

AGENDA ITEM 2

CITY AND COUNTY OF CARDIFF

DINAS A SIR CAERDYDD

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE

17 DECEMBER 2008

CALL-IN OF EXECUTIVE DECISION M/08062 - SCHOOL ORGANISATION PLANNING: RECOMMENDATIONS ON THE WAY FORWARD FOR SCHOOLS PROPOSALS IN EAST CARDIFF.

Background

1. *The Council's Call-In Procedure provides that any non-Executive Member may call-in a decision of which notice has been given, in accordance within the call-in criteria. Such notice must be given in writing to the Chief Officer Scrutiny, Performance and Governance, who is required to notify the Executive Business Office and call a meeting of the relevant Committee, where possible after consultation with the Chairperson of the Committee, and in any case within five clear working days of the decision to call-in.*
2. Executive Decisions, for purposes of the Call-In Procedure, are those made by the Executive, a Committee of the Executive, the Leader, an Executive Member, the Chief Executive or a Corporate Director
3. Executive Decision: M/08062, made by the Executive on 4th December 2008 was published on 8th December 2008 with an implementation date of 18th December 2008. This decision relates to the following:
 - i) Having regard to the advice contained in the report, that (a) and (c) be agreed subject to (b).

- (a) publication of appropriate statutory notices for the following proposals:
 - I) To discontinue Llanedeyrn High School. The closure to be phased from September 2010 and completed by August 2014.
 - II) To establish a new 6 form entry 11-18 Welsh-medium high school on the current St Teilo's Church in Wales High School site. The new school to be established in September 2012.

- (b) The prior publication by the Governing Body of St Teilo's Church in Wales High School of an appropriate statutory notice to make prescribed alterations to that school by increasing its admission number to 240 from September 2010 and, by a phased transfer of the school onto the site of the existing Llanedeyrn High School with new buildings.

- (c) That officers report to the Executive on the outcomes of the notices, after the statutory objection period has been completed:
 - a) To discontinue Llanedeyrn High School. The closure to be phased from September 2010 and completed by August 2014.
 - b) To establish a new 6 form entry 11-18 Welsh-medium high school on the current St Teilo's Church in Wales High School site. The new school to be established in September 2012.

- ii) It be agreed to proceed further with the original proposal for the replacement of Llanrumney and Rumney High Schools, namely:
 - I) To publish an appropriate statutory notice for the closure of these 2 schools and to establish a new 0build 11-16 high school in September 2012 with an initial capacity of approximately 1,500 pupils in new-build premises on the

Eastern Leisure centre site with the potential for this to be enlarged in the future to a the original proposed capacity of approximately 1,550 pupils should circumstances warrant it.

- II) To further develop the initial feasibility process into outline proposals.
- III) That officer's report to the Executive on the outcomes of the notice, after the statutory objection period has been completed.

- iii) Approval be given to the changes in the implementation dates to be included in the statutory notice for the proposed closure of Cefn Onn Primary School, so that the closure would be phased from September 2010 and would be completed by August 2012.

2. A copy of the relevant section of the Register of Executive Decisions, setting out the Decision and Reasons for the Decision, is attached at **Appendix A**. The report submitted on School Organisation Planning: Recommendations on the way forward for school reorganisation in East Cardiff is attached as **Appendix B**.
3. A Member has requested that the above decision be called-in for Scrutiny Committee consideration. The call in proposes making recommendations to change aspects of the decision.
4. The detailed reasons for the call in are set out below:

“The above Executive decision is called in for the purposes of making recommendations to change aspects of the decision to build a new high school on the Rumney Recreation Ground, also known as the Eastern Leisure Centre site to address the following areas of concern.

1) Open space:

The report has a very weak summary of the consultation process underpinning the decision. It makes reference to some of the stakeholders consulted but fails to reflect the overwhelming opposition of the majority of stakeholders to the location of a High School on the Rumney Recreation ground/Eastern Leisure Centre site.

Consultation with Local Members (both prior to the 2008 elections and since), is not even mentioned.

Local Members believe their concerns about the loss of open space amongst other aspects of the decision have not been addressed. In particular officers were unable to adequately answer Members' questions regarding the likely footprint of the school or the amount of public open space that would be available for use on the ELC/Rumney Recreation site during and outside school hours. Nor were they able to provide adequate assurances about public access to the Eastern Leisure Centre at such times.

The Rumney Recreation ground/ELC site is the only area of sizeable, public open space in the east of the city, central to both Rumney and Llanrumney communities. Whilst not of the same quality as some parks elsewhere in the city, it is not simply a collection of sports fields. The local community were in opposition to the construction of the original Leisure Centre but the Council pledged there would be no further land taken during the planning process. (Source Alun Michael MP, at the time he was the Chair of Planning).

Constructing a school on this site might be seen as equivalent to building on Roath Park, Heath Park or Victoria Park. It seems to contradict Council policy on building on public open space and in

suggesting that the loss of open space on this site could be compensated for by the provision of sports pitches and public open space elsewhere, the Council demonstrates a complete misunderstanding of the value of the recreation ground/ELC site to the local community.

Any residential development of the Rumney High School site would have to include provision of public open space anyway under planning rules and guidance. The loss of significant amounts of open space at the Rumney Recreation ground/ELC site will have a detrimental effect on the local community. The report admits that compensatory provision on the Llanrumney site will be inconvenient to longstanding users.

It is clear that there is significant opposition to the decision to locate a High School (or any other development, for that matter) on the ELC/Rumney Recreation ground site. This opposition has been dismissed largely on the grounds of the financial model contained in the report and the supposed cost of locating the high school on the Rumney High School site.

Suggested Recommendation 1:

The Scrutiny Committee is asked to refer this decision back and recommend the Executive reconsider, specifically the following:

- a) **b) Its proposals to build the new school on the Rumney Recreation/ELC site with a view to finding alternative location/s**

- c) **d) That, in the event of recommendation 1a not going forward, the Executive amend its decision to ensure it explicitly provides for and significantly adds value to, the proposed compensatory open space in East Cardiff. This**

would serve to ensure that the Council does not merely provide a few sports pitches and some barren public open space.

2) Youth provision:

Local Members have not been specifically consulted about the proposals regarding the proposed “rationalisation” of youth provision for East Cardiff, despite its significance to the communities in the three Wards east of the River Rhymney. From our perspective, this proposal, in the context of the school proposals as a whole has had a very low profile. The version of the report presented at a recent Portfolio meeting mentioned “closing” two youth centres in East Cardiff, so it will be understood by the Scrutiny Committee that the use of the term “rationalisation” in the amended report arouses considerable concern.

Suggested Recommendation 2:

The Scrutiny Committee is asked to request that the Executive spells out its proposed “rationalisation” of youth provision so there is no misunderstanding about what is intended.

3) Deprivation:

The decision with regard to the new high school at the Rumney Recreation/ELC site fails to address education related issues arising from the high levels of deprivation east of the River Rhymney. We accept that there are limits to the lower end capacity of a high school due to sustainability, curriculum and resource issues, it has been demonstrated through research across the globe that the educational achievements of children from deprived areas can be significantly enhanced in smaller schools.

This may also lay behind the improved performance at both existing high schools in East Cardiff as the number of children attending the school has decreased.

It is accepted that a balance has to be struck but a school of potentially 1,600 children may not satisfactorily meet the needs of a deprived community. The opportunity to create schools of the optimum size for the purposes of enhancing the education of deprived children in East Cardiff has not been explored seemingly due to the alleged shortfall of available finance alone. It should be acknowledged that there are already arrangements between the two existing high schools and Coleg Glan Hafren that serve to ensure the provision of a full curriculum and this could be continued were two separate schools retained for the future.

Under the former Chief Schools Officer the validity of the issue of school size in the context of deprived communities was at least partially accepted and it was suggested that it could be addressed by creating two “separate communities” divided along age bands, on a single site. This possible scenario is absent from the report and no recognition of such issues is mentioned nor assurances given about how the disadvantages of educating children from deprived backgrounds in a large school will be tackled.

Given that there are a number of Community First designated LSOA’s in the proposed catchment area for this school and in view of the WAG “programme bending” agenda for Community First areas, there should be consideration of putting extra financial resources into any proposed reorganisation in this part of east of Cardiff. There is no evidence of this in the report. The children of Cardiff East will lose out.

The financial model presented in the report does not specify where the capital required to build the proposed school will come from. There is no

mention of any potential capital receipt from the sale of that part of the Llanrumney High School site upon which the present school buildings stand. Nor does the report mention the potential capital receipt (value £1 - 1.3 million), that could be obtained from the sale of the land earmarked for a primary school in St. Mellons. This is currently not ring-fenced for education purposes. The potential capital receipts on both parcels of land should be made available to underpin and meet the special needs of education in the East of Cardiff. The levels of deprivation are so significant (with a number of areas being identified amongst the poorest in Wales), that this deserves to be taken into consideration and special arrangements, with regard to financing, built into any school proposals.

The Executive recently decided (contrary to Council policy), to consult on the provision of a one form entry primary school in West Cardiff. Paragraph 28 of the Executive report, dated 6th November regarding schools in Canton made it clear that this proposal might have a financial impact on schools in East Cardiff saying "The shortfall funding would either reduce the funding available for the remaining proposals within the east of Cardiff by £4.236m or be financed from additional Prudential Borrowing".

Yet the east Cardiff schools organisation report partly rules out the new/build refurbishment of Rumney High on the grounds that the net cost to the Council would be £5.6m more than the new build proposal on the Rumney Recreation/ELC site. This seems inconsistent with the West Cardiff proposals where there £5.6m is affordable but in the east it is unaffordable.

The funding shortfall for providing a school on the Rumney High School site could be met through a commitment to "programme bending", including all relevant capital receipts and applying the same principles of flexibility in financing that has been demonstrated with regard to

proposals in Canton.

Suggested Recommendation 3:

The Scrutiny Committee is asked to refer the decision back to the executive and recommend:

b) The Executive adopt Option 3b financing the net extra cost by demonstrating a commitment to the “programme bending” aspirations of WAG, in an area of significant deprivation. This to be achieved, at least in part, by ensuring the potential capital receipts arising from “school land” that are not currently ring-fenced for education are so ring-fenced and by applying the same principles of flexibility in financing that has been demonstrated with regard to proposals in West Cardiff.

d) That it seeks to secure the educational advantages that arise from smaller high school “communities” in deprived areas by ensuring the proposed high school (wherever it is located) is a two “communities school”.

Proposals for the closure of Llanederyn High School

The decision is also called in for the purposes of asking the Scrutiny Committee to address the following area of concern and test the merits of the decision to close Llanederyn High School in the context of deprivation and to make recommendations to the Executive.

Disadvantage due to deprivation:

That the proposal in its current form will confront a significant number of

children living in the current Llanederyn catchment area will experience considerable barriers to accessing education at key stage 3 and 4. It is estimated that over time some 400 children will be travelling from Llanederyn and Pentwyn to Llanishen High School each day.

The Pentwyn Ward contains 4 Lower Super Output Areas that have been placed in the 10% most deprived in Wales in the Income Domain of the Welsh Index of Multiple Deprivation, including one that is the 28th most deprived in Wales.

It is these families that will experience significant difficulties sending their children to Llanishen and thus Cardiff Council will be failing to ensure that the WAG's aspiration that children and young people are not disadvantaged by poverty. A Scrutiny report on truancy demonstrated an increased risk of frequent truancy with distance travelled to school and the use of public transport.

Transport:

The Executive fails to adequately explain its transport proposals for children from Pentwyn Ward to Llanishen and in any case most of the pupils will not (under current policies) be eligible for free transport.

Whilst the accessibility of the location of a school at Llanrumney (on the periphery of the catchment area for Rumney) is considered a significant factor in connection with the siting of the Rumney High School at ELC this seems not to be an important issue for children from the Pentwyn Ward.

Cardiff High School is closer to Llanederyn and Pentwyn than Llanishen, why are children from those areas being sent to Llanishen?

The suitability of St. Teilo's admission policies:

The relocation of St. Teilo's to the Llanederyn site should not be seen as compensation for the loss of Llanederyn High School. The priority of the school is the Church in Wales and this is evidenced by the comments attributed to the school and diocesan authorities in the Executive report dated 14th November 2008. Therefore there must be questions asked about whether the relocation of St. Teilo's to the Llanederyn High School site serves the interests of the local community.

Visually Impaired Resource Base and loss of expertise in SEN:

The report fails to consider that it is not just the staff in the resource base who have expertise in including visually impaired pupils as the staff throughout the school teach these pupils in their classes.

Over 50% of pupils in Llanederyn High School are on the SEN register. The school has developed a department of well qualified teachers and teaching assistants to support these pupils (23 staff) and SENCO's from across Cardiff have visited the school to learn from their comprehensive provision for SEN pupils.

Recommendation:

The Scrutiny Committee is asked to recommend to the Executive that it reconsider the decision and specifically test whether it is in the best interests of the community of Pentwyn and Llanederyn, the education of children from disadvantaged backgrounds, SEN and the cost of transport to families and in the context of whether St. Teilo's has the ability to simultaneously serve as a community and faith school in this area."

5. The Committee therefore needs to consider this Call-in in accordance with the requirements of the Call-in Procedure. To assist Members, Councillor Freda Salway Executive Member – Schools and Lifelong Learning, Chris

Jones, Chief Schools and Lifelong Learning Officer and other relevant Officers will be in attendance at the meeting to discuss the Decision.

Issues

Call-In Procedure

6. Under the Call-In Procedure, the relevant Scrutiny Committee may consider the called-in decision itself, or decide to refer the issue to the Council for Scrutiny if the matter is of general significance and importance to the Council as a whole. A Council meeting to consider this issue must take place within 10 clear working days of such a referral, unless otherwise agreed between the Leader and the Chairperson of the relevant Scrutiny Committee.
7. Having considered the decision, the Scrutiny Committee or the Council (if the decision has been referred to Council) may refer it back to the Executive or the decision maker for reconsideration, setting out in writing the nature of its concerns. The Executive or decision maker shall then reconsider the matter before adopting a final decision, arranging for the decision to be changed to reflect points made by the Scrutiny Committee, or formally deferring the matter for further consideration. The relevant Scrutiny Committee or Council as appropriate will be advised of the outcome at its next meeting.
8. If following a call-in, the matter is not referred back to the Executive or decision maker, the decision shall take effect on the date of the relevant Scrutiny Committee or Council meeting which considers the issue, or the expiry of the scrutiny period or the Council scrutiny period as appropriate, whichever is the later.
9. The role of Scrutiny Committees calling in a decision is:
 - I. To test the merits of the decision
 - II. To consider the process by which the decision has been formulated.

- III. To make recommendations (to support the decision, change aspects of the decision, or to invite the decision making body to reconsider).
- IV. To suggest further steps before a decision is made (but not to try to carry out those steps in place of the decision making body).
- V. To come to a view in a relatively short time scale, so as not to compromise the speed and efficiency of the decision-making process.

Legal Implications

10. Under Scrutiny Procedure Rules 12c, d, and e, the Scrutiny Committee may at its meeting consider the called-in decision itself or decide to refer the issue to the Council for scrutiny, if the matter is of general significance and importance to the Council as a whole. A Council meeting to consider this issue must take place within ten clear working days of this referral ("the Council scrutiny period") unless otherwise agreed between the Leader and the Chairperson of the relevant Scrutiny Committee. Having considered the decision, the Scrutiny Committee or the Council (if the decision has been referred to Council) may refer it back to the decision maker for reconsideration, setting out in writing the nature of its concerns. The decision maker must then reconsider the matter before adopting a final decision, arranging for the decision to be changed to reflect points made by the Scrutiny Committee, or formally deferring the matter for further consideration. The Scrutiny Committee is required to be advised of the outcome at its next meeting. If following a call-in, the matter is not referred back to the Executive or decision maker, the decision shall take effect on the date of the Scrutiny Committee considers the issue, or the expiry of the scrutiny period or the Council scrutiny period as appropriate, whichever is the later.

Financial Implications

11. The financial implication of the decision is set out in the Executive report attached as **Appendix B**.

RECOMMENDATION

The Children and Young people Scrutiny Committee is recommended to consider Executive Decision: M/08062, in accordance with the Call In Procedure.

MARTIN HAMILTON

Chief Officer Scrutiny Performance and Governance

11th December 2008

CARDIFF COUNCIL

REGISTER OF MEMBER EXECUTIVE DECISIONS : 7 2008/09

Decision No.	Minute No	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for implementation after date shown
					Decision Made	Publication	Implementation if no call-in	
EXEC M/08062	Min No. 75	<p>School Organisation Planning: Recommendations on the Way Forward for Schools Proposals in East Cardiff</p> <p>Resolved: That</p> <p>(1) (a) and (c) be agreed subject to (b):</p> <p style="padding-left: 40px;">(a) The publication of appropriate statutory notices for the following proposals:</p> <p style="padding-left: 80px;">(i) To discontinue Llanedeyrn High School. The closure to be phased from September 2010 and completed by August 2014.</p> <p style="padding-left: 80px;">(ii) To establish a new 6 form entry 11-18 Welsh-medium high</p>	To present to the Executive a way forward for secondary school proposals in East Cardiff and on the implementation dates relating to the proposal to close Cefn Onn Primary School.	Consultation has been undertaken as outlined in the report	4.12.08	8.12.08	18.12.08	Neelam Bhardwaja

CARDIFF COUNCIL

REGISTER OF MEMBER EXECUTIVE DECISIONS : 7 2008/09

Decision No.	Minute No	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for implementation after date shown
					Decision Made	Publication	Implementation if no call-in	
		<p>school on the current St Teilo's Church in Wales High School site. The new school to be established in September 2012.</p> <p>(b) The prior publication by the Governing Body of St Teilo's Church in Wales High School of an appropriate statutory notice to make prescribed alterations to that school by increasing its admission number to 240 from September 2010 and, by a phased transfer of the school onto the site of the existing Llanedeyrn High School with new buildings.</p> <p>(c) That officers report to the Executive on the outcomes of the</p>						

CARDIFF COUNCIL

REGISTER OF MEMBER EXECUTIVE DECISIONS : 7 2008/09

Decision No.	Minute No	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for implementation after date shown
					Decision Made	Publication	Implementation if no call-in	
		<p>notices, after the statutory objection period has been completed.</p> <p>(2) it be agreed to proceed further with the original proposal for the replacement of Llanrumney and Rumney High Schools, namely</p> <p>(i) to publish an appropriate statutory notice for the closure of these 2 schools and to establish a new-build 11-16 high school in September 2012 with an initial capacity of approximately 1,500 pupils in new-build premises on the Eastern Leisure Centre site with the potential for this to be enlarged in the future to a the original proposed capacity of</p>						

CARDIFF COUNCIL

REGISTER OF MEMBER EXECUTIVE DECISIONS : 7 2008/09

Decision No.	Minute No	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for implementation after date shown
					Decision Made	Publication	Implementation if no call-in	
		<p>approximately 1,650 pupils should circumstances warrant it.</p> <p>(ii) to further develop the initial feasibility process into outline proposals</p> <p>(iii) that officers report to the Executive on the outcomes of the notice, after the statutory objection period has been completed.</p> <p>(3) Approval be given to the changes in the implementation dates to be included in the statutory notice for the proposed closure of Cefn Onn Primary School, so that the closure would be phased from September 2010 and would be completed by August 2012.</p>						

EXECUTIVE BUSINESS MEETING: 4 DECEMBER 2008

**SCHOOL ORGANISATION PLANNING: RECOMMENDATIONS
ON THE WAY FORWARD FOR SCHOOL PROPOSALS IN EAST
CARDIFF**

REPORT OF CORPORATE DIRECTOR

AGENDA ITEM: 5

PORTFOLIO : EDUCATION & LIFELONG LEARNING

Reason for this Report

1. In light of the decisions on 14 July 2008, to enable the Executive to consider:
 - which secondary school proposals for East Cardiff may now be progressed.
 - a revision to the programme for the proposed closure of Cefn Onn Primary School.

Background

2. At its meeting on 22 October 2007, the Executive received a report outlining a number of recommendations relating to the organisation of secondary schools in the East of Cardiff and agreed to public consultation on the following proposals:
3. **Proposal 1:** Consultation on the proposed closure of Llanedeyrn High School, by ceasing to admit pupils to Year 7 after September 2008. Consultation, in partnership with the Governing Body and the Diocesan Authorities of the Church in Wales, on a proposal to relocate St Teilo's CW High School onto the Llanedeyrn High School site, increasing its admission number by two forms of entry, from 180 to 240 pupils per year group. Consultation on a proposal to establish a new 11-18 Welsh-medium highschool on the current St Teilo's CW High School site. The Proposal also includes an investment in Cardiff High School, Llanishen High School, Ysgol Glantaf and Ysgol Plasmawr.
4. **Proposal 2:** Consultation on proposals to close both Llanrumney High School and Rumney High School. Consultation on proposals to establish a new-build, 11-16 community focused high school and community leisure facilities on the Eastern Leisure Centre site maximising the retention of parkland and open space at this location. The proposals will

also provide for further provision of parkland and open space including artificial and grass pitches elsewhere in the area and the consolidation of youth centre facilities..

5. Public consultation was held between 5 November and 21 December 2007. Parents, young people and others in the local community, together with staff and Governors of the affected schools were invited to respond.
6. Following consultation officers reported back to the Executive on 14 July 2008 and so far as the proposals concerning St Teilo's Church in Wales (CW) High School/Llanedeyrn High School and Rumney/Llanrumney High Schools were concerned the following was agreed:
 - **Proposal 1 recommendation:** The Executive agrees to Officers working with St Teilo's Church in Wales (CW) High School to address the finer issues around 'open places' and new build, and at the same time progress proposals to address surplus places, the location of a new Welsh medium high school and the school transport and congestion issues.
 - **Proposal 2 recommendation:** The Executive agrees to Officers to continue working on option appraisal and feasibility, particularly in relation to community, educational and financial criteria, around Llanrumney and Rumney High Schools.

Proposal 1: Closure of Llanedeyrn High School and related matters

7. Officers have liaised with relevant stakeholders to consider the finer issues around 'open places' and new build, and at the same time progress proposals to address surplus places, the location of a new Welsh-medium high school and school transport and congestion issues. The following paragraphs show how these issues will be addressed to allow the transfer of St Teilo's onto the Llanedeyrn site and a new Welsh-medium high school to be established:

8. **St Teilo's CW High School on Llanedeyrn school site**

If the statutory process for this proposal proceeds and is approved it is intended that St. Teilo's CW High School could occupy premises on the Llanedeyrn High School site by September 2011. This would require Llanedeyrn High School to admit no pupils into Year 7 from September 2010 in order to facilitate the opportunity for the transfer of a year group from St Teilo's to the Llanedeyrn site in 2011. Year 7 Pupils admitted to Llanedeyrn in 2009 would be able to complete their schooling at Llanedeyrn High School. Llanedeyrn High School would then officially close in August 2014. This is a year later than reported to the Executive on 22 October 2007 and subsequently consulted on. This delay arises out of the time taken to complete the further work agreed at the Executive meeting in July 2008.

9. Whilst there are no guarantees as to the outcome, the Council is fully committed to supporting the Llandaff Church in Wales Diocese and the governing body of St Teilo's CW High School to secure a Welsh Assembly Government (WAG) commitment towards capital investment, to achieve the best possible premises for the relocated and enlarged school, as quickly as possible.
10. The Council is, irrespective of any WAG funding, committed to investing its own resources, towards this proposal. This investment would be the regulation Local Education Authority financial contribution towards the proposed new build St Teilo's School for which grant aid would be sought from WAG. Any balance would then be considered to support the capital investment at St Teilo's in other ways. Additionally, a sum of c£1M has been included to support the transitional logistics. The financial model is based on an assumption that the 'exchange of premises' is cost neutral.
11. The Llandaff Church in Wales Diocese and the governing body of St Teilo's CW High School fully support recommendation 1 of this report. This reflects their belief that this proposal provides the best possible opportunity of developing St Teilo's CW High School so that it can improve its facilities for its current community and also extend these benefits to the wider local community.

Admission arrangements for St Teilo's CW High School on the Llanedeyrn site

12. It is proposed that by September 2011, St Teilo's CW High School will formally take possession of the Llanedeyrn site which will, for a short period, still be occupied by the remaining Llanedeyrn High School pupils. The two schools will, however, retain their separate identities and purposes and will continue to be overseen by their respective Governing Bodies.
13. It is proposed that from September 2010 the Governors of St Teilo's CW High School will admit up to 240 children to Year 7 each September. This will comprise of 160 Foundation Places, and 80 Parish Places open to the whole community within the defined catchment area. The proposed revised admissions policy (Appendix 1) has been agreed between the Diocese, Governors and Officers and will apply if statutory changes to school admissions relating to this proposal are agreed and implemented.

Capacity for Llanishen High School and Cardiff High School to admit pupils from the Llanedeyrn catchment area

14. Following any closure of Llanedeyrn High School, it is proposed that both Cardiff High and Llanishen High Schools would be provided with a significant investment package to enable them to cater fully for pupils from the existing Llanedeyrn catchment area who would want a place in an English-medium community school.
15. It is proposed that the Marlborough Primary School catchment area would be added to Cardiff High School catchment area. It is also

proposed that Llanedeyrn, Springwood, Bryn Celyn and Glyncod primary school catchment areas be added to the catchment of Llanishen High School. Pupils in the schools in the current Llanedeyrn High school catchment area would also retain the right to apply for places at St. Teilo's CW High School providing they satisfy the admissions criteria.

16. Currently both Cardiff High and Llanishen High Schools have capacity to admit pupils from outside their catchment areas. This reorganisation proposes to enlarge their catchment areas to match closely the proposed school capacities which should, in due course, increase the proportion of catchment admissions to the two schools.

New Welsh-medium school on vacated St. Teilo's High School site

17. Currently St Teilo's CW High School is a 6 form entry school and it is proposed that the site would accommodate a WM 11-18 school of the same size. The St. Teilo's site as a location fits well with the need for a third WM secondary school to be located in the east of the city. Investment is planned to resolve priority one repairs and to contribute significantly to disability discrimination (DDA) issues.
18. It is intended that the new Welsh-medium high school would be able to admit Year 7 pupils from 2012 onwards. To meet interim and ultimately longer term demand for Welsh-medium secondary education, the Executive has agreed that an investment of £15.6 million (including contingency and construction cost inflation), should be spent on the existing Welsh-medium high schools to provide sufficient capacity and improve suitability of premises.
19. Should the proposal for a new WM High School be approved, it will be necessary to agree catchment areas for this and the two existing WM secondary schools.
20. To meet future demand, WM primary school proposals were agreed at the EBM in July 2008. These proposals would permanently establish some of the feeder schools for the new and two existing/enlarged WM secondary schools.

Relocation of Visually Impaired Resource Base currently on the Llanedeyrn site

21. Nothing in this proposal changes the Council's commitment to the continuation of this Resource Base. Officers will therefore consider options for where this can best be relocated. Provision for this has been included within the financial model.

Routes to school, transport congestion issues

22. Measures have been identified to make safe for pupils the routes to both the current Llanedeyrn and St Teilo's high school sites. Additional bus services are being considered to address congestion issues:
23. If Llanedeyrn High school were to close, it is likely that a significant number of parents would opt to send their children to either Llanishen High School or Cardiff High school. In accordance with the Council's existing policies on school transport, most of these pupils would not be eligible for free transport. An additional bus service would need to be provided for the small number of pupils who would be eligible for free transport.
24. There are currently no direct public transport links between the Llanedeyrn catchment area and Llanishen High School and therefore consideration would need to be given to the provision of non-statutory bus services as part of the Council's Medium Term Financial Plan for those pupils who are not eligible for free transport.

Proposal 2: New high school to serve Llanrumney/Rumney and related matters

25. Officers have undertaken option appraisals in respect of a number of alternative options. All the appraisals have been carried out in the context of, and informed by:
 - The Schools Strategic Framework
 - Education benefit to be derived from said proposal
 - Technical feasibility
 - Compliance with the financial models for school reorganisation
 - HR implications
 - A risk assessment

All appraisals have also been informed by consultation with other relevant Service Areas including Housing & Neighbourhood Renewal, Highways & Transportation and Culture Leisure & Parks.

26. The main driver for school reorganisation within this area of the City is the need to replace very poor quality school buildings with high quality premises through the provision of one financially viable community high school, suitably located for both Llanrumney and Rumney catchment areas, that also results in a significant reduction in surplus school places.
27. The following three paragraphs further explores the issues relating to the quality of educational environment, the importance of location and the logistics around undertaking extensive building work on an occupied school site:

- I. A state of the art new build school would fully meet the educational needs of the community whilst also maximising the opportunity for extended community use. It would not only be fit for a 21st Century curriculum but would be accessible in terms of the Disability Discrimination Act, would maximise opportunities for the use of sustainable materials in its construction and for achieving energy efficiencies. In contrast, a refurbishment, combined with new build, would be restricted by the layout determined by the existing buildings' structures which date back to the middle of the last century and which are very poor in terms of their suitability for a modern curriculum, their condition and energy efficiency.
- II. A major refurbishment and new build taking place on an existing restricted school site would carry significant risks of disruption to education along with concerns for the health and safety of pupils, staff and visitors. This is of particular concern as the disruption is likely to cover up to three years of the five during which pupils would be educated on the site.
- III. There was a strong message from the education community promoting the benefits that a neutral site would have for educational and community cohesion. This was based on the belief that to use either of the existing school sites would be perceived as one school taking over the other creating possible tensions between the two communities. Such tensions would no doubt take some time to settle and thus detract from the quality of the teaching and learning environment with a negative impact on educational outcomes. In contrast, a new build on a neutral site would provide a fresh start which both supported the 'building of bridges' between the two communities and achieved a step change in the educational opportunities available to their young people.

28. The following paragraphs summarise the outcomes from the Officers' consideration of the three possible sites as set out in the following options:

Option 1: Eastern Leisure Centre site

(The original proposal) To establish a new-build, 11-16 community focused high school and community leisure facilities on the Eastern Leisure Centre site

Option 2: Llanrumney High School site

To locate the new school on Llanrumney High School site either as:

- a) a new build school or
- b) a partial new build and refurbishment

Option 3: Rumney High School site

To locate the school on Rumney High School site either as:

- a) a new build school or
- b) a partial new build and refurbishment

29. These options were assessed in accordance with the detail contained in paragraph 25 above and a summary of the outcome is given below:
30. Option 2 raises significant planning policy concerns as the Llanrumney High School site forms part of a strategically important corridor of open space (the Rhymney River Valley). Policies in the existing Development Plan and emerging Local Development Plan are unlikely to support the loss of all of the existing playing fields forming part of the strategic corridor to building development. Furthermore, owing to the site's location in an area at risk of flooding, a full flood consequences assessment would be required to establish if development would be feasible on all or part of the site. A provisional sum has been included in the financial model to reflect the potential impact of this on the estimated capital receipt value. The Llanrumney site is also very near the extremity of the catchment area, serving the Llanrumney, Rumney and Trowbridge wards. The site could not be regarded as central or neutral, and its position at the lowest level of Llanrumney would be regarded as inconvenient or difficult for travel for the parents of pupils from some parts of Rumney and Trowbridge, and from new St Mellons. The impact of the restrictions on any potential development of a new or refurbished school, together with concerns over disruption to pupils' education and the unsuitable location of the site to serve both Llanrumney and Rumney, effectively rules out both Options 2a and 2b.
31. Option 3a is also considered not viable as the Council's ability to meet the costs of totally new build premises are substantially dependent on a capital receipt for the sale of Rumney High School land. Therefore if the desired solution is the provision of completely new school buildings, these can only be provided on the leisure centre site. If the school were to be built at Rumney High School site, the receipt for the land would not be realised and therefore this option is considered to be unaffordable.
32. Similarly, Option 3b: a combination of new build and refurbishment on Rumney High School whilst costing slightly less in construction terms, would be significantly more expensive, in net terms than building a new school on the Eastern Leisure Centre site. This would be the result of foregoing the capital receipt for the Rumney school site. The estimated costs outlined in the financial model indicate that the net cost of the new build and refurbishment option would be £5.6M more than the cost of a new school on the Eastern Leisure Centre site. Additionally, Option 3b will only be able to deliver a partial new build together with a programme of refurbishment, restricted by existing buildings' structures, to the

existing Rumney High School buildings resulting in premises less fit for the 21st century compared to a full new build. Furthermore, the Rumney High School site could not be regarded as neutral, particularly by the Llanrumney community. Therefore, this option has also been ruled out.

33. In conclusion, it is considered that the only viable option is to establish a new build 11-16 community focused high school on the Eastern Leisure Centre site. Further details and evaluation of how this could be achieved are given in the following paragraphs.
34. In summary, the original proposal which was reported to the Executive on the 14 July 2008 was: To close both Llanrumney High School and Rumney High School. To establish a new-build, 11-16 community focused high school and community leisure facilities on the Eastern Leisure Centre site maximising the retention of parkland and open space at this location. The proposal would also have provided for further provision of parkland and publicly accessible open space including artificial and grass pitches elsewhere in the area and the consolidation of youth centre facilities.
35. The following provides a summary of the outcome of the consultation on the original proposal:

The following concerns were raised:

- Although it is believed that access issues in relation to the use of leisure facilities by the school and the public could be overcome with effective building design, currently perception by some members of the community does not concur with this view.
- A move to reduce the number of pitches at the Eastern Leisure Centre site could affect established groups that use the pitches at various times.
- Residents living near Eastern Leisure Centre and those who use the site for recreational purposes may not deem it acceptable if Public Open Space (POS) on this site is relocated elsewhere to make way for the school buildings.
- In Paragraph 12 of the report of 14 July 2008 it was noted that formal responses to the consultation on this proposal had been received from the Llanrumney Governing Body, Lorraine Barrett AM and Alun Michael MP, with 59 responses from parents and stakeholders. A petition against the proposal to locate a new school at the Eastern Leisure Centre, with 8,000 names, had also been received. Additionally, approximately 2,000 letters stating opposition to the proposal were received. However, account was taken of these prior to recommendations being taken to the Executive which met on 14 July 2008 and called for further analysis of the options available.

However, the following benefits were also identified:

- There was widespread support for the creation of a state of the art new build school to serve the combined communities of Llanrumney/Rumney
- The benefits of a new school being on a neutral, centrally located site were also acknowledged, with strong support within the education communities including the school councils which represent the pupils/students of the existing high schools.
- The need for investment in Eastern Leisure Centre and the benefits this would bring were also acknowledged.

36 The concerns raised in paragraph 35 could, taking into account financial considerations, be addressed as follows:

- Provision of improved leisure facilities on this site to be met through refurbishment of the current Eastern Leisure Centre as opposed to the new build considered as part of the original proposal. This responds to concerns expressed during consultation about leisure facilities being 'under the same roof' as the proposed school. It also has the advantage of being less expensive.
- The provision of improved leisure facilities, together with the proposed new build high school, allows the Council to retain its vision for developing community focused facilities for the combined communities whilst also addressing concerns raised during consultation. The co-location of the two establishments would then facilitate a close working relationship which would in turn maximise the opportunities for community use of both buildings. The retention of pitches on the Llanrumney HS site will mean that there will be new pitches available to the community in addition to the pitches to be retained and developed at the ELC site
- To ensure minimal impact on established public use of the games pitches, use of the pitches could be timetabled to accommodate school and any current public demand. Capital investment has been allowed to improve drainage. Ongoing maintenance costs to keep these pitches fit for purpose would need to be agreed by Leisure Centre management and the governors of the proposed new school.
- Although Public Open Space would be reduced on the Eastern Leisure Centre site to make way for a new build school, this loss would be more than offset by allowing for new publicly accessible open space on the Llanrumney High School site and on the Rumney site. It is calculated that the land take for the buildings,

roads and parking, and hard grounds for the new school (and correspondingly the reduction in Public Open Space) will be in the order of 3.3 hectares. The replacement playing fields and Public Open Space at the Llanrumney High School site would be approximately 7.2 hectares. In addition to this it is proposed that there would be the creation of approximately 1.2 hectares of open space on the Rumney High School site. This would bring the overall net gain resulting from the proposal to approximately 5.1 hectares.

- The Llanrumney HS site would retain some grass pitches for both school and community use. The remaining grassed area, where currently there is no authorised public access of the playing fields, would become Public Open Space. The existing Artificial Turf Pitch (ATP) would also remain available for use by the school and the community.
- The impact on the number of pitches available to the community on the Eastern Leisure Centre site has been based on a notional template, for the footprint of a new school and its site, which meets the appropriate school premises standards for the size of school proposed. Based on this notional template the impact can be summarised as being a reduction from five pitches to four. One of these four would be in the form of an Artificial Turf Pitch (ATP) which, in educational terms, counts as the equivalent of two owing to its capability of withstanding more intensive use. However, should the proposal proceed, the process of detailed design would then be tailored specifically to this site with the explicit intention of reducing this impact still further.
- The proposal also allows for the retention of the ATP and for making available three grass pitches, on the Llanrumney site, for community use thus more than offsetting the loss of a pitch on the Eastern Leisure Centre site. These pitches would be served by new build changing rooms.

37. Benefits of revised proposal:

- A state of the art new build school
- A neutral, centrally located site for the new school
- The new school will develop as a significant community-focused institution, in partnership with Coleg Glan Hafren and other providers, which will seek to offer a range of services to the wider community
- Major refurbishment of Eastern Leisure Centre
- Retention of Eastern Leisure Centre as a separate establishment
- An opportunity for the provision of new youth centre facilities coupled with the rationalisation of existing facilities to better meet the needs of both Llanrumney and Rumney.
- Between the ELC and Llanrumney HS sites there will be a total increased pitch provision of a grass pitch and an Artificial Turf Pitch

- Games pitches and an ATP on the Llanrumney High School site, available for school and community use
- An increase in Public Open Space over and above the POS lost to the siting of the new build school on the ELC site.
- There will be opportunities for out of hours community provision in excellent facilities at both the proposed new high school and the refurbished Eastern Leisure Centre

Specific educational benefits are:

- A school building that is fit for the 21st Century and is designed with the diverse needs of the modern day curriculum in mind.
- A pupil learning experience that benefits from access to the latest technology and modern facilities.
- The potential for the development of the new school and its premises to support the creation of new learning pathways, in partnership with other schools and the nearby Coleg Glan Hafren, in order to provide a comprehensive range of academic and vocational opportunities for 14-19 year olds as part of the Transforming Education agenda..
- Provide an exciting and attractive career proposition for high quality school leaders and teachers
- Act as a magnet for high expectations, positive relationships and a 'can do' attitude

This option does however attract the following potential concerns:

- Reduced POS on the Eastern Leisure Site
- Established sports groups may need to travel a little further to use games pitches at the Llanrumney High School site

Resource Requirements

38. In summary, the only viable option comprises Proposal 1, Closure of Llanedeyrn High and related matters, and Proposal 2, Option 1, a new high school on the Eastern Leisure Centre Site and the refurbishment of Eastern Leisure Centre. The financial model for these proposals is explained further in paragraph 62.

Cefn Onn Primary School

39. At its meeting on 14 July 2008 the Executive approved the publication of the appropriate statutory notice to discontinue Cefn Onn Primary School in accordance with the terms of the School Standards & Framework Act 1998 and noted that the implementation date for the closure of Cefn Onn Primary school would be phased from after September 2008 and would be completed by August 2011.
40. Under this proposal the last reception age group to be admitted to the school would be those admitted at September 2008 with these children

being able to remain at the school until they complete Key Stage 1 in August 2011.

41. The primary catchment arrangements in this part of Cardiff are particularly complex as are the proposed new arrangements. Officers would not therefore be able to give clear guidance to parents on alternative schools for the September 2009 reception group in November 2008 prior to determination of the statutory proposal which would miss the November 2008 deadline required by WAG regulations.
42. In order to comply with the requirements for admissions arrangements and assurances given to parents during the consultation process it is now recommended that the proposed closure programme for Cefn Onn Primary School be revised so that admissions to the reception age group cease from September 2010 and that the school closure be completed by August 2012.

Reasons for Recommendations

43. To present to the Executive a way forward for secondary school proposals in East Cardiff and on the implementation dates relating to the proposal to close Cefn Onn Primary School.

Legal Implications

44. Where an LEA proposes to establish a new community school, or to make any prescribed alteration to an existing community school (such as a transfer to a new site), the LEA must publish its proposals in a statutory notice. The proposals must contain such information, and be published in such manner, as may be prescribed by section 28(3) of the School Standards and Framework Act 1998.
45. The proposals may, if the LEA thinks fit, specify an age below 10 years and six months and an age above 12 years, and provide that the school to which the proposals relate is to be a school providing full-time education suitable to the requirements of pupils whose ages are between the ages so specified.
46. Before publishing any such proposals, the LEA must consult such persons as appears to it or them to be appropriate; and in discharging this duty the LEA must have regard to any guidance given from time to time.
47. The LEA must send a copy of the published proposals, and such information in connection with those proposals as may be prescribed, to the National Assembly for Wales.
48. Similarly where an LEA proposes to close a community school, the LEA must publish its proposals in a statutory notice. The proposals must comply with the requirements of Section 29(3) of the School Standards and Framework Act 1998. Before publishing any such proposals the LEA must consult such persons as appear to it to be appropriate; and in

discharging this duty the LEA must have regard to any guidance given from time to time.

- 49 The LEA must send a copy of the published proposals, and such information in connection with those proposals as may be prescribed, to the National Assembly for Wales. The published notices would allow a period of two months from the date of publication of the notice, for formal objections to the proposals. If there are no formal, written objections the Council would confirm its decision to proceed unless the Welsh Assembly Government indicated to the Council that it wished to determine the proposal. If there are objections, the Council would address the objections to the Assembly and the Welsh Assembly Government would take the final decision.
50. Some basic requirements of the consultation process are essential if it is to have a sensible content:
1. The consultation must be at a time when the proposals are still at a formative stage, ie before the mind of the executive becomes unduly fixed.
 2. Sufficient reasons must be given concerning any proposal so that intelligent consideration and responses is permitted.
 3. Adequate time must be given to for consideration and response.
 4. Proper regard must be had to the outcome of the subject of consultation before making a final decision about the proposals.

Failure to comply with the duty to consult – or to consult in a proper manner - may be held by the Courts to render an action or decision ultra vires and void.

51. Consultation should not be a referendum.
52. There is a difference between consulting in circumstances where there is an explicit statutory right to be consulted and where there is a 'legitimate expectation' of consultation. The duty of the LEA to consult appropriate persons under section 28 of the School Standards and Framework Act 1998 for the establishment and alteration of schools does not give parents a statutory right to be consulted. However, in the interests of fairness, it does give rise to a legitimate expectation that they will be given a fair opportunity to constructively criticise the proposal and express their own preferences about it. It should also be noted that a failure to consult in the case of a 'legitimate expectation' could be cured in the Welsh Assembly Government's later decision making process. [R v Gwent County Council ex p Bryant [1988]]

Relevant Considerations

53. Where the LA exercises its powers for proper purposes it must take into account relevant considerations and must not take into account irrelevant considerations. If the LA fails in this duty it could face a legal action in Judicial Review. The courts will identify the relevant considerations germane to the exercise of a statutory power, and will quash such exercise if those considerations are ignored or if irrelevant considerations are taken into account.
54. What is or is not a relevant consideration in any case will depend on the statutory context. The LA must have regard to matters material to its statutory obligation not to act in a way which is incompatible with human rights. The financial cost implications of the LA's action or proposed action will be relevant. The courts will also require the LA to have regard to an implied fiduciary duty owed to rate payers in respect of the funds at the LA's disposal.
55. Fairness to persons (rate payers) affected by a proposal will be a relevant consideration to be taken into account. The weight to be given to a relevant consideration is a matter for the LA, however the LA is always open to legal challenge by way of Judicial Review if the LA has acted unreasonably.
56. All of the above must be taken into account when determining which of the two options are preferred.

The legal implications as they relate to the recommendations in this report:

57. Proposal 1

The proposals set out in this report are dependant upon and interrelate with action taken by the Governing Body of St Teilo's Church in Wales School. It is understood that the Governing Body of St Teilo's agree to take such action subject to funding being in place as outlined in this report. However, in short the Council's proposals cannot proceed unless St Teilo's School moves to the Llanedeyrn High School site. For the proposals to have certainty it is advised that the publication of the Council's statutory notice be subject to the prior publication by Governing Body of St Teilo's of the relevant statutory notice and the recommendations are framed on that basis.

58. Proposal 2

In relation to the Eastern Leisure Centre site, the Council is the legal owner. It is designated public open space. Any disposal of public open space is subject to a public advertisement procedure under S123 Local Government Act 1972 and any objections received would require consideration. Subject to the latter, in land law terms there is legal impediment in the way of the proposal.

Financial Implications

58. Proposals in relation to schools in the East of Cardiff were originally identified as part of a financial model to the Executive in October 2007. In July 2008 a number of these proposals were agreed following consultation and the remaining in relation to St Teilo's Church in Wales / Llanedeyrn and Llanrumney /Rumney schools were identified as requiring further work on options appraisals.
59. This report brings forward the remaining proposals. Proposal 1, closure of Llanedeyrn High School and related matters, and Proposal 2, a new high school to serve Llanrumney and Rumney and related matters.
60. For Proposal 2, a number of options have been considered. The financial model detailed in Table Two includes the net costs of Option 1 which is a new build school on the Eastern Leisure Centre site. Table One below details the comparative costs of Option 1 against Option 3b, which is a combination of new build and refurbishment on the Rumney High School site. Both options include refurbishment of Eastern Leisure Centre.

Table One: Comparative Cost of Proposal 2 Options		Total Exp £millions	Total Funding £millions	Net Cost £millions
Option 1	New build school on ELC site	41.3	24.3	17.0
Option 3b	New build/refurbishment on Rumney Site	38.3	15.7	22.6
Difference				5.6

61. Option 3b will cost £5.6M more than Option 1 which would lead to a funding shortfall. For this reason, and for the reasons detailed in paragraph 32, Option 3b has been ruled out.
62. The remaining proposals are therefore Proposal 1 and Proposal 2 Option 1. Table Two details the updated financial model for these proposals:

Table Two : School Organisation Plan : Summary of the Potential Financial Model for Remaining Original Proposals

Expenditure	£ Millions	Income	£ Millions
Investment Programme	73.8	Capital Receipts	11.1
Organisational Restructure Costs	7.1	Notional WAG grant for St Teilos	20.5
		Net Revenue Realisation of Surplus Places	32.8

		General Capital Fund	6.9
		Unsupported Prudential Borrowing	9.6
Total Expenditure	80.9	Total Income	80.9

63. The financial model details total expenditure of £80.9M and covers the years 2008/9 to 2014/15 and identifies unsupported prudential borrowing of £9 million along with a General Capital Fund allocation of £6.9M. These funding sources have already been agreed as part of the annual capital budget setting process. Proposals in relation to schools in the East of Cardiff were originally identified as part of a financial model to the Executive in October 2007 with the proposals being considered both here and in the 14th July Executive meeting. The main financial changes from the original proposals in October 2007 are as follows:

- The investment programme has reduced, in part due to reduced construction cost inflation projections, which has been necessary to offset the increased costs in relation to the proposals for Glantaff and Plasmawr that were reported in the July Executive meeting.
- Organisational costs have increased due mainly to a requirement to strengthen project management resources
- Capital receipts have fallen due to the prevailing economic climate and adjustments to open space calculations
- Revenue release savings have fallen due to adjustments to falling pupil numbers

A General Capital Fund allocation of £6.9M was approved for the refurbishment of Eastern Leisure Centre and this has been included in the financial model

64. The model will need continual reassessment during its life bearing in mind both the length of the programme and the uncertainty of various figures both at this stage and throughout the life of the programme. In addition, it should be noted that this financial model is one part of a consolidated financial model including Fast Track Schemes and Welsh Medium Provision. This incremental approach will need to be carefully monitored.

65. The following points are important to note when considering expenditure within the proposed model:

Investment Programme

66. The investment programme costs included in the model is based on Initial Development Appraisals (IDAs). The investment programme is sufficient to effect the changes in provision required including a contingency provision. It resolves priority one repairs and significantly contributes to disability discrimination (DDA) issues for affected schools.

Also included is a provision for carbon reduction measures which is vital if the Council is to meet its stated target of 60% reduction in carbon emissions by 2018. In recognition of the remaining assumptions within the model an additional general contingency sum of 10% has then been added and the figures have then been adjusted for estimated construction inflation over the life of the model.

66. It should be noted that construction cost inflation has reduced sharply since the model was previously presented to Council. These reductions have been factored into the financial model, however in the present climate the construction market is very susceptible to financial pressures which invariably make it extremely difficult to make such predications with any confidence.
67. In relation to the proposals for St. Teilo's, a notional figure of £25.5M has been included within the model to be funded by a potential contribution from the WAG alongside a Council contribution. The contribution from both parties will be the subject of ongoing discussions and the figure has been identified in order to enable St Teilo's, if funding is provided by the WAG, to carry out a programme for building a new school.

Table Three – Summary of Capital Schemes

Summary Capital Schemes	£M
Proposals for St Teilo's / New Welsh Medium Cardiff High and Llanishen	34.5
New Llanrumney/Rumney high school And associated investment (Based on 10 form entry – 1500 pupils)	39.3
Total Capital Investment	73.8

68. The investment programme contains provisional sums to facilitate transport improvements. However it does not include revenue monies that may be required to finance changing transport provision and this will need to be identified as part of the medium term financial plan. In addition a review of the provision of transport within the affected areas of schools reorganisation will be considered.
69. The procurement implications of a programme on this scale are significant and exploration is continuing of the pros and cons of alternative procurement models that may be available. In particular a strategic partnership approach may be considered by the Council, particularly in connection with the potential transfer of elements of risk to the private sector. However any relocation of risks will be expected to carry with it a requirement to adjust returns accordingly.

Organisational Restructure Costs

70. Organisational restructure costs of £7.1M have been included in the model to recognise the costs of change over a long period of time. Additional monies have been set aside to strengthen project management and also included is the organisational impact on closing schools and the setting up costs of a new Welsh medium school. In terms of organisational restructure costs, money has been set aside to ensure that schools earmarked for closure or change are given significant additional resources to ensure that the pupils in their care can access a full and balanced curriculum during challenging times. It is assumed that the redundancy costs associated with the model will either be managed via the redeployment policy or funded from the service area budget. Similarly additional monies will also be required to finance transport costs and support additional pitch maintenance requirements and this will need to be identified as part of the medium term financial plan.

71. The following points are important to note when considering income within the proposed model:

- **Capital Receipts**

Capital receipts are included in the financial model at a figure of £11.1M. The value of particular sites at given times some years away, is particularly difficult to estimate. This arises largely from the unpredictability of future prevailing market conditions. It should also be noted that capital receipts are often received in tranches rather than one lump sum. In view of this and using accepted professional practice, the values in this model are based on a prudent view.

An important assumption made is that planning permission for housing is granted for all the identified sites, and any failure to secure planning permission could have a significant impact on the model. In addition, detailed studies on factors which may affect the realisable capital receipt such as ground conditions, access and section 106 obligations, are not yet known. Capital receipts provide a significant funding stream, and if the anticipated levels are not achieved then the model and the underlying individual proposals will need to be revisited.

Although the estimates for capital receipts are based upon a prudent view and make several assumptions as to planning permission etc, the current slowdown in the housing market and associated falling prices is a genuine concern. However, given the cautious nature of the estimates and taking a longer view then no adjustments are needed at this stage.

- **Net Revenue Realisation of Surplus Places**

An important assumption in the financial model is that revenue savings achieved from the removal of surplus places will be used for debt financing. This then supports capital expenditure of £32.8M within this financial model. Members will be aware that

local authorities are free to set their own capital programmes subject to affordability in the short and medium terms. For the guidance of Members, capital expenditure of £1million will generate charges to the revenue account of circa £100,000 per annum for 25 years.

Savings have been identified from three areas of delegated schools budgets as a result of the removal of surplus places as follows:

In line with Council policy, the amount allocated to schools as part of the delegated budget reduces as there is a fall in the number of pupils. Included within this financial model are revenue savings of £2.13M, which in turn is capable of supporting capital expenditure of £21.3M.

As premises are closed, monies are available from the revenue budgets that were previously used to maintain and manage the building, for example heating, lighting, cleaning and rates. Net revenue savings of £0.55M has been identified from premises closing as part of this programme which is capable of supporting capital expenditure of £5.5M and has been included in the financial model.

As pupils move to schools which have surplus capacity, an element of the age weighted pupil unit (AWPU) budget from the closing school is identified as surplus. In recognition of this, an efficiency saving of 0.5% has been captured against the AWPU budget of all delegated schools budgets for a period of five years from 2009/10 on. The revenue amount used within this model totals £0.6M and this is capable of supporting capital expenditure of £6M.

These adjustments will be made at the beginning of the year before individual delegated schools budgets are set.

- **Unsupported Prudential Borrowing**

A sum of £9.6M was agreed as part of the 2008/09 capital budget setting process for all proposals in the East. It should be noted that the capital budget also included a provision in relation to the Eastern Leisure Centre of £6.9M.

- **Other Capital Funding**

Officers will continue to make the WAG aware of the pressing need for further funding streams to be made available to tackle the costs of reorganising schools. In particular potential funding streams associated with the changing 14-19 Agenda will be considered.

- **Financial Risks**

A significant number of financial risks are attached to the financial model. These risks will need to be regularly monitored and mitigation steps taken where ever possible to reduce the residual risk, for example entering into a strategic partnership.

Key general risks include:

Changing estimates for construction costs following feasibility studies and design;

The management of cost over-runs and building inflation exceeding contingency levels;

The potential for underachievement of capital receipts and revenue savings;

The potential for future WAG capital funding levels to be reduced;

The cash flow impact in the timing of expenditure and income;

The potential for the revenue costs of closing schools and opening others to be higher than estimated;

- 72 Several fundamental issues remain in respect of the new St Teilo's school at Llanedeyrn which will need to be resolved with the Diocesan authorities:

The extent of respective land ownerships of Church and Council at St Teilo's;

The value of the respective land to be transferred at St Teilo's and Llanedeyrn;

The cost of a new Church in Wales Secondary School at Llanedeyrn and the proportions that WAG, the Governors/Diocese and the Council will be liable for;

73. This paper proposes to reallocate to the schools capital programme sums which become available from realising savings within the Council's delegated schools budget. These amounts are then ring-fenced to support capital expenditure on schools however this will reduce the amount allocated by the Council to schools delegated budgets. Whilst it is impossible to predict the budgetary allocation by other Councils in Wales to schools' delegated budgets, there must be a risk of Cardiff's comparative position deteriorating, as a result of the reallocation from schools delegated budgets to the capital programme, particularly if further efficiencies savings are required to support general savings across the Council.

- 74 As the life of the programme extends over a number of years there will be a need to review at least annually the cash-flows within the project to ensure that they are sustainable. Generally expenditure within the model occurs ahead of income, the sums received and receivable must be sufficient to fund commitments and where necessary proposals may need to be amended to take account of the financial position within the model at a point in time.

Human Resources Implications

75. A Human Resources Framework has been produced in consultation with key stakeholders including headteachers, governors, representatives of the diocesan authorities and the trade unions. It provides the basis for managing the human resources issues associated with School Organisation Planning and its purpose is to support governing bodies and staff working in schools, through a variety of strategies and with the ultimate aim of minimising compulsory redundancies.
76. Human resources strategies and action plans specific to each separate type of reorganisation proposal will be developed to ensure that the human resources issues are properly planned for and managed during the period of change. Whilst these strategies and action plans will form the basis of significant support provided by the Council to schools, the respective roles and responsibilities of key stakeholders will be fully described. Each strategy and action plan will be further developed by individual governing bodies and the Council, in consultation with the trade union representatives and staff, so that they meet the needs of individual schools and take into account the timescales for the implementation of the proposals. A fundamental aim of each strategy and action plan will be to ensure that appropriate staffing levels are maintained throughout the period of change for individual schools.
77. A key aspiration for the Council is to achieve staff reductions as far as possible through redeployment rather than voluntary or compulsory redundancies. Therefore the Council is committed to maximising opportunities for school staff to secure employment in other schools in Cardiff, and in particular, in new schools which are established as a result of any agreed proposals. The Staffing of Maintained Schools (Wales) Regulations 2006 delegate to school governing bodies all decisions in relation to the appointment and dismissal of staff, therefore, in order for redeployment to work effectively a partnership approach is required across all school governing bodies. In order to secure this a Redeployment and Redundancy Policy and Procedure has been commended to and adopted by around 97% of school governing bodies. This is an excellent indication of the commitment across Cardiff schools to supporting each other through budget difficulties and school reorganisation. People and Organisational Development, with the support of the Chief Schools and Lifelong Learning Officer, will continue to work with those governing bodies that have not yet adopted the policy with the ultimate aim of securing 100% adoption. Comprehensive guidance has been developed to support the practical organisation, management and administration of the redeployment process and successful redeployments are taking place.
78. The specific proposals highlighted in this report will have different human resources implications and these are as follows:

Proposal 1 Closure of Llanedeyrn High School and Related Matters

79. In order to provide stability in leadership and management terms the governing body of Llanedeyrn High School has recently appointed a new Headteacher who started in September 2008. The school continues to have in place an acting Deputy Headteacher. The school currently employs 44 teaching staff and 56 support staff which includes 17 non DSU cleaners. Should the proposal to close the school go ahead some staff could, if they choose, be in a position to access their retirement benefits. Through individual staff meetings the aspirations of these staff will be sought in order to fully assess the redeployment needs. Once timescales for closure are confirmed officers will work with the school's senior management to anticipate the curriculum and staffing needs and determine the level of staffing reductions required year on year.
80. The relocation of St Teilo's CiW High School in itself should not significantly impact on staff at that school other than through changes to their working environment. Any increase in the school's admission number could provide opportunities for redeployment for staff of Llanedeyrn High School. As St Teilo's CiW High School is voluntary aided the governing body of the school is the employer of its staff. The governing body has adopted the Redeployment and Redundancy Policy and Procedure and should Proposal 1 be chosen officers will work closely with the governing body to identify and plan for any increase in staffing requirements which takes account of the additional faith criteria for employment in voluntary aided schools.
81. As the numbers of pupils at Llanedeyrn High School reduce in the period leading up to closure and the numbers of pupils increase at St Teilo's CiW High School the governing bodies of both schools will be encouraged to enter into partnership arrangements to maximise educational opportunity through shared staffing arrangements. At an appropriate point in time it may be desirable for the leadership and management of Llanedeyrn High School to be undertaken in partnership with St Teilo's CiW High School.
82. Changes to the catchment areas of Cardiff and Llanishen High Schools may also provide redeployment opportunities.
83. The timing of Proposal 2, with the options around the potential closure of Llanrumney and Rumney High Schools and the opening of a new Eastern school, may provide employment opportunities for Llanedeyrn High School staff who may, subject to the agreement of the temporary governing body of the new Eastern school, be able to apply for vacancies on a ring fenced basis, along with the staff of the other two schools. The overriding responsibility for the Council is to maximise opportunities for employment for all staff and to avoid treating certain groups of staff more favourably than others. This specific issue has been discussed with the trade unions which are supportive of ring fenced recruitment on this basis.
84. The opening of a third Welsh Medium High School may create employment opportunities although there is uncertainty around the timing of such a proposal. A key challenge will be to recruit to posts,

including leadership posts, and it is possible that the two existing Welsh Medium Secondary Schools in Cardiff could lose staff as a result of the expansion of Welsh Medium provision. The Wales Assembly Government provides training opportunities for Welsh speaking teachers who work in English medium schools. The Council is actively supporting this programme by reminding all schools of its availability, and those Welsh speakers working in closing schools. A briefing session was held with officers from the Schools & Lifelong Learning Service and the Welsh Assembly Government and a number of teachers attended to find out more about the programme. The Schools & Lifelong Learning Service is exploring similar opportunities for school support staff.

85. Proposals to invest in Ysgol Glantaf and Ysgol Plasmawr in order to accommodate increased pupil numbers could result in increased staffing in both schools. With the eventual opening of a third Welsh Medium High School it is likely that both schools would in the future need to manage the staffing consequences of reduced pupil intake and in order to best support this the governing bodies of all three Welsh Medium High Schools will be encouraged to work closely with each other to achieve the desired staff changes.

Proposal 2 New High School to serve Llanrumney and Rumney

86. Llanrumney High School has in place permanent arrangements at Headteacher and Deputy Headteacher level. The school currently employs 45 teaching staff and 42 support staff which includes 12 non DSU cleaners. Should the proposal to close the school go ahead some staff could, if they choose, be in a position to access their retirement benefits.
87. Rumney High School has in place an acting Headteacher and Deputy Headteacher. The acting Headteacher is the permanent Deputy Headteacher. The school currently employs 56 teaching staff and 35 support staff. Should the proposal to close the school go ahead some staff could, if they choose, be in a position to access their retirement benefits.

Through individual staff meetings the aspirations of staff at both schools will be sought in order to fully assess the redeployment needs.

88. The opening of a new school will provide redeployment opportunities for staff. In accordance with the Staffing of Maintained Schools (Wales) Regulations 2006 Headteacher and Deputy Headteacher posts in the new school will be advertised on a national basis. It is proposed that subject to the agreement of the temporary governing body established to oversee the opening of the new school, the recruitment process for other posts will be undertaken on a ring fenced basis, in the first instance to staff affected by the closure of existing Secondary Schools. Job descriptions and person specifications will be developed and robust recruitment processes will be followed to make appointments to the new school. It is anticipated that any remaining vacant posts will be

advertised firstly across Cardiff schools, which as a consequence could create further redeployment opportunities. Any remaining vacancies would then be advertised through the usual arrangements.

89. Before the opening of a new school both current schools will need to harmonise key aspects of their work. The leadership and management arrangements will need to be carefully considered, as the appointment to the post of Headteacher Designate of the new school will need to be made as early as possible. In recent years both Llanrumney and Rumney High Schools have lost staff as a consequence of falling pupil numbers, and this is expected to continue. Opening the new school at the earliest opportunity will mean that as appointments are made successful candidates will have more security about their employment situation.
90. Should Proposal 2 be chosen, key decisions will need to be taken on the site developments for the new school. A rebuild of any existing facilities could result in the need to temporarily relocate staff. The need for further consultation on Options 2 and 3 will result in prolonging the period of uncertainty for the staff of Llanrumney and Rumney High Schools. Both schools continue to address staffing issues arising from budget difficulties and although largely this has been achieved through voluntary means, one school governing body has selected staff for compulsory redundancy.
91. The opportunity for the provision of new youth centre facilities coupled with the rationalisation of existing facilities to better meet the needs of both Llanrumney and Rumney could impact on staff employed in the Lifelong Learning Service. There will need to be an appropriate process of consultation with staff and any reductions in staff managed through the Council's Redeployment Policy.

Cefn Onn Primary School

92. Cefn Onn Primary School has in place permanent arrangements at Headteacher and Deputy Headteacher level. In addition, the school currently employs 8 teaching staff and 27 support staff which includes breakfast scheme staff. Should the proposal to close the school go ahead some staff could, if they choose, be in a position to access their retirement benefits.
93. Cefn Onn Primary School continues to address staffing issues arising from budget difficulties and which has recently resulted in the governing body selecting staff for compulsory redundancy/redeployment.
94. It is anticipated that vacancies in the Primary sector in Cardiff will provide potential opportunities for the redeployment of staff from Cefn Onn Primary School with the aim of avoiding compulsory redundancies. As the numbers of pupils reduce in the period leading up to closure there is likely to be a need for staff numbers to also reduce. During this period some staff may choose to move on and although this may coincide with any need to reduce staffing levels year on year, this may present recruitment needs for which temporary arrangements can be made.

Changes to the catchment areas of other schools in the locality will be reviewed and increases in staffing levels in those schools will be regarded as redeployment opportunities.

General

95. Any type of organisational change is likely to impact on staff behaviour patterns and motivation. It is therefore essential that staff have definitive information on the proposals for the school in which they work and have access to appropriate levels of support both from within the school and from the Council.
96. Communication processes will need to be clear in order that governingbodies and staff affected by proposals receive information delivered in a sensitive and timely way. The trade unions are keen that school staff can have access to high levels of support through the process of school organisation change. Trade unions will be invited to engage with individual school organisation proposals through the regular meetings with officers and at schools. The trade unions expect that clear communication arrangements are put in place at Council and at individual school level between officers, governing bodies, school leadership teams and staff. They have stated that greater demands will be placed on trade union representatives supporting school staff and have called for a substantial increase in facilities time to ensure that their members are properly supported.
97. Extensive additional supporting documents have been produced by the Council's People and Organisational Development Service. These provide wide ranging guidance for key stakeholders and will be amended to meet changing circumstances as the school organisation plan is rolled out. The key documents available at present are the following –
- Human Resources Framework
 - Individual School Human Resources Strategy and Action Plan - School Closure
 - Individual School Human Resources Strategy and Action Plan - Primary Amalgamation
 - Individual School Human Resources Strategy and Action Plan - New School (to follow)
 - Individual school staff numbers and age profiles (schools referred to in report)
 - FAQ document
 - School Redeployment Guidance, Flowchart and skills pro forma

Impact on Council Services

98. The ongoing development and implementation of school organisation proposals needs to be fully and properly resourced. Consideration must continue to be given to the capacity of current staffing across key services to undertake the analysis of needs, to propose solutions, develop further school organisation proposals and manage the implementation of any subsequent plans. In particular, the proposed

significant increase in spending within the Capital Works Programme will mean that there needs to be sufficient capacity to deliver and monitor the agreed programmes of work. The Council will need to properly support governing bodies and staff throughout the period of change and ensure that there is sufficient officer capacity for this alongside the other services and support provided.

Trade Unions

99. The Schools and Lifelong Learning Service has regularly engaged with the trade unions on the broad development of the school organisation proposals. In particular there has been extensive consultation on the Human Resources Framework through the Schools & Lifelong Learning Service Area Joint Committee, the Works Council and also the Schools Sub-Committee which has trade union representation. The trade unions have welcomed the Human Resources Framework and the Council's commitment to allow school support staff access to the same level of support and salary protection as teachers have through their national pay, terms and conditions. They have specifically requested that teachers are encouraged to participate in training programmes available for Welsh speaking staff, and that in the absence of any similar Wales Assembly Government provision for school support staff that the Council provide a suitable programme.
100. The trade unions are keen that school staff can have access to high levels of support through the process of school organisational change. Trade unions will be invited to engage with individual school organisation proposals through the regular meetings with officers and at schools. The trade unions expect that clear communication arrangements are put in place at Council and at individual school level between officers, governing bodies, school leadership teams and staff. They have stated that greater demands will be placed on trade union representatives supporting school staff and have called for a substantial increase in facilities time to ensure that their members are properly supported.
101. The trade unions acknowledge the high percentage of school governing bodies that have adopted the Redeployment and Redundancy Policy and Procedure. Whilst acknowledging that appointment decisions are delegated in law to school governing bodies they have a shared expectation that governing bodies across Cardiff and officers work together to maximise employment opportunities for school staff. They are encouraged by the redeployment successes in 2007 and so far in 2008.
102. The trade unions believe that increased burdens may be placed on staff working in schools that are reducing in size, and in particular in the period leading up to closure. They believe that in order to support these staff school communities must work collaboratively in the interests of pupils and staff.
103. Through the Schools & Lifelong Learning Service Area Joint Committee the trade unions have registered their concerns that the school organisation proposals are properly resourced by the Council. In

addition they have expressed their expectation that the Council commits to transparent and open decisions in order that the future of schools is known and is clear to all.

104. Extensive additional supporting documents have been produced by the Council's Human Resources staff. These provide wide ranging guidance for key stakeholders and will be amended to meet changing circumstances as the school organisation plan is rolled out. The key documents are available as background papers.

Equality Impact Assessments

105. All proposals have been screened using the Council's corporate Equality Impact Assessment model. The screening has confirmed that one group is not more or less advantaged or favoured than any other as a result of these proposals and that they are sound from an equality perspective.

Traffic/Transport Impact Assessments

106. Initial traffic and transport impact assessments have been undertaken in respect of these proposals. Additional work has been identified and this will form part of the overall building works being proposed as a result of school organisation.

Sustainability Assessments

- 107.. The proposals contained in this report have undergone sustainability appraisal using the Councils Sustainability Appraisal Matrix. Any proposal selected for implementation would be subject to a more detailed sustainability appraisal. Additionally any proposal selected for implementation may require an Environmental Impact Assessment (EIA) and this would be dealt with via the planning process.
108. *Strategic Environmental Assessment (SEA)* - These will be undertaken and taken into account as required.

RECOMMENDATIONS

The Executive is recommended to:

- (1) To agree to (a) and (c) subject to (b):
 - (a) The publication of appropriate statutory notices for the following proposals:
 - (i) To discontinue Llanedeyrn High School. The closure to be phased from September 2010 and completed by August 2014.
 - (ii) To establish a new 6 form entry 11-18 Welsh-medium high school on the current St Teilo's Church in Wales High School site. The new school to be established in September 2012.

- (b) The prior publication by the Governing Body of St Teilo's Church in Wales High School of an appropriate statutory notice to make prescribed alterations to that school by increasing its admission number to 240 from September 2010 and, by a phased transfer of the school onto the site of the existing Llanedeyrn High School with new buildings.
 - (c) That officers report to the Executive on the outcomes of the notices, after the statutory objection period has been completed.
- (2) To proceed further with the original proposal for the replacement of Llanrumney and Rumney High Schools, namely
- (i) to publish an appropriate statutory notice for the closure of these 2 schools and to establish a new-build 11-16 high school in September 2012 with an initial capacity of approximately 1,500 pupils in new-build premises on the Eastern Leisure Centre site with the potential for this to be enlarged in the future to a the original proposed capacity of approximately 1,650 pupils should circumstances warrant it.
 - (ii) to further develop the initial feasibility process into outline proposals
 - (iii) to agree that officers report to the Executive on the outcomes of the notice, after the statutory objection period has been completed.
- (3) Approve the changes in the implementation dates to be included in the statutory notice for the proposed closure of Cefn Onn Primary School, so that the closure would be phased from September 2010 and would be completed by August 2012.

NEELAM BHARDWAJA

Corporate Director
28 November 2008

The following Appendices are attached:

- Appendix 1.- St Teilo's Church in Wales High School: Draft Revised Admissions Policy and Arrangements
- Appendix 2 - Risk Register

The following Background Papers have been taken into account:

- Equality Impact Assessment Initial Screening: Llanedeyrn/St Teilo's CW
- Equality Impact Assessment Initial Screening: Llanrumney/Rumney/ELC
- Sustainability Matrix: Llanrumney/Rumney/ELC
- Sustainability Matrix: Llanedeyrn/St. Teilo's CW



ST TEILO'S CHURCH IN WALES HIGH SCHOOL

DRAFT REVISED ADMISSIONS POLICY AND ARRANGEMENTS

St Teilo's Church-in-Wales High School is a comprehensive school which exists primarily to serve the needs of Church-in-Wales parents who wish their children to be educated within a system which introduces the pupil to an understanding of life based on the Christian faith as taught by the practices, rites and doctrines of the Church-in-Wales. In addition the school seeks to promote Christian education in the wider community. As a comprehensive school the Governors admit children without reference to ability or aptitude. All children whose parents wish them to attend this school, subject to the provision of the Education Acts, will be admitted provided the number seeking admission does not exceed the accommodation available, at this stage, 240 places. In accordance with statutory requirements, the Governors have a duty to admit, following proper application, Looked-After Children, and children where the school is named in a statement of Special Educational Needs in accordance with the published admissions criteria.

The Governors will admit up to 240 children to Year 7 each September; this will comprise of **160 Foundation Places**, and **80 Parish Places**. This admission limit has been agreed in principle between the Governors and the Cardiff Local Education Authority and will apply when other statutory changes to school admissions are agreed and implemented. The Governors of aided schools are responsible for the admission arrangements but are required to consult the Local Education Authority before any changes are made.

All parents applying for admission do so knowing that the school aims to provide an education based on Christian principles and therefore the **Governors expect all pupils to take part in the Christian worship of the school, to attend all religious education lessons and participate in all other educational activities.**

OVER-SUBSCRIPTION CRITERIA FOR FOUNDATION PLACES

The Governors will offer 160 Foundation Places each academic year. **In the event of over-subscription, places will be offered in accordance with the categories detailed below.** Within each category first priority will be given to:-

- a. Those who **fully** satisfy the criterion, but who also have a brother or sister already in attendance at the school who joined before **Year 12 (Sixth Form)**
- b. Those who **fully** satisfy the criterion, and the **proximity of the family home** to the school.

A. Children who have been baptised and who attend a Church in Wales primary School and whose families are active and practising* members of the Anglican Community.

Places will be allocated on the basis of the evidence provided on the Application Form by the family, and confirmed by the clergy, of the frequency of church attendance and contribution to the life, work and witness of the church.

B. Children who have been baptised and attend any other Primary School whose families are active and practising* members* of the Anglican Community.

Places will be allocated on the basis of the evidence provided on the Application Form by the family, and confirmed by the clergy, of the frequency of church attendance and contribution to the life, work and witness of the church.

C. Children who attend a Church in Wales or other Primary School whose families are active and practising* members of another mainstream faith.**

Places will be allocated to families who fully meet the criterion, on the basis of the evidence provided on the Application Form by the family and confirmed by the minister/clergy, of the frequency of church attendance and contribution to the life, work and witness of the church.

D. Children of Church in Wales families, or those belonging to another mainstream faith, who provide evidence at the time of application, that the child has a particular educational, social or medical need which can be met especially well within the Caring Christian environment of St. Teilo's School and who are already in support from the church in meeting those needs.**

In the case of over subscription, places will be allocated on the basis of the evidence provided by the family in a Personal Statement and confirmed by the minister/clergy and professional consultant as appropriate.

* The determination of active and practising is made by reference to the answers to questions on the Application Form and the period of active worship is as significant as the frequency.

** Such Churches will be subscribers to the Covenant for Church Unity in Wales and/or Members of Cytun. These are: Presbyterian Church of Wales, Union of Welsh Independent Churches, Baptist Union of Wales, Methodist Church, United Reform Church, Covenanted Baptist Churches, Salvation Army, Roman Catholic, Congregational Federation of Churches, Religious Society of Friends, Orthodox Church, together with such other Independent Christian Churches who serve the locality and have a relationship with the School. Members of other major faith groups, as defined by the Inter-Faith Council for Wales, will also be considered under this heading.

If there are fewer than 160 qualified applicants for Foundation Places any unfilled places will become additional Parish places.

OVER-SUBSCRIPTION CRITERIA FOR PARISH PLACES

The Governors have designated 80 places each year as Parish Places to be offered to children who do not qualify for Foundation Places, but whose parents have chosen the school for the type of education it provides. In the event of over-subscription, places will be offered in accordance with the categories below. Within categories B-E the proximity of the family home to the school will (where necessary) be used to determine the allocation.

- A The presence of a brother or sister in the school who joined the school before Year 12 (Sixth Form).**
- B Children who attend St David's or All Saints Church-in-Wales Primary Schools, whose family do not satisfy the criteria for admission to a Foundation Place.**
- C Children whose family home lies within the catchment areas of Bryn Celyn, Glyncoed, Llanedeyrn and Springwood Primary Schools, whose family do not satisfy the criteria for admission to a Foundation Place.
- D Any other children whose family do not satisfy the criteria for admission to Foundation Place.
- E Any child with a particular educational, social or medical need who the Governors believe would benefit from a place in the school. Supporting evidence should be supplied at the time of application from a relevant professional such as a doctor, social worker or educational psychologist.**

SIXTH FORM ADMISSIONS POLICY

St Teilo's has a highly successful Sixth Form. We offer programmes at Level 2 and Level 3, catering for students with a wide range of abilities and aptitudes. In considering applications, our aim is to accept students onto courses on which they can be successful. Evidence for making this judgement has to be an appropriate level of prior academic achievement and evidence of a positive, self-motivated approach to learning.

METHOD OF APPLICATION

Prospectuses and application forms are published during the Autumn Term each year, and are available to all. They are specifically issued

- a) to all students in our Year 11
- b) visitors to the Sixth Form Open Evening in November
- c) on request

Information, advice and guidance meetings are set up for every prospective Sixth Form student with their parents to provide expert professional support at a critical time of decision.

ENTRY CRITERIA FOR COURSES

Academic entry requirements for levels of programme are:

For Level 2 (BTEC First) programmes: evidence of a positive, self-motivated approach to learning with 4 or 5 GCSE (or equivalent) passes at Grade E or better.

For AS courses (Level 3): evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade C or above. Individual AS courses may have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus each year. Students who have not achieved at least a C grade in Maths and English will be advised to re-sit as part of their sixth form studies.

The minimum entry requirement to move onto an A2 course is that a student has obtained at least a pass in the relevant AS qualification. The minimum entry requirement to move into Year 13 from an AS Year is to have obtained 2 passes in AS subjects.

APPLICATIONS FROM STUDENTS NOT STUDYING IN YEAR 11 AT ST TEILO'S

Each year a number of students join our sixth form from other schools. Applications are welcomed from such students who wish to continue their studies at St Teilo's. The academic entry requirements for courses are as detailed above. Our admission number for external applications is thirty.

OVER-SUBSCRIPTION CRITERIA FOR SIXTH FORM PLACES

Where over-subscribed we will give priority to applicants as follows:

1. Looked after children.
2. Siblings of students on the roll of the school on the 1st September 2008.
3. All other applicants.

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school. Applicants refused admission to our sixth form are entitled to appeal to an independent appeals panel.

TRANSFER TO SECONDARY EDUCATION – SEPTEMBER 2009 NOTES FOR PARENTS

Please read these notes before completing the Application Form for a place in St. Teilo's Church-in-Wales High School, and retain these notes until after you have received the result of your Application or Appeal (See note 10).

1. St Teilo's and The Bishop of Llandaff Church-in-Wales schools both admit Year 7 pupils according to an admission limit agreed with the diocese and the LEA. The Bishop of Llandaff Church-in-Wales High School normally serves those who live in the area west of Caerphilly Road/North Road including Whitchurch, Gabalfa, Llandaff, Llandaff North, Tongwynlais, Penarth, Barry and beyond as well as the Docks. St. Teilo's Church-in-Wales High School normally serves those who live in the area east of Caerphilly Road/North Road including Thornhill, Llanishen, Lisvane and beyond as well as Grangetown.
2. A booklet containing information to parents about the provision of Secondary Education in Cardiff County may be obtained from the Cardiff County LEA, Education Offices, Atlantic Wharf, Cardiff. The school prospectus, containing detailed information about St. Teilo's Church-in-Wales High School, may be obtained on request from the Head Teacher.
3. **Before completing the Application Form, it is essential that you discuss it with your Parish Priest/Minister, who will advise you if you experience any difficulty in completing the application form.**
4. When you have completed the Application Form send it to the Head Teacher at the address given on the form. You will receive an acknowledgement of your application within 14 days of the closing date which is the 11th December 2008. If no acknowledgement is received you should contact the Head Teacher concerned as your Application may have gone astray.
5. Your application will be considered carefully and sympathetically by the Governors, but the completion of the Application Form does not automatically give your child a place in the Church High School of your choice.
6. Your application will be considered carefully and sympathetically by the Governors, but the completion of the Application Form does not automatically give your child a place in the Church High School of your choice.
7. The Governors, in considering your child for a place in this Church High School, do not take into account scholastic ability but primarily, in the event of the applications received exceeding the accommodation available, your family connection, that is, Father, Mother and Child, with the Church-in-Wales (Anglican). You are advised to read 'Over-subscription criteria' contained within this document.

8. If a place is offered by the Governors, and it is accepted, your child will not normally be reserved a place in a County High School serving the area in which you live.
9. The acknowledgement slip, accepting or refusing the offered place, must be returned immediately, direct to the Clerk to the Governors, at St. Teilo's Church-in-Wales High School.
10. If, after acceptance, you do not wish to take up the place reserved in the Church High School, you must immediately write to the Governors as there is normally a waiting list, arising from Appeals (See Note 10), for any vacancies that might arise.
11. If the Governors do not offer a place to your child, the Cardiff County Education Authority will send you a letter indicating the County High School at which a place has been reserved for your child. If you wish to appeal against the Governors' decision, you must immediately write to the Clerk to the Governors giving your reasons for appealing. (Include any letters or other information of support for your appeal, i.e. letters from Parish Priests/Local Councillor, Teacher, etc.) Your letter of appeal will be acknowledged, but if you do not receive this acknowledgement within 28 days you should get in touch with the Clerk to the Governors as your Appeal may have gone astray. In such circumstances you will be informed later when your Appeal is to be considered by the specially constituted Appeals Committee.
12. Re-application following a refusal of a place and unsuccessful appeal is not permitted, and would not be considered.
13. Transport arrangements for pupils to the High School will be sent to parents at a later date.
14. Parents, may, if they so wish, obtain a copy of the Code of Practice for Admissions.

IN-YEAR ADMISSIONS

For parents who apply for admission for their child in the course of the year, and who are not applying for admission to Year 7 under the criteria above, the following procedure will apply.

1. Any parent enquiring about admission will be asked to fill in a formal application form, with the special request made to supply a church reference.
2. All completed application forms will be acknowledged by letter.
3. Where the appropriate Year group is already full, the parents will be informed that their child's application form will be kept on file.
4. When a space becomes available, all received applications will be considered against the following published criteria:

- a. Children with known educational, social or medical needs who the Governors believe would benefit from a place in the school;
 - b. Church Affiliation and Reference
 - c. The presence of a brother or sister in the school, who joined the school before Year 12.
 - d. Proximity of the home to the school.
5. Details concerning the number of applications and their contents will be treated as strictly confidential. No information relating to applications for admission will be divulged to other parties
 6. The admissions procedure will normally be delegated to the Headteacher by the Admissions Committee, unless there are special circumstances in which either the Headteacher or the Governing Body feel it necessary to convene the Admissions Committee.
 7. Where there are spare place(s) within the year group, a written reference will be sought from the child's previous school and nominated church referee, to provide as full a picture as possible of the individual child and his/her needs. The parents and child that best meet the criteria will be invited to visit the school and discuss admission.
 8. The Governors reserve the right to refuse admission where it is felt that it could be detrimental to the best interests of the child, or the school. In such circumstances, no further application will be permitted.
 9. Parents whose child is to be admitted will be informed in writing. Where an application that is turned down by the Governors, the parents will be informed in writing and given details of the appeals procedure.
 10. Admissions will be held on file for two years, and after that time will be deemed to be "spent".
 11. Providing the application has not been refused (see 8 above), parents may re-apply after this two year period has elapsed.

RISK REGISTER
SCHOOL ORGANISATION PLANNING PROPOSALS
CORPORATE RISK

Risk Ref No.	Risk Description	L	I	Level of Inherent Risk	Current Controls	L	I	Residual Risk
SOP001	Risk that expenditure costs for individual projects may increase as the project moves forward.	4	5	7. Severe	Proposals have undergone initial appraisals; as such the financial projects have been updated and peer reviewed/verified by our partners in the private sector. All projects are subject to sound and well rehearsed project management principles and are regularly reviewed to ensure that they are delivered to budget and on time. Contingency sum established.	3	5	6. High
SOP002	Risk that the organisational impact on revenue budgets has been underestimated	4	4	6. High	Organisational impact of the proposals to be continually reviewed.	3	4	5. Major
SOP003	Risk that capital receipts within the financial model do not achieve the level or the timescale included in the financial model.	4	5	7. Severe	Potential use of private sector partner to increase the level of certainty within the programme, although any financial return would need to be identified and recognised as part of this risk transfer.	4	4	6. High
SOP004	Risk that revenue savings are not achieved due to pressures on revenue budgets.	3	4	5. Major	All stakeholders to clearly understand the impact on the model of not realising revenue savings.	3	3	4. Significant
SOP005	Risk that the procurement process delays the implementation timetable.	4	3	5. Major	Implementation programme needs to be developed in detail to inform the procurement strategy so that work can begin straight away to reduce potential impact.	3	3	4. Significant
SOP006	Proposals not accepted in part or in whole leading to failure by Council to deal with problems of surplus places, increasing Welsh Medium demand, school budgetary pressures and shortcomings in school buildings	4	5	7. Severe	Opportunity exists for the Executive to delay decision on initiating the statutory notice processes on proposals where further options appraisals need to be carried out.	3	5	6. High
SOP007	Stakeholders regard proposals as decisions, with detrimental effects on some schools and the quality of education provided	3	5	6. High	Quality of communications and consultation strategy enables key stakeholders to understand timescales and procedures before proposals become decisions	2	5	5. Major
SOP008	Population changes affect pupil number data, affecting the funding stream and the proposals across the wider Financial Model.	4	4	6. High	Data reviewed annually; proposals reviewed on at least annual basis	3	4	5. Major
SOP009	Parents dissatisfied with proposals and seek to secure education for their children elsewhere	3	4	5. Major	Full consultation with parents before individual proposals accepted	2	4	4. Significant
SOP010	Detrimental affect on employee morale and motivation with potential impact on learning and teaching	4	3	5. Major	Regular communication, availability of officer and Advisor support	3	3	4. Significant
SOP011	Poor take up of Voluntary Early Severance resulting in unmanageable redeployment pool	3	3	4. Significant	Undertake early assessment of staff preferences. Provide information to staff to assist decision making	2	3	3. Moderate
SOP012	Unable to recruit or retain staff in schools potentially affected by proposals	4	4	6. High	Consider recruitment incentives at appropriate time in consultation with school governing body. Assess potential for partnership working with other schools in locality.	3	3	4. Significant
SOP013	Unable to redeploy staff into other school posts to avoid compulsory redundancy	3	3	4. Significant	Redeployment and Redundancy Policy and Procedure commended to governing bodies. Aim for 100% adoption by governing bodies, and meet those that are reluctant to adopt. Provide detailed guidance on practical application of redeployment highlighting respective roles of partners. Human Resources to undertake a proactive and facilitative approach to maximise redeployment to school posts.	2	2	2. Low
SOP014	Capital costs and design appraisals are in the form of broad brush overall desk top studies based on theoretical assumptions.	4	4	6. High	Initial Development Appraisals to be worked up into feasibility studies to ensure that Capital costs are robust	3	3	4. Significant
SOP015	Data upon which capital cost calculations are based may be insufficient or incorrect affecting cost outputs. Consequential overstating or understating of funding requirement	4	3	5. Major	Initial Development Appraisals to be worked up into feasibility studies to ensure that Capital costs are robust	3	3	4. Significant
SOP016	Backlog and DDA data is historical and may not reflect current upgrading cost. No allowance for inflation calculable resulting in overstating / understating funding requirements.	2	3	3. Moderate	Backlog and DDA data to be reviewed and based on the Asset Management Programme.	2	2	2. Low
SOP017	Capital expenditure figures include numerous assumptions and caveats. Likelihood of constraints not yet identified becoming apparent when undertaking full feasibility study	4	4	6. High	Contingency of 10% has been included to counteract potential impact of changes.	3	3	4. Significant
SOP018	Capital expenditure estimates based on current 2nd quarter 2008 . Allowance for changes in tender price index could turn out to be incorrect.	2	3	3. Moderate	Costs to be reviewed on at least an annual basis.	2	2	2. Low
SOP019	Lack of strategy to meet the construction works programme. Risk of project delays and budget overruns.	3	3	4. Significant	All parties associated with SOP to have an input to procurement / design / decision making process. Procurement Strategy being developed along with options on a strategic partnership approach	2	3	3. Moderate
SOP020	Insufficient staff capacity to manage all processes connected with progressing proposals in an effective and timely manner.	5	5	7. Severe	SOP Project Team established to manage processes and undertake associated tasks. Resource Plan (Short / Medium / Long Term) to be developed for programme.	3	3	4. Significant
SOP021	Capital cost calculation methodology may result in overstating or understating funding requirement	2	3	3. Moderate	Methodology has been independently reviewed.	1	3	2. Low
SOP022	Risk that limited resource restricts the scope for compliance with the communications strategy developed to support the project. Impact will not only be felt on the project and the schools service but will also put the organisational reputation at risk.	5	5	7. Severe	Recognition of the need to resource communications adequately and identification of the required team in a timely manner. Resource Plan to be developed for programme.	3	3	4. Significant
SOP023	Risk that time constraints resulting from the current process will limit the scope of communications activity. Flexibility is severely limited.	5	5	7. Severe	Recognition that changes to quality of materials may be required or compromise on final sign-off processes in order for objectives to be achieved.	3	3	4. Significant
SOP024	Risk that WAG does not identify a similar replacement for the SBIG grant.	5	5	7. Severe	Council officers to continue to lobby the WAG on the need to identify appropriate levels of funding. As part of the Transforming Education Report, there is a opportunity for Council's to develop a business case to access £400m funding from WAG	3	5	6. High
SOP025	Cashflow impact of expenditure and income impacts upon the ability to deliver the proposals.	5	5	7. Severe	Cashflow monitored regularly and mitigation action taken where appropriate.	3	5	6. High
SOP026	Risk that timescales quoted in the Executive Report, and which will be the subject of consultation, for implementing proposals are challenging, particularly in the case of the complex logistics within proposals.	5	5	7. Severe	Ongoing work and options appraisals include the management of timescales.	3	3	4. Significant
SOP027	Risk that key issue raised by Estyn in recent inspection will not be sufficiently resolved in the timescales required.	5	5	7. Severe	Estyn recognise that significant progress has been made towards implementing the SOP Programme and that processes around Proposal Development and Project Management are robust.	3	5	6. High
SOP028	Risk that pupils requiring Welsh medium education will be unable to attend Welsh medium schools owing to lack of places.	5	5	7. Severe	Proposals in place to alleviate the pressure on Welsh Medium Schools. Financial Model includes a provision for dealing with interim Welsh Medium demand.	3	3	4. Significant
SOP029	Risk that lack of Project Management Arrangements serve to increase reputational and financial risk.	4	5	7. Severe	Council's Project Management Approach has been adopted.	2	3	3. Moderate
SOP030	Risk that the adoption of an incremental approach could undermine the delivery of the proposals or limit the scope of alternative options within future proposals.	4	5	7. Severe	Opportunity through options appraisals to consider affordability issues.	3	4	5. Major
SOP031	Management of expectations made more difficult by absence of full feasibility studies	4	4	6. High	Contingency of 10% has been included to allow a degree of flexibility.	3	3	4. Significant
SOP032	Risk that current circumstances or subsequent developments may prevent effective communication of activity, progress and achievements to all stakeholders resulting in a severe reputational impact	5	5	7. Severe	Careful consideration is being given as to how best to keep stakeholders informed resulting in detailed communications planning and implementation	3	3	4. Significant
SOP033	Risk that the current financial shortfall identified within the model cannot be financed.	5	5	7. Severe	Ongoing work to review the capital costs and potential sources of funding.	4	5	7. Severe

Risks currently being updated to reflect Cardiff Council's Revised Risk Management Methodology