

## Agenda Item No: 9 - Appendix 5

### Draft Checklist for consideration of small schools / small school list

To inform the development of guidance specific to small schools, officers have looked in detail the common characteristics of small schools that operate successfully. Using these as a starting point, officers have produced the draft checklist to inform future decisions on reviews involving small schools.

#### Leadership, Management and Governance

- Does the school have sufficient leadership capacity to ensure that all subject areas are effectively led?
- Is there evidence that the size of the school is causing the Governing Body any difficulties in terms of discharging its statutory responsibilities eg in terms of developing, implementing and reviewing policies and procedures?
- Is the Governing Body at full complement?
- Does the school have difficulty in recruiting new governors?
- Does the school have a high turnover amongst its governors?
- Is the governing body providing the right balance of support and challenge?
- Does the school receive additional support from the Authority? If so, is this considered an effective use of the Authority's resources?

#### Entitlement, Access and Inclusion

- Are all pupils able to access a broad and balanced curriculum? What is the evidence?
- Are pupils achieving good educational outcomes?
- Is there any evidence that staff are not able to meet the needs of all children in the school?
- Is there any evidence that pupils have limited opportunity to work with, and develop friendships with, children of their own age?
- Are opportunities for a wide and stimulating educational experience limited in any way?
- Would the educational interests of current and future pupils best served by retaining the provision as it exists currently?
- Is the school able to provide after and before school care?

#### Social Inclusion

- Does the school serve an area of high social need?
- Does the school have a proportion of pupils which is higher than the Cambridgeshire average for any of the following factors;
- special educational needs
- free school meals/disadvantaged pupils
- English as an additional language
- traveller population
- service families
- Does the school offer pupils the opportunity to mix with and develop relationships with other pupils from a wide range of social backgrounds?
- Is the school able to provide good extra curricular activities and visits?

### Access to alternative educational provision

- How close is the next nearest school?
- Would children be able to walk or cycle to this school or would the Authority have to provide transport?
- What would be the average journey time? Is this within the Authority's policy for home to school transport?
- Is it within the same secondary school's catchment area?
- Does it have spare capacity or does it offer the potential for expansion?
- Are there opportunities for linked or joint working which can provide mutual advantage to both schools?
- Would pupils' opportunities to participate in out-of-school activities be limited or enhanced?

### Staff Development and Support

- Is the size of the school and its staffing complement inhibiting professional interaction and support among staff (both support staff and teaching staff)?
- Does the size of the staffing complement provide sufficient opportunity for peer and pastoral support?
- What proportion of the time does the Head spend teaching?
- What financial/clerical/administrative support is available?
- Is there a high number of part time/temporary staff?

### Recruitment and Retention

- Is the school experiencing difficulties in recruiting staff (teaching or support)?
- Is there currently a Headship vacancy?
- What is the turnover amongst staff?
- Does the school rely on supply teachers to cover staff sickness absence?
- Can the school offer career progression for staff?
- Does the budget allow opportunities for high quality CPD?
- If the Head were to leave or seek early retirement would it be expected that the vacancy would attract a sufficiently strong field of applicants from whom it would be possible to appoint a replacement?

### Organisational Structure

- Does the small size of the school cause additional problems for pupils when they come to transfer to secondary school? Are pupils transferring as part of a very small peer group into a large secondary school? What support is available to these pupils to help them adjust to their new school environment?
- Are the size of the school and the demands on the Head's time barriers to finding time for effective leadership and management/monitoring of the quality of education/ collaboration with other schools? Is the school becoming insular as a result?

### The School as Part of the Community

- Does the school provide any community facilities?
- Does it provide a focus for any community activities?
- What other facilities are available for the local community?

- Would the local community be able to travel to or access alternative provision?
- If the school ceased to exist what practical problems would this create for parents/carers in terms communication with their child's new school or access in terms of things such as attendance at open evenings etc?

#### Parents as Partners in Learning

- What evidence is there of parental involvement with and support for the school?
- Is the school the subject of parental complaints? If so, what is the most common cause for complaint?

#### Financial viability and long-term sustainability

- Is the Authority confident that the governing body would be willing and able to make any changes necessary to secure its future financial viability?
- By amalgamating schools or closing a school and enlarging one or more others, would the Authority be providing the remaining schools with greater financial stability and sustainability?

#### Demography

- Is the school expected to have a stable, increasing or declining roll over the next five years?
- If there is a declining roll, is this as a result of demography or parental preference for other schools?
- Does the school experience net losses from year groups? If so, is this because parents are exercising options for other schools or moving out of the area?
- If parents are choosing other schools, is there any information available to explain why this is the case?
- Are there any factors which would suggest a possible increase in pupil roll in future – is it in an area for development identified in a local plan?
- Could consideration be given to changing the catchment? What impact would this have on other schools?

#### Diversity of Provision

- Does the school provide a Christian education or ethos which pupils would have difficulty accessing if the school ceased to exist?
- Does the school provide any specialist provision or facilities which it would be difficult to replicate or for pupils to access if the school ceased to exist?
- Is there evidence that parents choose the school because it is small?

## List of Cambridgeshire Maintained Small Primary Schools

We have used the Department for Education's definition of a small school as one with fewer than 150 pupils.

<u>School Name</u>	<u>District</u>
Abbots Ripton CofE	Huntingdonshire
Alderman Payne, Wisbech	Fenland
Barnabas Oley CofE, Great Gransden	Huntingdonshire
Barton CofE	South Cambridgeshire
Benwick	Fenland
Brington CofE	Huntingdonshire
Burrough Green CofE	East Cambridgeshire
Castle Camps CofE	South Cambridgeshire
Cheveley CofE	East Cambridgeshire
Dry Drayton CofE	South Cambridgeshire
Elsworth CofE	South Cambridgeshire
Elton CoE	Huntingdonshire
Fen Drayton	South Cambridgeshire
Folksworth CoE	Huntingdonshire
Fowlmere	South Cambridgeshire
Foxton	South Cambridgeshire
Gt Abington	South Cambridgeshire
Gt Paxton CofE	Huntingdonshire
Gt Wilbraham	East Cambridgeshire
Gt Gidding CofE	Huntingdonshire
Harston & Newton	South Cambridgeshire
Hauxton	South Cambridgeshire
Kettlefields	East Cambridgeshire
Kinderley	Fenland
Little Thetford CofE	East Cambridgeshire
Newton, Eltisley	South Cambridgeshire
Park St CofE	Cambridge
Petersfield CofE, Orwell	South Cambridgeshire
Spaldwick	Huntingdonshire
The Ashbeach, Ramsey St Mary's	Huntingdonshire
Townley	Fenland
Wilburton	East Cambridgeshire