

**SOUTHWARK ADMISSIONS FORUM MINUTES
MONDAY, SEPTEMBER 25TH 2006**

Present	LEA Representatives
	Councillor Veronica Ward
	Councillor Nicholas Vineall
	Alison Delyth
	Moira Leydon
	Rachel Woolf
	Mark Small
	Sandra Gee
	Glenn Garcia
	Community Schools
	Mickey Kelly (Redriff)
	Liz Hanham (Walworth)
	Foundation Schools
	Doug Mitchell (Surrey Square Infants & Junior)
	Academies
	Peter Crook (The Academy at Peckham)
	City Technology College
	Tony Perry (Bacon's)
	Voluntary Aided Schools
	Sister Anne Marie Niblock (Notre Dame)
	Lynn Charlton (St Jude's)
	Church of England Diocese
	Carol Jerwood
	Roman Catholic Diocese
	Josie Spanwick
	Parent Representatives
	Ann Marie Eastwood
	Local Community
Apologies	Councillor Caroline Pidgeon (LEA)
	Peter Crook (will be late)
Introductions	Welcome to new members of the Forum

1. Membership	Action
<ul style="list-style-type: none"> An updated membership list was circulated. One Community School vacancy remains and local community representation attendance is being pursued. 	

2. Minutes of Previous Meeting. Accuracy and Matters Arising (22/5/06)	Action
<ul style="list-style-type: none"> Amendment - Barbara Lane (Director of C of E Diocesan) Amendment – 4. eAdmissions. Last sentence should read: PC – C of E not possible and can ask to consider Amendment – 5. Primary Co-ordination. 4th bullet point should read: Gap – Difficulty for parents who do not speak English – RC Diocese responsibility to bridge the gap. Matters arising - 6. Draft Policy on Advanced Learning. AD to re-circulate the policy to all schools. Matters arising – 8. St. Michael's. AD will make a formal statement to the Forum to be recorded in the minutes stating that the letter went out in Heads name during the first year. 	GG

3. Minutes of the Extraordinary meeting (13/7/06)	Action
<p>Bacons College</p> <ul style="list-style-type: none"> Amendment - LH and DM were in attendance. AD was asked to write to DfES re significant change of character – no response yet. Also asked to review Admissions Criteria guidance – this will be done in line with new code. TP – Queried why this an ‘emergency’ meeting? AD – clarified it was not an ‘emergency’ but an ‘extraordinary’ meeting. TP requested a copy of the letter that was sent to the DfES (mentioned above), this will be provided. TP provided a gist of concerns regarding proposal to change admission arrangements. Bacon’s planning to become an Academy there isn’t a new admissions policy yet. If the school becomes very local – will exclude current feeder schools – it is NOT Heads intention to change character, wants to 	<p>AD/GG</p> <p>AD</p>

<p>safeguard diversity.</p> <ul style="list-style-type: none"> DM – Forum wants to ensure that Bacon’s criteria meets the requirements of the Code and local agenda. MK – Appeared the prompt for the meeting was notice/publication of a new admissions policy on the school’s website re change in character which raised concerns. TP suggested that targeting for diversity/gender should be able to be included in admissions criteria. Bacon’s College admissions criteria to be presented to the forum – Agreed. 	
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4. Annual Review of the Constitution and Terms of Reference (taken with item 2)	Action
<ul style="list-style-type: none"> Updated version of the Constitution to be provided for the next meeting all changes to be tracked in red. 	GG
<ul style="list-style-type: none"> There is a vacancy for a community school. AD asked MK to encourage other Heads/Governors to take on the position. 	MK
<ul style="list-style-type: none"> In line with Constitution (6.1) arrangements to be made for Admissions Forum agenda, minutes and membership information to be regularly published and updated on the Southwark Council website? 	GG
<ul style="list-style-type: none"> Ensure minutes distributed at least 10 days before the next meeting. 	GG/AH
<ul style="list-style-type: none"> Advice and key recommendations of the Forum to be published each year in Starting School booklets (10.3) 	GG/AH

5. Confirm Forum meeting dates 2006/7 and Forward Plan	Action
<ul style="list-style-type: none"> CJ – Expressed that due to the high number of meetings, which are significantly more than other neighbouring boroughs hold, it is difficult to attend them all. LH – stated there is however a lot of work for the Forum to do in light of changes e.g. new academies, new code. AD agreed – lots of business, an executive group may prove useful. 	RW

<ul style="list-style-type: none"> • RW to investigate whether establishment of a smaller/sub group of the Forum as suggested by AD would be acceptable within the statutory framework and report back to next meeting. • Proposed Forum dates and Forward plan – Agreed. 	
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6. Primary Co-ordinated Admissions – Protocols. To be approved and adopted by the Forum	Action
<ul style="list-style-type: none"> • Draft booklet of protocols to support the primary co-ordinated admissions process for 2007/8 admissions circulated for discussion. GG explained that the content was developed following consultation with Primary Heads towards the end of last term with a view to clarifying areas of the process which had caused difficulties during the first year of primary co-ordinated admissions. Draft has been sent to all primary schools for comments. • LC – duplicate forms where parents deliberately submit 2 separate forms with up to 12 preferences is a problem. • NV suggested the following disclaimer is added to CAF for next year: “I certify that this is the only CAF completed for my child this year” - Agreed • Non-faith applicants applying to faith schools don’t need to complete a supplementary form – can this be identified on the CAF? • Similar protocols for secondary co-ordinated process required. 	<p>GG</p> <p>GG/RW</p> <p>GG</p>

7. Families living abroad	Action
<ul style="list-style-type: none"> • This item to be brought to a future Agenda and developed in line with the new Admissions Code. • Bacon’s – protocol has been written to address admittance of twins to schools where fair banding applies. • Achieving gender balance in schools – can this be raised in the Consultation with the DfES 	<p>AD/GG</p>

