



HILLINGDON
LONDON



Children, Families and Education Select Committee

Councillors on the Committee

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

Co-Opted Member

Tony Little, Roman Catholic Diocesan
Representative

Date: TUESDAY, 18 JUNE 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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[London Borough of Hillingdon - Committee details - Children, Families and Education Select Committee](#)

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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

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Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

18 April 2024

Meeting held at Committee Room 5 – Civic Centre,
High Street, Uxbridge, UB8 1UW

	<p>Committee Members Present: Councillor Heena Makwana (Chair), Councillor Becky Haggar OBE, Councillor Philip Corthorne, Councillor Kishan Bhatt, Councillor Tony Gill, Councillor Rita Judge, and Councillor Jan Sweeting (Opposition Lead)</p> <p>Co-Opted Member Present: Tony Little</p> <p>Officers Present: Laura Baldry (School Placement & Admissions Manager), Cathy Handley (Music Service Manager), Kathryn Angelini (Assistant Director for Education and Vulnerable Children), Georgia Watson-Polack (Head of Access to Education), and Ryan Dell (Democratic Services Officer)</p>
78.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Peter Smallwood with Councillor Philip Corthorne substituting.</p>
79.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>Councillor Judge declared an interest in item 6 in that she worked for Ealing Council, dealing with school finance, and there was an element of Ealing Music Service which she oversaw. Councillor Judge remained in the room for this item.</p>
80.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>Labour Members proposed three amendments to the minutes, these being:</p> <ul style="list-style-type: none"> • Page three, paragraph four. Labour Members requested that this should refer to ‘one Member’, not ‘Members’. • Page five, paragraph five. Labour Members requested the reference to Key Stage Four be removed from this paragraph. • Page six, paragraph five. Labour Members requested that this should refer to ‘one Member’, not ‘Members’.

	<p>The Chair noted that the minutes of the meeting were there to provide a summary of the meeting with key action points noted, and stated that the minutes would remain unchanged.</p> <p>Labour Members noted that they could not approve the minutes in this case. Therefore, approval of the minutes was put to a vote.</p> <p>The Committee voted, by four votes to three, with one abstention, to agree the minutes as written in the agenda.</p> <p>RESOLVED: That the minutes of the previous meeting be agreed.</p>
81.	<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>
82.	<p>SCHOOL ADMISSIONS UPDATE (<i>Agenda Item 5</i>)</p> <p>Officers provided an update on School Admissions.</p> <p>The team had recently moved into the Access to Education area, under the Assistant Director for Education and Vulnerable Children. This was within the Education and SEND service area. This allowed a better alignment of services, while promoting closer collaboration on key aspects of education.</p> <p>A verbal update was given regarding Hewens College, where the number of vacancies in Year 7 was 22, not 55. These vacancies were accurate as of 24 March of the current year.</p> <p>Officers worked closely with secondary schools to ensure offers were being made. If a child met the Fair Access Protocol, they were presented at monthly meetings and a school was named for them.</p> <p>Since National Offer Day for Year 7, officers had been chasing parents who had not yet responded to an offer and reminding schools of children who had yet to apply. There are approximately 48 children who still had not applied for a secondary school place.</p> <p>Two rounds of late offers had taken place so far. The first round had 187 offers and the second round had 58 offers. Offers were made on a fortnightly basis until the summer holidays.</p> <p>There were over 260 vacancies within the system, equating to 7.1%. 60 places had been added through bulge classes across a small number of schools. Based on projections, this will be the last year that bulge classes will be required for secondary allocations.</p>

Moving on to Reception, National Offer Day was two days prior to the current meeting. Hillingdon had achieved the best in London on first preferences, and best in West London on first to third preferences.

There were a number of schools that had one or more empty classrooms following National Offer Day for September. Officers were in communication with these schools to discuss possibly reducing their PANs formally or repurposing their empty classes.

Officers were praised by the Committee for their hard work.

It was highlighted that Haydon and Harefield schools continually had a high number of unfilled places.

Officers would continue to work closely with secondary schools to ensure offers were being made and children were placed in schools; continue to chase parents who had not responded to an offer and remind schools of children who had yet to apply; continue to make late offers on a fortnightly basis until the summer holidays; communicate with schools that had one or more empty classrooms following National Offer Day for September; and review the situation of Haydon and Harefield schools having many unfilled places.

It was noted that there was a bus that could take children living in Uxbridge to Harefield to school. However, Haydon was identified as a trickier school to get to for children in the south of the borough.

There was an issue of parents listing over-subscribed schools as their first and second preferences, leading to difficulties in securing a place. Officers encouraged parents to be realistic in choosing their preferences and provided information to assist with this.

Clarification was sought on the data, particularly the number of places in Haydon school for Year 7. Officers explained that the number reflected current vacancies and that there has been a shift in places due to various factors, including the location of the school and the number of children moving up through the system.

Waiting lists can vary and were often influenced by Ofsted ratings. There were sometimes difficulties in monitoring waiting lists as many schools managed their own admissions.

A question was raised about spare spaces in some schools and whether classes were being culled, or if there were just very small classes of children. Officers explained that schools were filling their classes up to 30 and then reducing the number of teachers they require.

Officers would continue to encourage parents to be realistic with their school preferences; continue to provide ample information to parents to help them understand the system; monitor the number of vacancies in schools and work

	<p>closely with schools to fill these vacancies; and regularly review waiting lists to ensure they reflect children who still required a school place.</p> <p>The Committee discussed the increase in surplus places in Reception compared to the previous year. Officers confirmed that the surplus had increased, but the degree of increase was unknown. The increase was expected due to projections of a reduction in birth rates. Officers had been reducing PANs in primary schools over the last couple of years to manage this.</p> <p>Officers confirmed they would look into why there were more spaces available in Year 10 and 11 at Swakeleys School compared to Year 7 and 9.</p> <p>The falling birth rate and its impact on future school places planning were noted. Officers confirmed that the birth rates were dropping and they were looking at reducing PANs. However, there were no plans for schools to be closed. Officers were managing the situation by formally or informally reducing PANs and repurposing empty classrooms for other uses.</p> <p>Difficulties in finding places in Year 8 were highlighted. Officers acknowledged that there were fewer places available in Year 8 and 9. Officers explained the process of offering school places and the options available to parents if their child did not have access to a school place.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the update.</p>
83.	<p>HILLINGDON MUSIC HUB ANNUAL REPORT (<i>Agenda Item 6</i>)</p> <p>Officers presented an annual report into the Hillingdon Music Hub.</p> <p>The national plan for music education was a strategic framework set by the UK Government to enhance music education for all children and young people in England. It aimed to enable children and young people to learn to sing, play an instrument, and create music together, and to provide opportunities for them to progress their musical interests and talents, including professional pathways.</p> <p>Hillingdon had embraced this vision and aimed to provide a cohesive music education that was accessible and inclusive, enriching the lives of all children and young people.</p> <p>There were five strategic functions:</p> <ul style="list-style-type: none"> • Partnership: collaborating with various stakeholders to create a holistic music education experience. • Schools: engaging with schools to integrate music into their curriculum. • Progression and Musical Development: supporting students' musical growth and talent development. • Inclusion: ensuring that music education was accessible to all, regardless of background or ability.

- Sustainability: fostering long-term viability and impact.

Hillingdon Music Hub had recently transitioned into Children's Services. Officers outlined the organisational structure. The Music Service Manager sat under the Head of Education and Lifelong Learning. Under the Music Service Manager there were:

- Progression and Ensembles Co-Ordinator
 - Activities and Events Officer
- Singing and Popular Music Co-Ordinator
- First Access & Curriculum Music Co-ordinator (and maternity leave cover for this)
- Inventory Officer
- Admissions & Learning Progression Officer
- Technical Support Officer

There were also approximately 60 sessional contract teachers.

An advisory group comprised partners, parents and other stakeholders to provide oversight and guidance.

External partners included:

- Examination Boards: collaborating to enhance music education.
- Collective 31: working in special schools.
- Software Providers (e.g., Charanga): supporting music education in primary schools.
- PSB (World Music Specialists): enhancing music diversity.
- Brunel University: developing a strong relationship and exploring career routes in music.
- ACS: funding key initiatives, including the Sing! Festival and emerging talent events.
- Voices Foundation: collaborating with teachers to cover various genres.
- Global Academy: hosting Saturday and Thursday music schools.
- Sound Connections: supporting youth voice and facilitating workshops.
- Bollywood Brass: enriching musical experiences.
- Schools Orchestra Symphony Orchestra: providing opportunities outside of the Council.
- National Youth Orchestra Auditions: guiding talented students.
- Royal Academy of Music: offering student-led programs. Royal Academy of Music recently provided students to run a workshop for young people.

Hillingdon's commitment to music education aligned with the national plan's vision. By fostering partnerships, inclusivity, and sustainability, Hillingdon was enriching the lives of children and young people through music.

Hillingdon Music Hub went beyond traditional music lessons and offered a range of programmes and activities. These included:

- One-to-One Lessons: these were conducted at centres including Manor Farm House and the Global Academy.

- Paired Lessons and Small Group Lessons: these occurred both at the centres and within schools.
- Whole Class Instrumental Lessons: schools could opt for recorder or ukulele lessons for entire classes.

The Hub also ran a number of ensembles and events, including:

- Ensemble Sessions: held on Saturdays and Thursdays.
- Ukulele Group and Steel Band: recent additions to their ensemble offerings.
- Theory Instruction: provided alongside practical lessons.
- Events: throughout the year the Hub held various events, including the recent Sing! Festival.
- Christmas Light Switch On: the Hub actively participated in community events.

Further performance opportunities included:

- Winter Concerts: hosted at venues like the Winston Churchill Theatre and the Beck Theatre.
- Workshops: engaging students in practical music experiences.
- External Events: participation in events like the Hayes Canal Festival.
- Open Rehearsals: encouraging community engagement.

Support for teachers included:

- Teachers' Choir: a platform for teachers to enhance their skills and well-being.
- Resource Sharing: teachers received resources to use in schools.
- Online Competition: showcasing schools' whole-class activities.

A number of progression and outreach opportunities included:

- Sunday Activity: a new initiative at the interfaith centre.
- Startups for Children: supporting young learners transitioning to the next stage.
- Foreign Tours: an annual tradition.
- Vulnerable Learners: focused efforts to support this group.
- ADS Scheme: targeted projects, including one during half-term.

In terms of engagement, all schools were offered participation. 64% of schools actively engaged. 252 children received one-to-one advanced lessons, and 664 children received standard small-group tuition. Whole class lessons were offered directly in 10 schools, while other schools received resources for self-delivery.

A significant portion of the Hub's funding came through Arts Council grants and parental contributions. School contributions were growing, and occasional external grants were secured for specific projects such as the King's coronation, funded by Youth Music.

Approximately 50% of the budget was allocated to paying teachers. Other costs included admin and management (including the core team's salaries),

and performance expenses (such as covering concerts, running costs and related activities).

Schools would apply to participate in events such as the Christmas lights and carols. The Hub would email all schools, ensuring up-to-date contacts. Headteachers would also be contacted and there would be meetings with Senior Leadership Teams. The Hub encouraged teacher attendance at events and continuous professional development (CPD). Information was disseminated through Education Weekly and the Hub's website. In terms of the selection criteria, special needs schools were prioritised for engagement, and schools that attended twilight sessions were preferred. Comprehensive engagement ensured effective use of resources.

The Hub actively engaged with schools through various channels. Strategies included emails and website communication. Offering free programs garnered more interest and participation. It was noted that while the Hub had not yet offered DJ skills, external providers had conducted sessions. Music technology, including DJ skills, is an area the Hub aimed to develop further.

The Sing! Festival aimed to nurture schools that may not have their own choirs. Conductors could be upskilled to lead music sessions in primary schools. Many primary schools lacked music specialists, so conductors played a crucial role. Feedback from schools was positive, and workshops empowered teachers. The Sing! Festival was made free for schools using funding from ACS.

In terms of accessibility and support, The Hub actively strove to make music accessible to all students, regardless of financial background. It was ensured that Looked After Children did not pay for music lessons; concessionary rates were offered to children receiving free school meals, and a simplified sign-up process sought to address barriers to enrolment. Funding had been secured for Ukrainian refugees to provide free access to lessons and ensembles. Further collaboration with the Ukrainian school was being explored. Officers noted that vulnerable children often displayed great passion for musical instruments.

Music education was valuable not only as an introduction to musical art, but also as a means of forming lasting friendships and instilling discipline in young people.

While engaging with 64% of schools was a good achievement, there were a number of obstacles such as finance; some schools operated independently and may not feel the need to use the Hub; and the role of a music coordinator in primary schools varied from school to school, from delivering music to simply ensuring its continuity. Certain secondary schools struggled with music and sought external assistance, but sometimes the demand exceeded what can be delivered. Dwindling numbers of students in GCSE and A-level music was of concern to universities. Furthermore, parents faced choices regarding their children's extracurricular activities, including instrumental lessons.

<p>Despite financial challenges, parental buy-in remained crucial, as the perception was that music careers may not yield substantial income.</p> <p>Current instrument expenditure was small due to budget constraints. Recently, keyboards had been purchased for group tuition, but the Hub tended to rely on existing instruments that were historically acquired. While the Hub initially spent more during whole-class programs, the current proportion of the budget allocated to instruments was relatively small. Any anticipated government funding for instruments further influenced spending decisions. Balancing accessible instruments and music technology with traditional instruments was essential, but storage limitations also impacted the acquisition of instruments.</p> <p>Repairing and refreshing instruments was crucial. It was noted that exploring partnerships with schools could help store instruments. Spare capacity in primary schools might accommodate music teams.</p> <p>The music service traditionally focused on Western classical music, though there was an intention to expand inclusivity. Strategies included employing a diverse group of teachers and ensuring workforce representation. Collaboration with external partners, such as a spoken word artist, could enhance this. Inclusion and diversity training for staff was essential, and while curriculum control was limited, efforts focused on an inclusive repertoire. Primary network meetings educated schools about the importance of lyrics and cultural contexts.</p> <p>The Music Hub employed both internal staff (hourly paid employees of the Council) and external partners. Partners were selected based on expertise and satisfaction criteria.</p> <p>While some teachers were qualified, many had music degrees or a passion for music. The service aimed to develop early years programs and family-oriented activities in the future.</p> <p>The service primarily operated from the Global Academy but was seeking more diverse locations. However, financial constraints impacted expansion possibilities.</p> <p>The Music Hub actively sought student feedback through surveys after concerts. They also engaged with youth voice and aimed to establish a youth council. Passionate ex-students provided valuable perspectives, and feedback from all stakeholders was considered for program refinement. A new school survey was planned to gather input from children participating in lessons.</p> <p>Work experience opportunities with universities were being pursued, and shadowing experiences for engaged students had been successful.</p> <p>The Friends of Hillingdon Music Service raised donations through raffles, doughnut sales, and events. Funds raised had supported tours, sheet music,</p>
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	<p>and parents in temporary financial need. The Friends of Hillingdon were previously involved but were currently focused on the Saturday music school. They attended some meetings by invitation but were not regular members.</p> <p>Schools contributed to funding through direct billing for whole-class tuition. Secondary schools paid for lessons directly. Unlike other areas, the music service billed parents, not schools.</p> <p>The Music Hub was part of the West London music hub, although details were confidential for now.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the report.</p>
84.	<p>‘PERSISTENT ABSENTEEISM’ REVIEW – WTINESS SESSION 2 (<i>Agenda Item 7</i>)</p> <p>Members considered a range of documents outlining how other Local Authorities were tackling the issue of persistent absenteeism.</p> <p>Buckinghamshire County Council and the London Borough of Camden were undertaking similar reviews on this topic. It would be good to see the progress of their reviews and to make comparisons to the current review.</p> <p>Some other local authorities were considering the geographical context. It would be good to incorporate this into the current review. It would also be important to consider cultural aspects, for example if absences occurred at specific times of the year.</p> <p>The Camden Chatty Newsletter was praised.</p> <p>Having an internal officer present at the Committee may have been useful to help steer through what Hillingdon was already doing in comparison to other local authorities.</p> <p>It was noted that Buckinghamshire County Council had asked central government for additional resources.</p> <p>Harrow Council’s School Attendance Intervention Model’s (AIM) approach to ‘Demonstrating a strong attendance ethos’, and the graph of ‘guidance for schools on when a child is absent from school’ were commended. The Intervention Model was commended as a helpful document that applied borough-wide so that schools did not have to do their own thing.</p> <p>Schools were crucial to tackling absenteeism, and engaging with them would be an important part of this review.</p> <p>It would be useful to break down absenteeism into those young people who want to attend school but cannot, due to health or religious reasons for example, and those who did not want to attend.</p>

It was suggested that information on the Hillingdon website could be presented in a more accessible way for families who were multi-lingual. Suggestions for further signposting were noted.

Reference was made to the Attendance mentors programme, and it was suggested that this could be rolled out in Hillingdon.

Reference was also made to the Hillingdon LEAP website, which had lots of information for schools and parents.

It was suggested that the Committee could hold a witness session with officers from the Participation Team.

A suggestion was made about implementing a Council slogan around promoting attendance and the importance of attendance.

It was highlighted that attendance was not a single number, but a result of a multitude of difference causes. It was highlighted that those needing the largest levels of intervention would require the most resources, and questions had to be raised of where these resources would come from.

A focus on prevention was needed within the review in addition to looking at the causes of absenteeism. Therefore, schools had a big part to play as they were more likely to know the causes of absenteeism.

A suggestion was made to get the Youth Council involved in the review, whether as participants in a witness session, or as observers at a session. It was noted that the Youth Council was currently being re-elected, and so engagement in the review would need to wait until after new members had been inducted.

Further on engagement with young people, it was noted that those that the Committee would most want to engage with were those who were less engaged int school, which could be difficult.

Further to this, it was suggested that employing different methods of engaging with young people may enable easier engagement, and this may include 1-2-1 sessions, virtual sessions or questionnaires. This could be extended to the parents/ carers. Making the sessions as informal as possible would further aid in this.

Discussions around attendees at future witness sessions was ongoing.

The Committee asked if it would be possible to get some geographical and cultural data ahead of the next meeting. It was noted that this would help in formulating the review and in making recommendations.

It was suggested this this review may not follow the timetable of other major reviews, given that the topic was being reviewed by central government.

	<p>RESOLVED: That the Children, Families and Education Select Committee reviewed the attached information with a view to forming suggestions for how Hillingdon can continue to tackle the issue of persistent absenteeism.</p>
85.	<p>CORPORATE PARENTING PANEL – TERMS OF REFERENCE UPDATE <i>(Agenda Item 8)</i></p> <p>Members considered the report.</p> <p>RESOLVED: That the Children, Families and Education Select Committee:</p> <ol style="list-style-type: none"> 1. Noted the contents of the report; and 2. Approved the updates to the Corporate Parenting Panel’s Terms of Reference
86.	<p>FORWARD PLAN <i>(Agenda Item 9)</i></p> <p>Members considered the Forward Plan.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the Cabinet Forward Plan.</p>
87.	<p>WORK PROGRAMME <i>(Agenda Item 10)</i></p> <p>Members considered the Work Programme.</p> <p>There were a few items listed as TBC. Dates for these items would be confirmed.</p> <p>It was suggested that a school admissions update similar to that presented today be added towards the end of the admissions process on a more regular basis, separately from the School Organisation Plan (as opposed to a one-off item). This could give specific reference to Reception and Year 7 and unfilled places.</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 8.30 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.

Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

9 May 2024

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



	<p>Committee Members Present: Councillors Heena Makwana (Chair), Becky Haggar (Vice-Chair), Kishan Bhatt, Tony Gill, Rita Judge and Jan Sweeting (Opposition Lead)</p> <p>Apologies: Councillor Peter Smallwood; Mr Anthony Little</p>
1.	<p>ELECTION OF CHAIR (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Makwana be elected as Chair of the Children, Families & Education Select Committee for the 2024/2025 municipal year.</p>
2.	<p>ELECTION OF VICE-CHAIR (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Haggar be elected as Vice-Chair of the Children, Families & Education Select Committee for the 2024/2025 municipal year.</p>
	<p>The meeting, which commenced at 9.05 pm, closed at 9.10 pm.</p>

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

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Agenda Item 6

Minutes

CORPORATE PARENTING PANEL

Wednesday 22 May 2024

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

	<p>To Members of the Panel:</p> <p>Voting Members: Councillor Nick Denys (Chair) Councillor Heena Makwana (Vice-Chair) Councillor Tony Gill</p> <p>Non - voting Members: Representatives of the Children in Care Council, and Care Leavers Aisling Knight, Children's Participation Team Manager Emma Kavanagh, Assistant Director Corporate Parenting and Fostering Kathryn Angelini, Assistant Director for Education & Vulnerable Children Bridget Owen, Designated Nurse Looked After Children (Harrow and Hillingdon) (NHS North West London ICB)</p> <p>Officers Present: Ryan Dell, Democratic Services Officer</p>
1.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Jan Sweeting with Councillor Tony Gill substituting.</p> <p>Apologies were also received from the Looked After Children's Designated Doctor.</p>
2.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
3.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 24 January 2024 be approved as an accurate record.</p>
4.	<p>YOUNG PEOPLE PRESENTATION: SUMMARY OF THE LAST YEAR (<i>Agenda Item 4</i>)</p> <p>The young people and officers presented a summary quiz of the last year. This included facts, figures and percentages; a summary of pictures taken throughout the year; and priorities for the upcoming year.</p> <p>The facts, figures and percentages included questions and answers relating to young people volunteering in addition to attending Children in Care Councils; Walking in our shoes training; and young peoples' involvement in recruitment of officers.</p>

The pictures taken included the Children and Young People Awards; football training; and the summer barbeque.

The priorities for the Participation Team for the upcoming year were:

1. To recruit another Talkers volunteer and a Step Up volunteer
2. Develop Youth Council
3. Further embedding young people into interviews into all services in Hillingdon
4. Secure another holiday trip to the NCS
5. Explore and provide further opportunities for children known to services
6. Reaching out to community partners to provide ongoing enrichment opportunities
7. Continue to engage in regional/ national consultations

Members noted that the number of hours that young people had spent volunteering was impressive.

Brentford FC partnered with the borough to provide coaching and Tuesday training sessions for looked after children.

The next Kids in Care Awards was currently being planned.

The Inspiring Learning Trust funded 18 young people to go on a residential (Kingswood) trip this year.

Several external agencies had commissioned the Council to deliver Walking in our shoes training.

The Youth Council now sat under the Participation Team, and there was an ambition for the Youth Council to be more representative of protected characteristics. It was noted that efforts would be made to encourage young people to attend meetings of the Children, Families and Education Select Committee.

The Chair noted the outstanding OSFTED rating for overall performance, further noting that this represented good improvement over recent years.

RESOLVED: That the Panel noted the contents of the presentation.

5. **CHILDREN'S SERVICES PERFORMANCE DATA Q4 2023-24** (*Agenda Item 5*)

Officers presented the Children's Services performance data for Q4 of 2023-24.

A part-time Transitions Nurse had been appointed on a 12-month fixed term contract under the Staying Close project. This role will support up to 45 young people residing in Staying Close accommodation, addressing any identified physical and emotional wellbeing needs.

There were good relationships with CNWL.

Officers were planning training on initial and review health assessments.

On Staying Close, a project manager had started in January. There was a target of having 15 young people on this project for the year. This target had been met within four months. There was a new target of 30 young people for the new year. Officers were currently advertising for a Staying Close personal advisor and had 40 applicants so far. There was currently fully funded Council gym memberships for those on the Staying

close programme and officers were looking to expand this to all care experienced young people.

On Fostering, a new offer had been launched and had been well received. There had been a successful soft launch of this, while the main launch took place last Monday, during foster care fortnight. There had been 40 new expressions of interest in becoming a foster carer, compared to only 121 in the whole of last year. Of those 121, eleven had been recruited. Some of the young people did an interview for BBC local news, which was a good opportunity for exposure of the offer. Members congratulated officers on this.

At this point, Councillor Denys left the meeting and Councillor Makwana took over as chair.

The report noted that one child had come into care and had never been in school. Currently a package of tuition had been commissioned for them. Members asked what this looked like. This was bespoke to the child and consisted of no more than 15 hours of 1-2-1 tuition per week. This would be supplemented with activities such as horse-riding or gardening.

The report noted that 83% of current Looked After Children had statutory visits that were up to date. It was noted that this figure needed to be higher. Some visits had not taken place – some young people had moved; some had refused visits; sometimes it was difficult to arrange visits in time. Alternative methods were being sought to address this. There were currently 6 or 12 weekly visits.

It was noted that nine Looked After Children reviews were pending. These would be happening in due course.

A new dashboard style of report was noted for future meetings.

RESOLVED: That the Panel noted the content of the report.

6. **CARE LEAVER OFFER** (*Agenda Item 6*)

This item was taken before item 5.

Officers gave a verbal update on the Local Offer.

The current Local Offer was a one-page website with links to further information. It was designed for young people to access when needed, not to be read end-to-end.

Ofsted had noted that there was room for improvement, and it was not as up to date as that of other local authorities.

A re-vamping of the offer was currently underway. This would include 'supporting your learning journey' with separate web pages for each section. It would also include more images to be more user-friendly; more information on health matters; and more information on finance. Health colleagues were commended by the young people.

Next steps would include obtaining feedback from young people, noting that this would be an improvement on the Local Offer.

The possibility of an app was noted, although this would have to be externally commissioned. A social media-based element was also noted, although the young

people noted that having it all online would be preferable, as this may make it more accessible.

The young people further noted that an online glossary and more signposting of services would be useful.

A 'setting up home' allowance of £3,000 was highlighted. This was an increase from the previous £2,000. This was usually accessible at age 18 but could be accessed earlier depending on circumstances. The young people noted that these funds enabled opportunities, and the increase was helpful given the increase in the cost of living. There was also an option for the funds to be added to a P-card, and there were good relationships between the young people and officers.

In terms of the wider offer, it was intended to align with the PAN-London offer. Free prescriptions were available, although there was only a small uptake of this – this may be due to a small need or little awareness of it.

There was lots of good will from external partners. Two partners had created 'Give Space' which offered opportunities in dance, art and drama. Hillingdon provided a venue for this at the Civic Centre. A second year of funding had been secured for this, and it was hoped to engage a younger age group.

On Council Tax, there was a tentative agreement for care experienced young people to not pay Council Tax until the age of 21, where it would then be subsidised. This was subject to agreement at the next Full Council.

Members asked about feedback. While this was not captured as such, this would come through the Participation Team. The Children in Care Council sessions were expanding, and now had two to three guests per session.

Officers had secured 200 sets of bags filled with items to move house with.

There was benchmarking with other local authorities including a quarterly tick-box of what was offered.

There was a regional Children in Care Council website which could be used to compare nationally.

RESOLVED: That the Panel noted the contents of the verbal update.

7. UPDATE ON TERMS OF REFERENCE UPDATE (Agenda Item 7)

Officers noted that the previously requested amendments to the Panel's Terms of Reference had been submitted to the Children, Families and Education Select Committee, who had approved the amendments.

RESOLVED: That the Panel noted the contents of the report.

8. WORK PROGRAMME (Agenda Item 9)

Members considered the work programme.

	<p>Members noted that Youth Justice matters would be referred to the Children, Families and Education Select Committee instead of the Corporate Parenting Panel. Therefore, the Youth Justice update would be removed from the Work Programme.</p> <p>RESOLVED: That the Corporate Parenting Panel considered the report.</p>
	<p>The meeting, which commenced at 5:30 pm, closed at 6:35 pm.</p>

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

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MEMBERSHIP OF THE CORPORATE PARENTING PANEL 2024-2025

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell – Democratic Services
Papers with report	Appendix A – Terms of Reference
Ward	N/A

HEADLINES

The purpose of this report is to enable the Committee to update permanent and substitute Councillor membership on the Corporate Parenting Panel, following the AGM.

RECOMMENDATIONS

That the Children, Families and Education Committee:

- 1. Appoint Councillors Nick Denys, Heena Makwana and Jan Sweeting to be the permanent Elected Members on the Panel on the basis of political balance (2 Con: 1 Lab);**
- 2. Appoint Councillors Becky Haggar OBE, Peter Smallwood and Tony Gill to be named substitutes on the basis of political balance (2 Con: 1 Lab); and**
- 3. Upon the recommendation of the Chair of this Committee, to confirm Councillor Nick Denys as the Chair of the Corporate Parenting Panel and Councillor Heena Makwana as the Vice-Chair.**

SUPPORTING INFORMATION

About the Panel

The Panel was established a number of years ago to support this 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. The Panel can make recommendations to this Committee on any changes or improvements required, who in turn can formally present these to the Cabinet.

Membership

The Committee, under the Constitution, is required to appoint Councillors as permanent Elected Members on the Panel on the basis of political balance (2 Con: 1 Lab). The Committee is asked to confirm Councillors Nick Denys, Heena Makwana and Jan Sweeting to be the permanent Elected Members on the Panel. Furthermore, to agree Councillors Becky Haggar OBE, Peter Smallwood and Tony Gill to be the named substitutes.

Permanent Members or substitutes can be any Councillor not in the Cabinet. However, it is useful

to have some membership ties, where possible, with this parent committee.

Along with the elected Members, the Panel also comprises the following as standing members:

- 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).*
- Senior Officer from Children's Services
- Participation Manager
- Assistant Director for Education and Vulnerable Children
- The Local Authority's designated LAC Nurse or Doctor
- 1 x Foster Carer representative
- Assistant Director for Corporate Parenting and Fostering

In practice, the Panel is a private meeting and not bound by the same rules regarding formal committee meetings, however, the minutes are published and presented to this Committee for democratic record and transparency.

It is also common for one of the Children in Care Council members to act as co-chair and chair meetings of the Panel. This gives a great opportunity for a young person to get experience of assisting the Chair or Vice-Chair in the running of the meeting.

Implications on related Council policies

The Panel enables direct consultation and engagement with young people and children in care / care leavers in the Council's democratic and decision-making processes.

RESIDENT BENEFIT

The Panel gives young people in Hillingdon a valued role within our democratic process and enables Councillors to work directly with them and hear their views.

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.

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 experienced young people 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

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

- a) 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).*
- b) Senior Officer from Children's Services
- c) Participation Manager
- d) Assistant Director for Education and Vulnerable Children
- e) The Local Authority's designated Looked After Children Nurse or Doctor
- f) 1 x Foster Carer representative
- g) Assistant Director for Corporate Parenting and Fostering
- h) Advisors
- i) 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

- a) The Panel will meet four times a year and in private*
- b) The Panel will have in place a work programme for its activity.
- c) The Chair of the Panel, in conjunction with other members, shall agree the dates of the Panel for the ensuing year, where possible.
- d) 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.
- e) 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.
- f) The Chair of the Panel will agree agenda items in advance of the meeting.
- g) 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 experienced young people 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 experienced young people, 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, Looked After Children Health Team, Corporate Parenting Service, Virtual School and Fostering and Adoption Service.
- e) To consider the impact on outcomes for children on other relevant activities linked to Looked After Children and care experienced young people's 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.

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PERSISTENT ABSENTEEISM - WITNESS SESSION THREE

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

HEADLINES

As part of its review, Members were keen to hear from schools about their experiences of tackling persistent absenteeism.

RECOMMENDATION

That the Children, Families and Education Select Committee meet with representatives from schools and ask questions pertaining to the review.

SUPPORTING INFORMATION

To this end, in attendance are:

- Karen Quantrell, Attendance Officer of Haydon School.
- Surjeet Johra, Headteacher of Wood End Primary School.
- Nora Bunce, Attendance Officer of Park Academy

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:

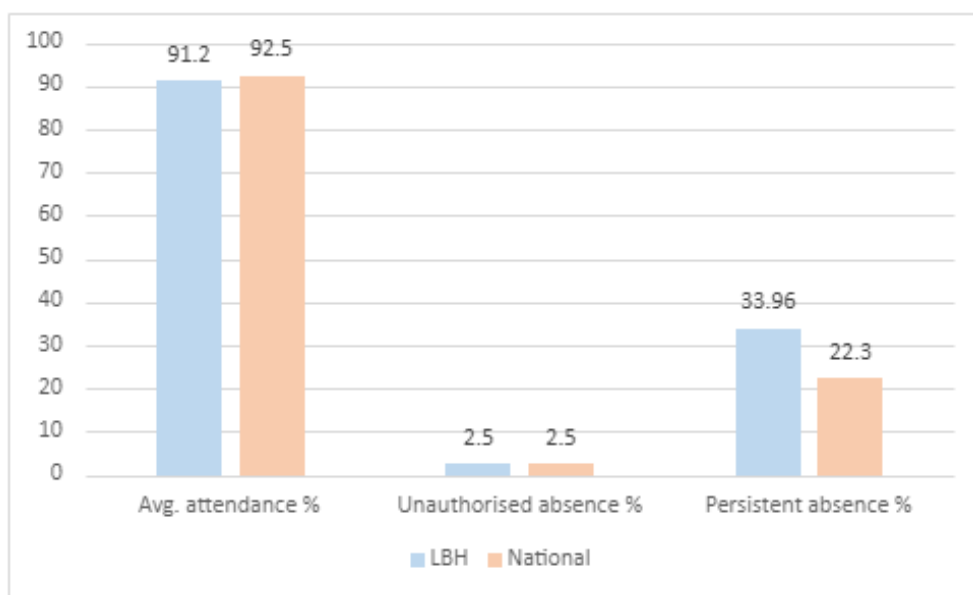
- **Health Issues:**
 - **Chronic Illness:** Children with long-term health conditions may face difficulties attending school regularly.
 - **Mental Health:** Mental health issues, including anxiety and depression, can contribute to school avoidance.
- **Socioeconomic Factors:**
 - **Poverty:** Families 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

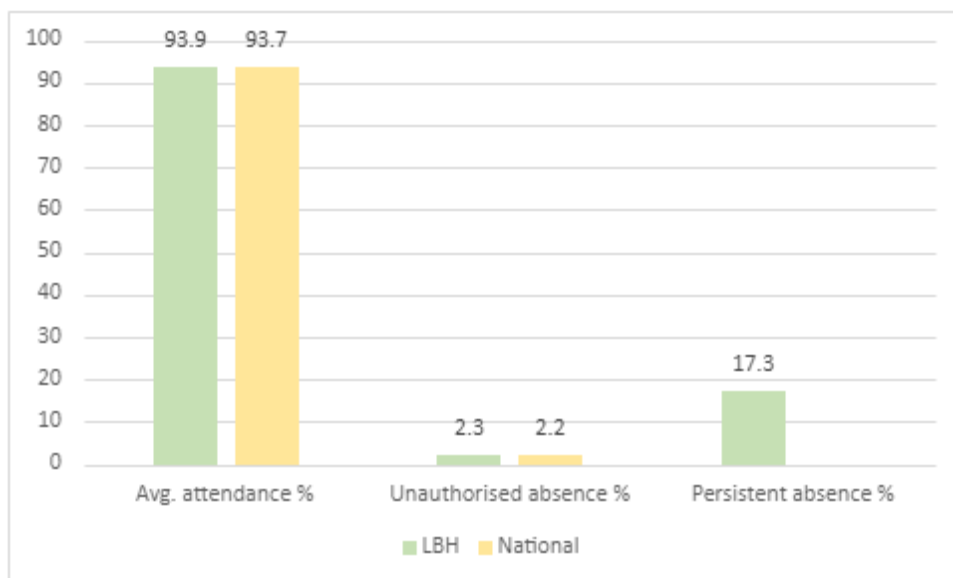
The graph below shows Hillingdon’s Statutory School Age attendance rates during the last academic year (22/23) compared to those nationally. Data for statistical neighbours was not available to at the time of writing (Nov 2023).



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:

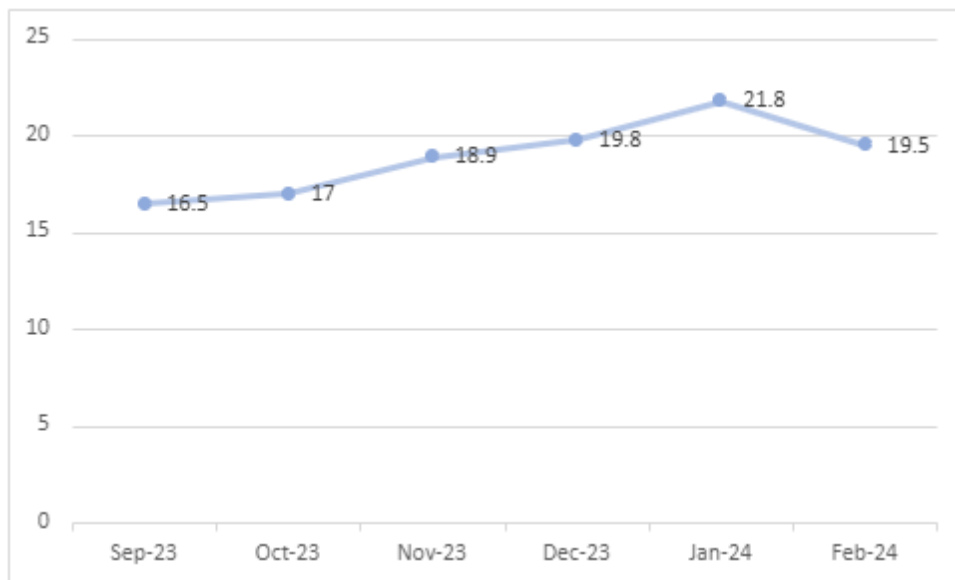
- Publish a revised borough-wide protocol for the use of penalty notices
- Devise a three-year strategy for improving school attendance which utilises the support of statutory partners
- Work more closely with colleagues in the Virtual School to promote the importance of attendance of all children with 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 reporting Cabinet	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

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)
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
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

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)										
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 / R - Poppy Reddy / Sally Offin			Private (3)
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

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	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
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)										
SI	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

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)
<p style="text-align: center;">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</p>										
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 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 meeting - Thursday 13 February 2025 (report deadline 27 January 2025)										
SI	The Council's Budget - Medium Term Financial Forecast 2025/26 - 2029/30 (BUDGET FRAMEWORK)	Following consultation, 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 Ian Edwards - Leader of the Council / 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	CS - 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	CS - Democratic Services	TBC		Public

Scheduled Upcoming Decisions

Further details

Ref

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 Member Decisions expected - February 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	CS - Democratic Services	Various		Public
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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)
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

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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)			
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	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

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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
17 July 2024	CR5
18 September 2024	CR6
13 November 2024	CR5
07 January 2025	CR6
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.

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.

MULTI-YEAR WORK PROGRAMME 2022 - 2026

2024/25

Service Area	Children, Families & Education Select Committee	2024/25							
		June 18	July 17	August No meeting	September 18	October No meeting	November 13	December No meeting	January 7
Education and Vulnerable Children	Review: Persistent Absenteeism								
	Policy Review Discussion & Guidance								
	Topic selection/ scoping stage								
	Witness/ evidence/ consultation stage	WS3: Schools	WS5: Child protection/ safeguarding						
	Findings, conclusions and recommendations	WS4: Private WS with YP			X				
	Final review report agreement						X		
	Target Cabinet reporting							X	
	Regular service & performance monitoring								
-	Minutes of the AGM	X							
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								
	School Capital Programme								
	Annual Education Standards report (prior to Cabinet/ Member)								
Adult Education	Learn Hillingdon Self-Assessment Review (annual)							23-24	
Education and Vulnerable Children	Reports/ minutes from the Corporate Parenting Panel	X			X			X	
Hillingdon Music Hub	Hillingdon Music Hub Annual Report								
-	Quarterly Performance Monitoring						Provisional		
-	Mid-year budget/ budget planning report				X			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								
	School Admissions Arrangements - Whitehall Infant/ Junior								
	Consultation on changes to school admissions arrangement								
	Update on School Admissions								
	Move-ins to the Borough (in-year admissions) and ease of their accommodation in secondary schools - TBC								
	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								
	Engagement with schools (Part II) - TBC								
	Witness session on Alternative Provision						X		
Witness session on Higher Education - TBC									
Education and Vulnerable Children	Overview of Corporate Parenting Responsibilities								
	Corporate Parenting Panel Membership to agree + subs	X							
	Corporate Parenting Panel - update to Terms of Reference								
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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