

**MINUTES OF A MEETING OF
THE PEMBROKESHIRE ADMISSION FORUM
HELD AT OMD1, COUNTY HALL, HAVERFORDWEST
ON THURSDAY 7TH NOVEMBER 2019 AT 8:30am**

PRESENT: Mrs D Davies (Chair) Ven P Mackness
 Rev H Cale Mrs S Roberts
 Rev J Cecil Cllr A Tudor
 Mrs K Evan-Hughes Mr D Thompson
 Mr P Edwards Mrs T Williams

ALSO IN ATTENDANCE: Mr Huw Jones (Secretary to the Forum)
 Mrs Jude Stamp (Minute taker)

1	<p>Apologies for Absence Apologies for absence were received from: Cllr J Davies, Mr P Harries, Cllr G Woodham</p>	
2	<p>Admission Forum Membership A warm welcome was extended to Rev J Cecil who has replaced Canon B Witt.</p> <p>Mr H Jones reported that the Forum is now up to full complement following the appointment of Mr Tom Moses as parent representative effective August 2019.</p> <p>The terms of Office for the Chair and Vice chair end on 30.11.19 and should be appointed at next meeting to be held in June 2020.</p>	
3	<p>Review of Constitution and Terms of Reference</p> <p>Mr Jones informed members that a review of the constitution and terms of reference last took place in June 2010. Under the next review consideration needs to be given over whether current membership properly meets the needs of admissions across the whole authority.</p> <p>There is a need to look at the treatment of service children and whether the membership of the committee needs to include someone from the service children area. Mrs Evan-Hughes informed the committee that new guidance from Welsh Government expected shortly and the approach is likely to be much the same as it is for LAC. Once the Guidance is received Mrs Evan-Hughes will bring it to the forum.</p> <p>The forum were informed that Mrs Hayli Gibson will take over this area and has a good knowledge of service families coming from one herself.</p>	

	<p>The new guidance will potentially have a high implication as it encourages reservists and retired service personnel to be given understanding around the guidance.</p> <p>There is an encouragement for families to locate into communities and although there is the closure of barracks families will stay and attract others who are looking for stability.</p> <p>Decision: Members agreed to defer that particular item until the guidance is received. If the guidance is received before the next meeting a retrospective paper will be brought to forum.</p>	Forum Members
4	<p>Minutes of the meeting held 13th June 2019</p> <p>The minutes of the meeting held on the 13th June 2019 were agreed as a true and accurate record save for one spelling error for Canon Witt.</p>	
5	<p>Matters arising</p> <ul style="list-style-type: none"> • <u>Item 5 – Taster Days</u>: A note has now been added to the admission procedures and will be covered under the forthcoming Agenda Item 9. • <u>Item 5 – Catchment Protocol</u>: This was agreed at PASH and is being implemented. • <u>Item 6 – Admission Policy for Language Centres</u>: This is a work in progress. Mr Jones reported it had been difficult to generate a blanket policy for all 3 centres and there is a need to get it right. The Item remains on-going. • <u>Item 8 – Clerking Arrangements</u>: Mr Jones informed the forum that Committee Services will be overseeing clerking arrangements for future meetings. <p>Mrs Evan-Hughes took the opportunity to formally feedback appreciation from Headteachers for the hard work and the professionalism shown by Mrs T Williams, this was also reiterated by the Forum.</p>	
6	<p>Draft Annual Report of the Admission Forum 2018/19 (for approval)</p> <p>Members having previously been circulated the draft report were asked to consider. Mr Jones explained that there is a requirement to complete an annual report for submission to Welsh Government by 30th November 2019. This meeting is traditionally used to go through the report and approve. The report gives an update on membership the type of member in terms of categories that the Welsh Government set. Details of meetings, compliance of consultation and a reflection of the VC and VA schools. Are also included. Vulnerable pupils who are registered as</p>	

	<p>SA+ or above, LAC children and the work around safeguarding and elective home education are also included.</p> <p>Rev H Cale raised some concerns regarding pupils moving in from of county and the need over the tightening up of sharing of information and working with Education Welfare Officers.</p> <p>In Year Admission Procedures is the area of work that causes the most difficulty and pressures of work within the Admissions Department.</p> <p>Mrs Evan-Hughes suggested putting together a working party of primary and secondary heads and the admissions team to produce a one sided A4 sheet of what the process are with the knock on effect on transport also. Much like a flowchart. A number of people are citing exceptional circumstances, what constitutes these circumstances can also be used the same leaflet for schools and parents.</p> <p>ACTION: TW and DT to organise working party to produce information flowchart.</p> <p>RESOLVED: Forum agreed to approve Draft Report</p>	<p>TW/DT FORUM</p>
<p>7</p>	<p>Update on Secondary Transfers for September 2019</p> <p>Mrs Williams gave an update around the changes for allocation form March to October. Mrs Evan-Hughes stated it was worth noting misconceptions around certain schools.</p> <p>Haverfordwest High VC School's admission number will reduce once the school is on one site. It will be difficult to apply the capacity formula to the cabins but it will reduce under the new school.</p>	
<p>8</p>	<p>Report on Admission Appeals</p> <p>Since the last meeting of the Forum on 13th June 2019, 26 individual appeals had been received.</p> <p>Of the 26 appeals, 7 were subsequently withdrawn due to a change of circumstances or a places being offered at a later date.</p> <p>Of the remaining appeals all but one were upheld.</p> <ul style="list-style-type: none"> • 2 for Milford Haven Primary School • 3 for Haverfordwest High VC School • 4 for Caer Elen (1 of which resulted in a refusal) • 5 for Pembroke Dock Community School • 2 for Monkton • 1 for Fenton • 1 for Tavernspite 	

	<p>Mr Jones ran through the appeals panel process and procedures. There needs to be an assurance that appeal cases are as robust as they can be given that the LA can only reflect on the information that the parents present.</p> <p>A discussion took place around the issues surrounding Teacher Centre and the limited space for parents to record information.</p> <p>Encouragement is given to parents to submit emails with further information.</p>	
9	<p>Admission Procedures reminder to schools (Sept 19)</p> <p>Mrs Williams explained that the guidance is sent out to Headteachers in the Autumn Term.</p> <p>A discussion took place around using the timetable and process sheet for the flowchart, this would prove useful for school admins when giving parents information.</p> <p>Mrs Williams reported issues also arise when schools tell parents that there is room even though there may not be.</p> <p>The suggested flow chart given information will assist with this and can also be used for parents.</p> <p>Mr Edwards raised issues that have arisen over catchment areas, in particular around catchment areas and eligibility for transport. Mr Jones suggested that contact is made with Mr M Johns from Transport.</p>	
10	<p>Parent Information Booklet 2020/21</p> <p>The new booklet was published on 1st October 2019 via a link to the website.</p>	
11	<p>Delegation of 6th Form Arrangements</p> <p>Mr Jones explained that at a recent PASH (Pembrokeshire Association of Secondary Headteachers) Meeting, a discussion had taken place to give consideration to the formal arrangements for determining sixth form numbers.</p> <p>Current practice is that secondary schools undertake their own sixth form applications, To delegate this to the admissions team would require each school to set up their own admission arrangements through consultation.</p> <p>The recommendation is that:</p>	

	<p>i. That admission arrangements for sixth form remain as part of the Council's arrangements for community and voluntary controlled schools</p> <p>ii. That a locally agreed protocol be established whereby secondary schools continue to administer sixth form admissions, but report to the Admissions Forum on an annual basis on its arrangements, learner numbers and selection criteria</p> <p>It was agreed that there would need to be a formal report to ensure that the schools are doing their best for their learners. Input could also be sought from the college.</p> <p>The Director informed the forum that the Corporate Management Team agreed to organise a conference for parents and members to inform parents of what offers are in Pembrokeshire for our young people.</p> <p>RESOLVED: It was agreed to accept the recommendations relating to Delegation of 6th Form Arrangements</p>	FORUM
12	<p>Suggestions for future items for consideration by Forum</p> <p>A discussion took place regarding potential additional items to be discussed at future meetings. It was agreed that there should be an annual update from the Transport Department.</p> <p>Action: Annual Report from Transport to be requested for next meeting.</p>	TW/DT
13	<p>Any other Business</p> <p>Mr Jones formally introduced Mr D Thompson who has joined the team and will be overseeing the admissions function, Mr Thompson has been working alongside Mr H Jones and Mrs T Williams for the last few months preparing and presenting various appeals</p>	
14	<p>Dates of Next Meetings</p> <p>The date of the next meetings were agreed as 11th June 2020 and provisionally 5th November 2020.</p>	