at the time of writing (Nov 2023).



Data: Department for Education Aug 23

The data shows that whilst Hillingdon’s overall attendance and rate of unauthorised absence is broadly in line with figures recorded nationally, our rate of persistent absence is higher. A child who only attends school for 90% or less of the time is classed as a persistent absentee.

As we are at the start of the new academic year, there is limited data on attendance available. However, we are able to compare Hillingdon’s rates of attendance and unauthorised absence with national figures.



Data: Department for Education 9 Oct 23

The data shows Hillingdon's overall attendance and rate of unauthorised absence remains broadly in line with figures recorded nationally. Whilst we are unable yet to compare our rate of persistent absenteeism, the figure above demonstrates an improvement on that recorded last year which is positive.

Further data and research will be identified as the review progresses.

Plan moving forward

In May 2022, the DfE published new guidance for attendance in schools 'Working together to improve school attendance' which came into effect from September 2022. Broadly speaking, it highlighted:

- Improving attendance is everyone's business. Attendance is never 'solved' and is part of a continuous process.
- The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent or carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.
- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

Moving forward, the expectations of schools and local authorities have changed considerably. Under the new guidance, all schools are now expected to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Local authorities are now expected to:

- Provide all schools with a named contact in the Attendance Support Team. This includes independent and specialist settings.
- Create networking opportunities to share effective practice
- Hold termly targeted support meetings with all schools
- Be part of multi-agency efforts to improve attendance borough-wide with schools and other partner agencies
- Provide formal support to schools, including parenting contracts and education supervision orders
- Initiate legal action including penalty notices, parenting orders and prosecution.

In Hillingdon, we have already begun much of this work, and we have extensive plans for the academic year ahead. To date, we have:

- Rebranded our Participation service to Attendance Support
- Developed a new practice model to meet the revised guidelines from the DfE for allocated officers to use when conducting their termly meetings with schools. These meetings will focus on overall attendance and persistent and severe absence, as well having a greater emphasis on the attendance of vulnerable cohorts and those children placed on part-time timetables or in alternative provisions
- Published revised guidance on attendance for all schools
- Published revised guidance on the use of part-time timetables
- Published revised guidance on alternative provision
- Successfully delivered a series of webinars and provided training and resources to all schools in the borough to support with the implementation of the Working Together to Improve Attendance guidance for this academic year
- Created a more robust system to track and process unauthorised exceptional leave
- Engaged with the parents/carers of pupils that had one day of absence in the first week of term in the last academic year or pupils where they have been previously recorded as persistent or severely absent to encourage parents to prepare them for the start of the new term
- Created and shared an attendance self-evaluation form for schools to utilise
- Taken part in refresher training with legal colleagues in the use of Education Supervision Orders.

Over the coming year we have plans to:

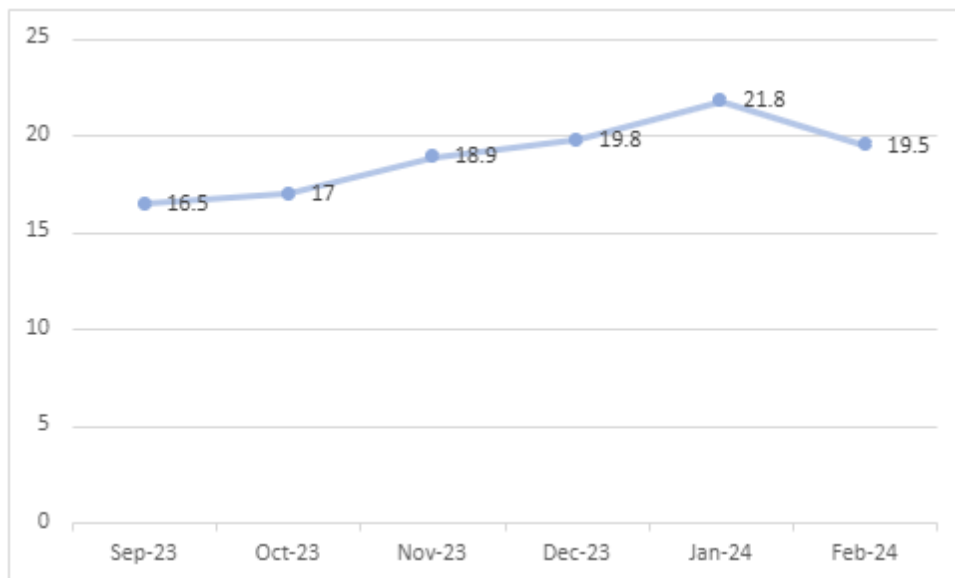
- Publish a revised borough-wide protocol for the use of penalty notices
- Devise a three-year strategy for improving school attendance which utilises the support of statutory partners
- Work more closely with colleagues in the Virtual School to promote the importance of attendance of all children with a social worker
- Improve communication and advice with schools via virtual drop-in clinics for schools to attend to discuss any concerns regarding attendance. These clinics will be held fortnightly
- Invest in our Attendance Support service by providing increased training opportunities in key issues affecting attendance, such as Emotional Based School Avoidance (EBSA), working with children who have suffered complex trauma and working with families who have had negative experiences of education

- Develop attendance hubs in parts of the borough or with clusters of schools which may be struggling with particular aspects of attendance and to promote the sharing of good practice.

Update: March 2024

On 1st March 2024 the rate of persistent absenteeism in Hillingdon was 19.5% for the academic year. This compares favourably to the national average of 20.6% for the same period.

The chart below shows the rate of persistent absenteeism in the borough across the year.



Data: Department for Education 1 Mar 2024

With the exception of February where there has been a slight decrease, the rate of persistent absenteeism was growing by 1% on average month on month. If this trend were to continue, Hillingdon's rate of persistent absenteeism could reach 26-28% by the end of the academic year. Although this is lower than last year's rate of 33.9%, it highlights there is more work to be done to bring this number down even further.

Further preliminary data analysis has revealed:

- There is little difference in the rate of persistent absenteeism between the genders; the average rate for girls is 19.4% and boys 19.5%.
- The rate of persistent absenteeism is highest in our special school settings (38%). The average rate in secondary schools is 22.5% and in primary schools is 16.2%.
- The rate of persistent absenteeism in our vulnerable cohorts was:
 - All children with SEND: 28.4%
 - Children on an EHCP: 33%
 - Children in receipt of Free School Meals: 31.3%
 - Looked After Children: 27.1%
 - Children in Need: 59.6%
 - Children on a Child Protection Plan: 40%

Progress to date

Since the last update was provided to the Committee, the Attendance Support team have made progress in the following areas:

- A revised borough-wide protocol has been published on the use of penalty notices.
- Training on Emotional Based School Avoidance (EBSA) has been undertaken by all team members and has been offered to key colleagues in all Hillingdon schools.
- Four members of the Attendance Support team are undertaking training via the Virtual School in how to work with children who have suffered complex trauma.
- Three attendance hubs have so far been held involving schools in the West Drayton, Hillingdon and Ruislip areas, with a further hub planned for Hayes before the end of the Spring term.
- Commissioned a deep-dive analysis into attendance and absence for all children with a social worker being undertaken by the Virtual School Project Manager.
- Recruitment is underway for an Education Project Manager (12-month role) to support with accelerating progress in attendance.
- Planning for fortnightly virtual clinics is underway with a plan to launch in the summer term.

Executive Responsibilities

The Cabinet Member responsible is Councillor Susan O'Brien, Cabinet Member for Children, Families and Education.

3. EVIDENCE & ENQUIRY

Lines of Enquiry

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- Establishing the historical background of persistent absenteeism in statutory school age children in Hillingdon.
- A focus on children and young people and how they have found the service in practice.
- Exploring what support functions are in place and whether these can be improved.
- The nature of partnership working and how it is combined in practice.
- The Council's responsibilities towards young people and ensuring their access to education.
- Officers' experiences of dealing with persistent absence.
- Challenges and barriers faced by young people in attending school.
- Improvements/ steps that the Council can implement to encourage improved attendance.

Potential witnesses

Witnesses will be identified by the Committee in consultation with relevant officers.

Surveys, site-visits or other fact-finding events

Such opportunities will be identified as the review progresses. A possible survey of suppliers will be considered to provide useful feedback and evidence for the Committee.

Future information that may be required

Further information may be identified as the review progresses.

4. REVIEW PLANNING & TIMETABLE

Proposed timeframe and milestones for the review:

Meeting Date (Subject to change as required)	Meeting Status: Public/Private	Action	Purpose/ theme	Witnesses/ attending officers	Notes
09 January 2024	Public	Confirm topic selection	To confirm the subject of the review	N/A	
01 February 2024	Public	Agree updated Scoping Report	Information and analysis	N/A	
14 March 2024	Public	Witness Session 1	Setting the scene/ The Council's role and responsibilities	Council Education Officers	
18 April 2024	Public	Witness Session 2	The Voice of Other Authorities	N/A	To ascertain suitable local authorities proactively tackling absenteeism
18 June 2024	Public	Witness Session 3	The Voice of Schools & partnership working with Council	Schools (e.g. teachers/ attendance officers)	A second optional witness session may be required which could be private or virtual with school representatives
June/ July 2024 - Date TBC	Private	Witness Session 4	The Voice of Young People	Young people who have been absent/ parents/ carers, Youth Council, youth workers etc...	To be arranged appropriately (Schools may be able to obtain indirect feedback)
17 July 2024	Public	Witness Session 5	Child Protection/ Safeguarding	Children's Services Officers	To explore child protection in relation to absenteeism
18 September 2024	Public	Findings stage	To discuss key findings and identify potential recommendations	Democratic Services	
07 November 2024	Public	Report stage	Agree final recommendations and draft report to Cabinet	Democratic Services	
December 2024/ January 2025	Public	Target Cabinet reporting	Final report to Cabinet for formal consideration	Democratic Services	

Resource requirements

Internal only at this stage. Any recommendations developed may have financial implications and these will be assessed at that stage.

Equalities impact

None at this stage, pending any findings by the Committee.

Background Papers/ further reading

- Briefing Paper: Statutory School Age Attendance in Hillingdon
- <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- [Persistent absence for unauthorised other reasons: who is at risk? - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Persistent absence and support for disadvantaged pupils - Education Committee \(parliament.uk\)](http://parliament.uk)
- [Securing good attendance and tackling persistent absence - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Appendices

App A – TBC

App B – TBC

App C – TBC

CORPORATE PARENTING PANEL TERMS OF REFERENCE UPDATE

Committee Name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, Democratic Services
Papers with report	Appendix A – Corporate Parenting Panel Terms of Reference
Ward(s)	All

HEADLINES

The purpose of this report is to allow the Corporate Parenting Panel to update its Terms of Reference to reflect the updated structure of the Corporate Parenting team.

RECOMMENDATIONS:

That the Children, Families and Education Select Committee:

- 1. Note the contents of the report; and**
- 2. Approve the updates to the Corporate Parenting Panel’s Terms of Reference**

SUPPORTING INFORMATION

This report reflects the updated structure of the Corporate Parenting team.

RESIDENT BENEFIT

Select Committees directly engage residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

BACKGROUND PAPERS

NIL.

Updates to Terms of Reference

Update One

Under non-voting Members, to replace “(d) *Corporate Parenting Manager*” with “(d) *Participation Manager*”.

Update Two

Under non-voting Members, to replace “(e) *The Virtual School Head Teacher*” with “(e) *Assistant Director for Education and Vulnerable Children*”.

Update Three

Under non-voting Members, to replace “(h) *Head of Corporate Parenting*” with “(h) *Assistant Director for Corporate Parenting and Fostering*”.

Update Four

Under Term of Reference (d), to replace “*LAC & Leaving Care Service*” with “*Corporate Parenting Service*”.

Update Five

To replace all references to “*LAC*” with “*Looked After Children*”.

Update Six

To replace all references to “*Care Leavers*” with “*Care Experienced Young People*”.

Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its Chairship and operation. In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.

Corporate Parenting Panel

Terms of Reference as approved by the parent Select Committee

The purpose of the Panel is to support the Children, Families & Education Select Committee in championing corporate parenting across the Council, directly engaging children in the Council's care and care leavers in the democratic and decision-making process, working with them and partners to monitor relevant service and improve outcomes and life chances.

Membership will comprise of:

Voting Members

- a) 3 Elected Members, who be appointed by the Children, Families & Education Select Committee based upon political balance, one of whom to be appointed as Chair. A Vice-Chair may also be appointed. Elected Members do not need to be Members of the parent Committee but cannot be Cabinet Members. 3 named substitutes, appointed by the Select Committee may attend in the absence of the appointed Members of the Panel and that they need not be Members of the parent Committee but cannot be Cabinet Members.

Non-voting Members

- b) Up to 5 Children in Care Council Members (one of whom the Chair or Vice-Chair may ask to assist them informally in chairing a specific meeting).*
- c) Senior Officer from Children's Services
- d) Corporate Parenting Manager
- e) The Virtual School Head Teacher
- f) The Local Authority's designated LAC Nurse or Doctor
- g) 1 x Foster Carer representative
- h) Head of Corporate Parenting

Advisors

Relevant Council officers, e.g. from Social Care, Early Intervention and Prevention, Housing Service, along with external representatives, e.g. Department for Work and Pensions, may attend relevant Panel meetings as advisors. Council officers should attend the Panel to present any reports to the Panel regarding their service area.

**This gives Children in Care Council representatives, in an informal capacity, a unique opportunity to get experience of assisting the Chair or Vice-Chair in the running of the meeting.*

Meetings and Operation

The Panel will meet four times a year and in private*

- a) The Panel will have in place a work programme for its activity.

- b) The Chair of the Panel, in conjunction with other members, shall agree the dates of the Panel for the ensuing year, where possible.
- c) The Chair of the Children, Families and Education Select Committee should authorise any additional meetings that may be required or requested by the Chair of the Panel.
- d) The Panel will allow themes and agenda topics to be brought to them from the Children in Care Council (CiCC), with themes identified at each meeting.
- e) The Chair of the Panel will agree agenda items in advance of the meeting.
- f) The Panel cannot establish any other sub-groups or bodies to carry out its responsibilities.

**Unlike the parent Select Committee, the Panel is not required to operate under statutory procedures outlined in the Local Government Act 1972 and access to information rules do not apply. This allows the Panel to be conducted in a flexible way to suit the requirements of the Members and young people participating in it.*

Terms of Reference

- a) To champion the seven corporate parenting principles introduced by the Children and Social Work Act 2017.
- b) To support the work of the Children, Families and Education Select Committee overseeing the Council's corporate parenting responsibilities by providing a strategic overview and monitoring of the statutory services for Looked After Children (LAC) and care leavers across the Borough, reporting back to the Committee on any findings, as appropriate.
- c) To actively engage young people who are looked after by the Council, along with care leavers, in order to ensure they have an opportunity to influence the development of services, participate in the decision-making and democratic process.
- d) To receive annual reports of the work of the Independent Reviewing Officers, LAC Health Team, LAC & Leaving Care Service, Virtual School and Fostering and Adoption Service.
- e) To consider the impact on outcomes for children on other relevant activities linked to LAC and care leavers lived experiences, e.g. emotional wellbeing.
- f) To undertake any associated activity, review or task as requested by the Children, Families and Education Select Committee, reporting back to the Committee if directed.
- g) That through the Chair of the Panel, to advise the Children, Families and Education Select Committee and Cabinet Member for Children, Families and Education on matters relating to corporate parenting.
- h) To present the minutes of the Panel to a subsequent meeting of the Children, Families and Education Select Committee, where the Chair of the Panel, along with any Children in Care Council Members, may attend to update the Committee on the Panel's work.

CABINET FORWARD PLAN

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, Democratic Services
Papers with report	Appendix A – Latest Forward Plan
Ward	As shown on the Forward Plan

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Children, Families and Education Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	To request further information on future reports listed under its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting.	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Scheduled Upcoming Decisions

Ref

Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence

Cabinet meeting - Thursday 18 April 2024 (report deadline 2 April)

203	Hillingdon Adoption Services	Cabinet will consider a report regarding an extension of the services provided by the Regional Adoption Agency.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS / P - Poppy Reddy / Sally Offin			Private (3)
187	School Organisation Plan	The School Organisation Plan, sets out how the London Borough of Hillingdon in accordance with its statutory duty, seeks to ensure there are sufficient primary, secondary and special school places to meet demand. Cabinet will be requested to approve it.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Nav Minas / Abi Preston	Children, Families and Education Select Committee in March & Educational Stakeholders / Schools		Public
SI	Standards and quality of education in Hillingdon during 2022/23	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Abi Preston	Select Committee		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	C - Democratic Services	Various		Public

Cabinet Member Decisions expected - April 2024

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
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Cabinet meeting - Thursday 23 May 2024 (report deadline 26 April)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
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Cabinet Member Decisions expected - May 2024

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
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Scheduled Upcoming Decisions

Ref

Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS = Children's Services D = Digital & Intelligence

Cabinet meeting - 27 June 2024 (report deadline 10 June)

210a	Youth Justice Plan 2024-2029	The National Youth Justice Board (YJB) have recently clarified the requirement for full Council adoption of local authority Youth Justice Plans. Therefore, as a policy framework document, Cabinet will consider a draft 5 year strategic Plan for consultation, before later recommending a final version to full Council for approval. Annual updates to this Plan will also be submitted and monitored by the Cabinet Member and Hillingdon's Youth Justice Partnership Board. The proposed 5 year Plan will set out the overarching priorities and goals for the youth justice service linked to national key performance indicators and standards for children in the youth justice system and will align with the wider Council Strategy.	All	Full Council - 28 November 2024	Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Nuz Ilyas / Kathrine Wyatt	Select Committee and Public/Stakeholder Consultation		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public

Cabinet Member Decisions expected - June 2024

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		C - Democratic Services	Various		Public
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Cabinet meeting - Thursday 25 July 2024 (report deadline 8 July)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	All	C - Democratic Services	TBC		Public

Cabinet Member Decisions expected - July 2024

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All		C - Democratic Services	Various		Public
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Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
AUGUST 2024 - NO CABINET MEETING										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 12 September 2024 (report deadline 23 August)										
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - September 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 10 October 2024 (report deadline 23 September)										
210b	Youth Justice Plan 2024-2029	Following consultation and select committee input, Cabinet will consider recommending a 5 year strategic Youth Justice Plan to full Council for approval. Annual updates to this Plan will be submitted and monitored by the Cabinet Member and Hillingdon's Youth Justice Partnership Board. The proposed 5 year Plan will set out the overarching priorities and goals for the youth justice service linked to national key performance indicators and standards for children in the youth justice system and will align with the wider Council Strategy.	All	Full Council - 28 November 2024	Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Nuz Ilyas / Kathrine Wyatt	Select Committee and Public/Stakeholder Consultation		Public
SI	The Annual Report Of Adult and Child Safeguarding Arrangements	This report provides the Cabinet with a summary of the activity undertaken by the Safeguarding Children Partnership Board and the Safeguarding Adults Board to address the identified local priorities. The Cabinet will consider this report and approve the activity and the local priorities for the two boards.	All		Cllr Susan O'Brien - Children, Families & Education / Cllr Jane Palmer - Health & Social Care	Health & Social Care / Children, Families & Education	CS / AS - Alex Coman / Sandra Taylor	Select Committees		Public

Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
Cabinet Member Decisions expected - October 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 7 November 2024 (report deadline 21 October)										
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - November 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 12 December 2024 (report deadline 25 November)										
110a	The Council's Budget - Medium Term Financial Forecast 2025/26 - 2029/30 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2025/26 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 20 February 2025	Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public

Ref	Scheduled Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
Cabinet meeting - Thursday 9 January 2025 (report deadline 9 December 2024)										
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - January 2025										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month										
SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards - Leader of the Council	TBC	C - Democratic Services	TBC		Public / Private
SI	School Governing Bodies, Instruments of Government and Governors / Authorising Academy Appointments	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly / CS - Democratic Services			Public
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance		Public but some Private (1,2,3)

Scheduled Upcoming Decisions

Ref

Further details

Ward(s)

				Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	C - Democratic Services			Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	R - Iain Watters			Private (1,2,3)
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)
SI	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly / Abi Preston			Private (1,3,4)
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	TBC	various			Public
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public

SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence

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The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

WORK PROGRAMME

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, Democratic Services
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

RECOMMENDATION

That the Children, Families and Education Select Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings may include representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
18 June 2024	CR5
17 July 2024	CR6
18 September 2024	CR5
13 November 2024	CR6
07 January 2025	CR5
04 February 2025	CR5
11 March 2025	CR5
15 April 2025	CR5

Implications on related Council policies

The role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

RESIDENT BENEFIT

Select Committees directly engage residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

NCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

BACKGROUND PAPERS

NIL.

MULTI-YEAR WORK PROGRAMME 2022 - 2026

Service Area	Children, Families & Education Select Committee	2024/25									
		April 18	May No meeting	June 18	July 17	August No meeting	September 18	October No meeting	November 13	December No meeting	
Education and Vulnerable Children	Review: Persistent Absenteeism										
	Policy Review Discussion & Guidance										
	Topic selection/ scoping stage										
	Witness/ evidence/ consultation stage	WS2: Other Authorities		WS3: Schools	WS5: Child protection/ safeguarding						
	Findings, conclusions and recommendations			WS4: Private WS with YP			X				
	Final review report agreement								X		
Target Cabinet reporting											
	Regular service & performance monitoring										
Safeguarding, Quality Assurance, Partnerships and Residential Care	Children's Safeguarding Partnership Annual Report							X			
Education and SEND	School Organisation Plan inc. School Places Planning update										
Adult Education	Annual Education Standards report (prior to Cabinet)										
Education and Vulnerable Children	Learn Hillingdon Self-Assessment Review (annual)										
Hillingdon Music Hub	Reports/ minutes from the Corporate Parenting Panel			X				X			
-	Hillingdon Music Hub Annual Report	X									
-	Quarterly Performance Monitoring										
-	Mid-year budget / budget planning report							X			
-	Cabinet Forward Plan Monthly Monitoring	X		X	X			X	X		
	One-off information items										
Education and SEND	SEND Strategy 2023-2028									12 month update TBC	
	SEND Sufficiency Strategy - TBC										
	School Admissions Arrangements - Whitehall Infant/ Junior										
	Consultation on changes to school admissions arrangement										
	Update on School Admissions	X									
	Ofsted report - PART II										
	Ukrainian Children - how funding from Central Govt. has been delivered to schools/ "Ukraine Education support update"										
	Targeted Services of Disadvantaged Children - TBC										
	DPS for Alternative Provision – Education and SEND										
	Move-ins to the Borough (in-year admissions) and ease of their accommodation in secondary schools - TBC										
	Engagement with schools (Part II) - TBC										
	Witness session on Alternative Provision - TBC										
Education and Vulnerable Children	Witness session on Higher Education - TBC										
Education and Vulnerable Children	Overview of Corporate Parenting Responsibilities										
Education and Vulnerable Children	Corporate Parenting Panel Membership to agree + subs			X							
Education and Vulnerable Children	Corporate Parenting Panel - update to Terms of Reference	X									
Children's Social Care	Children's Centres delivery model and Early Years Nurseries - review of implementation of Cabinet's decisions Sept. 2023									TBC	
	Hillingdon's Youth Offer & Delivery Model - review of implementation of Cabinet decisions from Sept. 2023									TBC	
Prevention and Youth Justice	Youth Justice Plan 2024-2029				X						
-	Council Strategy 2022-2026 consultation										
-	Scrutiny Introduction (Democratic Services)										
	Past review delivery										
Adult Education	Adult & Community Learning Review 2021/22										
Children's Social Care	Stronger Families Hub 2022/23 - 2023/24								X		
Education and Vulnerable Children	Persistent Absenteeism										

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