

CHILDREN AND YOUNG PEOPLE COMMITTEE: MINUTES

Date: 13 November 2018

Time: 2.00pm – 4.50pm

Venue: Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP

Present: Councillors S Bywater (Chairman), S Hoy (Vice Chairwoman), D Ambrose Smith, A Bradnam, P Downes, L Every, A Hay, M Howell, S Taylor and Joan Whitehead

Co-opted Member: A Read

Apologies: Councillor J Wisson (substituted by M Howell)

Co-opted Member: F Vettese

CONSTITUTIONAL MATTERS

165. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were noted as recorded above. There were no declarations of interest.

166. MINUTES OF THE MEETING ON 9 OCTOBER 2018

Minutes of the meeting on 9 October 2018 were approved as an accurate record and signed by the Chairman.

167. ACTION LOG

The Action Log was reviewed and noted.

168. PETITIONS

No petitions had been received.

KEY DECISION

169. UPDATE ON CHILD AND FAMILY CENTRES AND EXEMPTION TO EXTEND THE CONTRACT WITH ORMISTON FAMILIES FOR THE PROVISION OF CHILD AND FAMILY CENTRES FOR MARCH, CHATTERIS AND WHITTLESEY (KD 2018/075)

The Children's Commissioner stated that the report responded to a request by the Committee for an update six months after the implementation of the new child and Family Centre offer. The new offer had been brought in on time and on budget and had included a large workforce consultation on the changes. A number of staff had been re-deployed, but there had been no compulsory redundancies. Front-line provision had been maintained or enhanced and the projected savings were forecast to be delivered in full within the current financial year.

The Chairman stated that he had received a request to speak on this item from Councillor Susan van de Ven in her capacity as the local member for Melbourn and Bassingbourn. Councillor van de Ven commented that officers had stated consistently both in this meeting and the previous week at Health Committee that the service now being provided was the same as or better than it had been before the changes. From her experience in Bassingbourn she questioned whether this was actually the case. She described a number of areas where she felt the service had deteriorated and the uncertainty which existed around the premises used by Bassingbourn pre-school. She questioned whether closing Bassingbourn Children's Centre had actually delivered significant savings and expressed concern about the provision of basic supplies. Councillor van de Ven concluded by emphasising the importance of the operational detail of the decisions made.

The Chairman thanked Councillor van de Ven for her comments and sought clarification of which officers she had spoken to about her concerns. Councillor van de Ven stated that she had spoken to at least six or seven officers, plus several pre-school staff.

The Children's Commissioner stated that she had spoken to the operational team at Bassingbourn in advance of the meeting. Local residents had advised that a planned 'Stay and Play' session would clash with a pre-existing community event, so that part of the offer had been deferred to January 2019. There were plans to re-establish a parent and baby group and a new pre-natal course was planned. Midwifery services were now based in Melbourne, but midwifery clinics were also held in local GP surgeries and other local venues. The Executive Director for People and Communities noted that Councillor van de Ven had raised a large number of operational questions and offered a note in order to ensure that all of her queries were addressed.

Action: Children's Commissioner

In discussion of the report and Councillor van de Ven's comments:

- A Member asked how many experienced members of staff at Bassingbourn had left and new members of staff had joined. Anecdotally they had heard a report of one team where half of the staff had resigned. Officers stated that overall the new model was pretty much fully staffed. No drain of experienced staff had been reported from any part of the county, but officers undertook to provide a note setting out the number of staff who had left.
Action: Children's Commissioner
- A Member asked about numbers of staff reporting long-term sickness. Officers stated that nothing in the performance monitoring data was showing this;
- A Member commented that they had found it useful to work alongside officers and Huntingdonshire District Council in their division in Ely. Outreach support was critical in this area and they had been delighted with how this need had been identified and met. They were also impressed by the growing relationship between stakeholders and emphasised the importance of councillors building these links;
- A Member thanked the Executive Director for People and Communities and her team for the help which they had provided in relation to The Fields Children Centre which had supported The Fields to achieve a sound budgetary position;

- A Member suggested that it would be useful to conduct a user survey at some point to see whether service users considered the current offer better or worse than before. Officers stated that a user survey was currently live and would run until the end of November 2018. To date around 200 responses had been received from across the county. Of these respondents only a third had noticed any change to their local offer and the overall satisfaction rate was around 90% which was comparable with level achieved prior to the changes. A copy of the consultation findings would be circulated to the Committee for information when available;
(Action: Children's Commissioner)
- A Member asked for clarification of the difference between Child and Family Centres and Child and Family Zones. Officers stated that all settings looked slightly different to reflect the local circumstances, but in broad terms Child and Family Centres made a full service offer between 9.00am and 5.00pm five days a week whereas Child and Family Zones offered less service hours and involved significant sharing of space with other partners;
- A Member commented that a need for additional outreach activities had been identified in the new residential area of Brampton Park. The Parish Council was minded to offer financial support to enable the existing local offer to be extended if this was permissible. Officers welcomed this proposal and undertook to provide the Member with contact details for the local team;
(Action: Children's Commissioner)
- A Member commented that officers stated that frontline services remained the same under the new offer. They asked what definition was used for this and how the assertion was substantiated. Officers stated that this would be covered in the full year report.
- A Member commented that they needed more detail on the provision in their local area as a local member. Officers undertook to provide the names and contact details of local teams to all councillors.
(Action: Children's Commissioner)

The Chairman noted that the report also asked the Committee to approve the direct award of a contract with Ormiston Families Trust for the provision of Child and Family Centre services to March, Chatteris and Whittlesey to 31st March 2020 and asked whether there were any questions on this issue, or if Members were satisfied that the report contained sufficient information on which to reach a decision. There were no questions.

Summing up, the Chairman acknowledged the importance of local members looking in detail at specific provision within their areas. However, the Committee also needed to look strategically at provision and experience across the county. The Children's Change programme had been a huge piece of work and he offered his thanks to officers and staff across the piece for their contributions. The experience in his own division of Sawtry and Stilton had been very good, but given the size of the undertaking it was to be expected that some fine-tuning of the offer would be required in some areas.

It was resolved unanimously to:

- a) note work done to date and details of the new service offer from April 2018;
- b) agree the direct award of a contract with Ormiston Families Trust for the provision of Child and Family Centre services to March, Chatteris and Whittlesey to 31st March 2020; and
- c) request a further update report to the Committee in July 2019.

DECISIONS

170. EXPANSION OF THE BELLBIRD PRIMARY SCHOOL, SAWSTON

The 0-19 Area Education Officer stated that the report recommendations represented the outcome of extended work with schools in Sawston on how best to mitigate the demographic pressures on school places in the area. In line with this approach the Council had since 2015 approved admissions in excess of the published admissions number (PAN) at The Bellbird Primary School. The demographic trend in the area supported a capital building project being undertaken at The Bellbird Primary School. However, at the same time the Council had committed around £600k to address condition and maintenance issues at The Icknield Primary School.

The Chairman stated that the Council did not usually allow those whom it employed to speak at Committee meetings as they had sufficient channels of communication, both internally and through their representative bodies. However, in this case he had exercised his discretion to accept two requests to speak from the Headteachers of The Icknield Primary School and The Bellbird Primary School. These would be heard in the order in which they had been received and a copy of their written comments had been circulated in advance to all members of the Committee for information.

Anneka Stockdale, headteacher of The Icknield Primary School, stated that she had serious concerns that the formal expansion of The Bellbird Primary School to two form entry would lead to the slow and painful demise for The Icknield Primary School. The Icknield Primary School had operated below PAN for at least the last 12 years and was currently 40 pupils below PAN, leading to a significant funding shortfall. At the same time The Bellbird School was 47 pupils over PAN. The buildings at Icknield were in a dire state whereas The Bellbird School offered new, fresh accommodation. Despite assurances from the Council that they would not allow The Bellbird School to admit over PAN again this had happened repeatedly. It appeared that The Bellbird School was receiving preferential treatment.

The Chairman thanked Ms Stockdale for her comments and invited questions of clarification from the Committee. In response:

- A Member asked whether, with the exception of the condition of the school buildings, the two schools were otherwise comparable. Ms Stockdale stated that this was the case, with both schools having been rated 'Good' by Ofsted;
- A Member asked whether the schools had catchment areas and, if so, whether in Ms Stockdale's opinion the problem lay with the catchment area/s or building condition. Ms Stockdale stated her belief that the condition of the school was key;
- A Member asked about the £600k which the Council had committed to address condition and maintenance issues at The Icknield School during summer 2018.

Ms Stockdale stated that the school was grateful for this sum, which had been increased from an initial figure of £250k, but that it was still not enough to address the significant problems which existed. Only the previous week the school hall had flooded;

- A Member commented that demographic trends indicated that both schools would be required to meet future need and asked what else the Council could do to support The Icknield Primary School in the intervening period. Ms Stockdale stated that there was a perception amongst prospective parents and staff that Icknield was a dying school. The key factor was money and how to make Icknield's buildings more attractive. There was also a need to communicate better and talk about pupil numbers at the admissions stage.

The Chairman invited Katie Kendall, headteacher at The Bellbird Primary School, to address the Committee. Mrs Kendall thanked officers for their comprehensive report which she welcomed, with the exception of the recommendation to seek approval to delay the increase to the school's PAN from 45 to 60 until 2020. Around a third of Bellbird's pupils were drawn from large and extended families and this delay could lead to children from the same family attending different schools. It might also necessitate the need to revert to having mixed age Early Years classes. The plan to expand had been a driver for a long-term staff recruitment plan and any change could cause uncertainty amongst prospective parents. Mrs Kendall commented that her key concern was outcomes for pupils.

The Chairman thanked Mrs Kendall for her comments and opened the report to discussion by the Committee. In response:

- A Member commented that around 25% of pupils nationally were accommodated within mixed age Early Years classes so they saw no reason to be unduly concerned by this scenario;
- A Member commented that the Council wanted the best possible education for all of Cambridgeshire's children. If circumstances existed which were impacting on this that were within the Council's power to influence then it should intervene. On this basis they asked whether, if the catchment criteria of both schools was strictly applied, this would result in both schools being full to PAN. Officers stated their belief that The Icknield Primary School would be slightly less full based on catchment;
- The Service Director for Education stated that both Icknield and Bellbird were good schools and that the Council wanted them both to be sustainable. In the long-term there would be a need for two form entry at The Bellbird Primary School to meet basic need in the area, not to accommodate parental preference. A Member asked whether catchment or parental preference took priority. Officers stated that catchment took priority, but that where possible parental preference would be accommodated. The catchment area for Bellbird was larger than for Icknield;
- A Member queried the thick black line shown on the map of Sawston Housing Developments contained in the report. Officers stated that this showed the parish boundaries;

- A Member commented that there was a need to maintain and restore The Icknield Primary School so that it was available when new housing developments gave rise to increased demand for school places. Officers stated that a full planning application had already been submitted for 158 new homes which would generate Section 106 money. The primary school at Babraham was already over-subscribed so it was the Council's aspiration that new pupils would look towards Sawston for schooling. Officers recognised that seeking to defer the increase in PAN at Bellbird would create a challenge in September 2019, but were striving to achieve the best balance between the needs of both schools;
- A Member asked whether the Council was guaranteeing that The Icknield Primary School would remain open for the five years until the predicted demographic changes which would increase pupil numbers took effect. The Service Director for Education stated that the Council was not considering closure of Icknield and that demographic forecasts supported the future need for three forms of entry in the Sawston area;
- A Member commented that they were reasonably comfortable about the long-term need for Icknield, but that they were concerned for its immediate future. It needed support to ensure that it was fit and ready when needed;
- A Member suggested that delaying the increase in PAN at Bellbird should lead to increased demand for places at Icknield. However, another Member commented that there was no guarantee that those families who were not offered a place at Bellbird would choose Icknield instead. For that reason they saw no benefit to delaying the increase in PAN at Bellbird. However, they did feel that the Council should work with the headteacher at Icknield to explore how they might increase pupil numbers;
- Officers acknowledged that the existing school building at Icknield did not readily lend itself to expansion, but that this could be looked at again when the anticipated Section 106 money was available;
- Andrew Read stated that he would abstain from voting on this matter due to Babraham Primary School being part of the Diocese of Ely Multi Academy Trust.

Summing up, the Chairman stated that this was one of the most difficult decisions he had faced during his time on the Committee. There would be winners and losers whichever option the Committee chose, but their main aim must remain to get the best outcomes for children across Cambridgeshire. He thanked the headteachers of both The Icknield Primary School and The Bellbird Primary School for sharing their views so eloquently with the Committee. County Council officers had also given the Committee their professional advice on the position and Members would weigh up all they had read and heard in reaching their decision.

It was resolved unanimously to:

- a) note the current and projected demographic pressures and the strategic mitigations proposed to address these;
- b) note the statutory consultation process to seek feedback on the proposal to increase the physical capacity of The Bellbird Primary School and the concerns raised by The Icknield Primary School.

It was resolved by a majority to:

- c) approve the proposal to expand The Bellbird Primary School from 315 to 420 places;
- d) for officers to seek approval from the Office of the Schools Adjudicator to delay the implementation of the increase in the school's Published Admission Number (PAN) from 45 to 60 until September 2020 in response to the concerns raised by The Icknield Primary School.

DECISIONS

171. FREE SCHOOL PROPOSALS

Standing item. No business to discuss.

172. AMALGAMATION OF EASFIELD INFANT AND NURSERY SCHOOL AND WESTFIELD JUNIOR SCHOOL, ST IVES

The Strategic and Policy Place Planning Manager stated that officers had submitted a report to the Committee in September 2018 setting out three options for the proposed amalgamation of Eastfield Infant and Nursery School and Westfield Junior School. Members had heard representations from the headteachers of both schools and debated the proposals at length before deciding to defer the decision pending the provision of more detailed business cases for all three options. Options 1 and 2 included a 10 year maintenance programme at a cost of around £3m with condition funding being prioritised against need. Option 3 proposed the new build of an all-through primary school. A new fourth option was also now proposed for consideration which would consist of the expansion of one of the sites and the demolition of the other. However, this would involve a costly and disruptive decant of some pupils into temporary accommodation for two years. Officers supported Option 3, a complete new build, but recognised the significant cost involved which the Committee would wish to consider in the context of the wider budget planning process.

The following comments arose in discussion of the report and in response to questions from member of the Committee:

- A Member noted the large playing field at Westfield School and asked whether any land from this could be released for sale. Officers stated that the combined Eastfield and Westfield sites consisted of 3.464 hectares of land. Based on Department for Education Building Bulletin 103 guidance the minimum space required for a three form entry primary school with early years provision was 3.113 hectares. This meant the surplus space was 0.3 hectares which was just over half the size of a junior football pitch. It was located within a conservation area containing a number of protected trees and access to the site and its close proximity to the school would need to be taken into account in considering the land's commercial viability. However, given the Committee's keen interest in this point officers offered to check this advice;
(**Action:** Strategic and Policy Places Planning Manager)
- A Member commented that Maple Grove School in March operated from two sites and asked why that model could not be used in this case. Officers stated

that at Westwood Primary School (formerly Maple Grove Infant and Westwood Junior Schools) the Foundation and Key Stage 1 (KS1) were on one site, and Key Stage 2 were sited across the road, whereas in this instance, it would mean that Early Years and Year 1 provision would be located on the Eastfield site with a transition, mid key phase, to Year 2 on the Westfield site which was not considered desirable;

- A Member commented that Option 3 was clearly the best as the remaining options did not fully address the problems which existed and would still involve significant expenditure. However, in the context of the wider financial pressures across the Council it was not certain that this was deliverable. On that basis they suggested that the Committee might endorse Option 3 to the General Purposes Committee if the necessary funding was available, but further state that Option 2 was its preferred alternative if funding was not available;
- Officers confirmed that all of the four options proposed would deliver three form entry which would meet projected local need;
- A Co-opted Member commented that there were other schools in similar circumstances so the Committee needed to be mindful of the possible precedent its decision could set;
- A Member asked whether deferring this decision to December 2018 so that it could be considered alongside all other education capital projects would cause problems with delivering the programme if it was approved. Officers stated that it would be a challenge.

Summing up, the Chairman stated that Option 3 appeared to command the most support within the Committee and in an ideal world would be its preferred option. However, the Committee was aware of a number of other strong cases for funding which it would need to prioritise as part of the wider business planning discussions in December 2018. In his judgement it was right that the Committee should take the extra month which would be required to allow all capital programme decisions to be considered together. With the consensus of those present it was agreed that the decision should be deferred to the December meeting when officers would produce a separate report detailing education capital projects and their revenue implications so that these could be considered together.

It was resolved unanimously to:

- a) note and comment on the option appraisal analysis and the respective cost implications for the Council; and
- b) defer the decision until December 2018.

173. FINANCE AND PERFORMANCE REPORT- SEPTEMBER 2018

The Strategic Finance Business Partner stated that the General Purposes Committee had approved the allocation of the £3.413m smoothing fund reserve to address in-year pressures on Children's Services as recommended by the Children and Young People Committee and that this was reflected in the reported position. Considerable pressures remained on High Needs funding with an expected pressure of around £7m to the end of the financial year. This had been discussed in detail with the Cambridgeshire

Schools Forum at a workshop the previous week. The Service Director for Education stated that key factors in this included more children requiring additional support, a shortage of specialist provision within the county, an unprecedented growth in the number of children needing special school placements and an increase in the number of Education Health and Care Plans (EHCPs) amongst 0-5s and 19-25 year olds. A new Special Educational Needs and Disability (SEND) Strategy had recently been launched which recognised that an element of behaviour change was needed to manage demand.

Arising from the report:

- A Member asked what level of funding would be needed to fully address all of these pressures. The Executive Director for People and Communities stated that many of the areas under greatest pressure such as Looked After Children, Unaccompanied Asylum Seeking Children and Post 19 EHCPs were all new or demand-led costs so it was not possible to provide a definitive figure;
- A Member commented that a pressure had been reported on the home to school transport budget every year since 2013 and asked when the budget would be increased to a realistic level. Officers stated that there would always be variables in this area, but that there was a need to try to get a grip on demand;
- Officers stated that the dynamic purchasing system was designed to respond more flexibly to demand by allowing providers to be added to a tender process during the course of its operation.

It was resolved unanimously to:

- a) review and comment on the report

174. SCHOOL ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS ACADEMIC YEAR 2020-21 AND SCHOOL ADMISSION APPEAL ARRANGEMENTS FOR ALL ADMISSION AUTHORITIES FINANCIAL YEAR 2019-20 ONWARDS

The Strategic Admissions Manager stated that the report was seeking the Committee's approval for the revised admission arrangements proposed for the 2019/20 academic year for inclusion in the Authority's annual consultation. This would begin on 19 November 2018 and the findings would be brought back to the Committee in January 2019 for final approval. The proposals were supported by the Head of the Virtual School. There was also a recommendation to make a change to the charging arrangements for school admission appeals for the 2019/20 financial year. Officers recommended Option 1 which would offer parents access to a fair, open and transparent appeals service.

Arising from the report:

- Paragraph 2.2.1: A Member noted the reference to those in 'state care outside of England' and asked whether, if adopted, this would create a separate over-subscription criteria. Officers undertook to clarify this point when the report was brought back to Committee in January 2019;
(Action: Strategic Admissions Manager)

- Paragraph 2.3.1: Members were unclear about the implications for home to school transport and asked for greater clarity on this point when the report was brought back, including examples of how this would work in practice; (Action: Strategic Admissions Manager)
- A Member commented that they knew anecdotally that some schools were not admitting Looked After Children. Officers stated that they had sought a number of directions admit from the Secretary of State for Education. These cases were being pursued more regularly so action was being taken to address this issue.

It was resolved unanimously to:

- a) approve the proposed changes to admission arrangements for Community and Voluntary Controlled Schools for the 2020/21 academic year for inclusion in the Authority's annual consultation which commences on 19th November 2018;
- b) consider the options appraisal for the provision of, and funding arrangements for a Cambridgeshire's School Admission Appeals Service; and
- c) approve Option 1 (as detailed in Appendix 8) for implementation for the 2019/20 financial year.

175. PARENTAL PREFERENCES IN SCHOOLS

The Chairman stated that a report into Parental Preferences in Schools had been produced by three research students at the University of Cambridge under the auspices of the Cambridge University Science and Policy Exchange. He welcomed Bence Börcsök, Erin Cullen and Yue-Yi Hwa to the meeting to present their findings alongside Councillor Ian Manning in his capacity as the Member Champion for Evidence Informed Policy.

The Service Director Education stated that the researchers' report was a thought-provoking piece of work which would be used to help inform work to develop better services and outcomes whilst complimenting existing initiatives and avoiding duplication. The report set out officers' response to the researchers' proposals and sought approval for them to develop a plan with clear timescales for the identified actions. Bence Börcsök, Erin Cullen and Yue-Yi Hwa presented an overview of their findings (copy attached at Appendix 1).

Arising from the report and presentation:

- A Member commented that it was always refreshing to have young people conducting this type of research and thanked Councillor Manning for his support of the initiative;
- A Member questioned whether parents in the most deprived areas of the county might be less likely to have knowledge of and access to web-based services. The researchers commented that their findings suggested that this group did access services of this type via web-based services, particularly via mobile phones. Officers stated that hard copies of information and application forms would continue to be provided to those services users who needed them. There

was also an Education Support Adviser available to offer additional support to those families who needed it.

The Chairman thanked the researchers on behalf of the Committee for the time and hard work which had clearly gone into producing their report.

It was resolved unanimously to:

- a) note and comment on the findings of the research undertaken by CUSPE into parental preference in Cambridgeshire;
- b) consider the recommendations made by CUSPE and officers' responses to these as detailed in section 2; and
- c) approve the proposal that officers proceed to develop a plan with clear timescales for the identified actions.

INFORMATION AND MONITORING

176. CORPORATE PARENTING ANNUAL REPORT 2017-2018

The Head of Corporate Parenting stated that the report provided an overview of activity relating to Cambridgeshire's Looked After Children and Care Leavers in the period April 2017 to March 2018. There had been a 1.89% increase in the Looked After Children population in this period from 685 to 698 children and young people. Across the period the Council had been supporting an average of 66 unaccompanied asylum seeking children (UASC) with 61 UASC in the Council's care at the end of March 2018. The overall split between male and female Looked After Children had remained largely consistent, but within this there had been an increase in the number of young males aged 15-17 coming into care, many of whom were UASC. During this period 32% of Looked After Children had received additional help through Education Health and Care Plans (EHCPs). At the end of the reporting period 57.3% of Looked After Children had plans for permanence in place. The Fostering Service had 231 in-house placements available and 10 young people had remained with the Foster Carers beyond the age of 18 through the 'Staying Put' initiative. During this period 45% of Looked After Children had been placed out of county. This remained an area of specific focus and the Fostering Service was committed to addressing this issue. There had been a significant improvement in the number of visits by social workers and the visiting of those children placed out of county remained an area of continued focus. Work was continuing to look at timelines for healthcare assessments. There had been an increase in the number of Looked After Children going missing from 7% in 2016 to 9% in 2017. There was a clear process in place to ensure that every case of a Looked After Child going missing was reported to senior officers and followed up appropriately.

Arising from the report:

- The Chairman of the Corporate Parenting Sub-Committee stated that three of the Sub-Committee's five elected members sat on the Children and Young People Committee. All of the information contained in the Corporate Parenting Annual Report was reviewed regularly and in detail by the Sub-Committee;

- A Member commented that consistency of presentation in the use of numbers and percentages would be helpful to allow easier comparison of data. Ideally both a number and percentage would be provided on each occasion; (Action: Head of Corporate Parenting)
- A Member noted the relatively larger number of older males within the care system and asked whether this was due to more girls being adopted and boys spending longer within the care system. Officers stated that this was not the case and that it reflected a higher number of older males entering the system both as UASC and through agreed parental placements;
- A Member welcomed the relatively small number of Looked After Children and care leavers who were not in education, employment or training (NEET);
- A Member commented that they would like to see future reports include actions taken by the Council in response to child sexual exploitation and county lines/ gang exploitation. This might also be followed up via the Corporate Parenting Sub-Committee. The Chairman stated that Local Safeguarding Children Board (LSCB) of which he was a member provided an additional multi-agency focus on these issues.
- (Action: Head of Corporate Parenting/ Democratic Services Officer)

The Chairman thanked officers for an informative report and response to questions. He also thanked the members of the Corporate Parenting Sub-Committee for their work in keeping these important matters under regular and detailed consideration.

It was resolved unanimously to:

- a) note and comment on the Annual Corporate Parenting Report for 2017/18.

DECISIONS

177. AGENDA PLAN APPOINTMENTS AND TRAINING PLAN

The Agenda Plan and training plan were reviewed and the following changes noted:

4 December 2018

- The public Committee meeting would start one hour later than previously notified at 3.00pm. This would be preceded at 2.00pm by a private training session for Committee members only on education services and the national funding formula;
- The Cambridge University Science and Policy Exchange report on Rurality had been deferred to 15 January 2019.

It was resolved to:

- a) note the following changes to the Committee Agenda Plan:
 - i. December 2018: The public meeting to open at 3.00pm rather than 2.00pm to allow time for a Member training session (not open to the public);

- ii. December 2018: Cambridge University Science and Policy Exchange research project report: Rurality - Deferred to January 2019;
- b) appoint Councillor A Taylor as a representative on the Standing Advisory Council on Religious Education;
- c) note the Committee training plan.

The meeting closed at 4.50pm

Chairman
(date)