

PLEASE NOTE VENUE

CHILDREN'S SERVICES PORTFOLIO

DECISION SCHEDULE



Tuesday 12th June 2007

at 10.00 am

in the Red Room, Avondale Centre, Dyke House (Raby Road Entrance)

Councillor Hill, Cabinet Member responsible for Children's Services will consider the following items.

1. KEY DECISIONS

None

2. OTHER ITEMS REQUIRING DECISION

2.1 2007/08 Capital Works Programme – Revised Access Programme – *Director of Children's Services*

2.2 To approve and make an Instrument of Government – *Director of Children's Services*

2.3 Engagement of Technical Advisers for the Building Schools for the Future (BSF) Programme – *Director of Children's Services*

2.4 School Term and Holiday Dates: School Year 2008/09 – *Director of Children's Services*

3. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

None

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
12th June 2007



Report of: Director of Children's Services

Subject: 2007/08 CAPITAL WORKS PROGRAMME –
REVISED ACCESS PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To seek approval to the revised Access Programme of capital works.

2. SUMMARY OF CONTENTS

- Report requiring decision.
- Revised programme of access initiatives with costs.

3. RELEVANCE TO PORTFOLIO MEMBER

Responsible for all matters relating to Children's Services.

4. TYPE OF DECISION

Non key decision (implementing an earlier key decision).

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder meeting 12th June 2007.

6. DECISION(S) REQUIRED

That the revised Access Programme for 2007/08 be approved.

Report of: Director of Children's Services

Subject: 2007/08 CAPITAL WORKS PROGRAMME –
REVISED ACCESS PROGRAMME

1. PURPOSE OF REPORT

To seek approval to a revised programme of access initiatives for 2007/08 as detailed in **Appendix 1**.

2. BACKGROUND

2.1 On 16th March 2007, the Director of Children's Services submitted to the Children's Services Portfolio a report outlining the overall Capital Works Programme for Children's Services for 2007/08.

2.2 That report provided detail of the funding available and the schemes proposed under three financial headings; Modernisation, Access and RCCO (Revenue Contribution towards Capital Outlay).

2.3 At that stage many of the costs identified were estimates, accordingly the Director committed the Department to keeping the Portfolio Holder informed of any significant changes to the Programme.

2.4 The following decisions were recorded from the Portfolio meeting:

- 1) That the Capital Works Programme for 2007/08 be approved.
- 2) That the Director of Children's Services be allowed dispensation and discretion to authorise building works not included in the initial programme of works but where a significant health, safety and/or security issue is exposed in advance of formal approval by the Portfolio Holder for Children's Services.

3. PROPOSALS

3.1 The original Access Programme allowed for £167,000 worth of expenditure on six separate initiatives.

The revised programme will incur a similar level of expenditure covering nine schemes.

3.2 **Appendix 1** shows both the original and the revised programmes highlighting any new schemes, the removal of any schemes from the original list and offers more accurate cost assessments.

- 3.3 Of the specific changes included in the revised programme, the most significant proposal is not to include the installation of disabled toilet facilities at Lynnfield Primary School.

This proposal has been discussed and agreed with the Headteacher whereby alternative arrangements are to be put in place. The school will also benefit with improvements to their existing pupil toilet facilities via a scheme to be funded from the RCCO programme of works.

- 3.4 Other changes in the revised programme are as a direct result of further assessment of the cost of individual schemes, which in most cases is less than the original estimate and therefore results in the greater capacity to carry out more schemes.

4. FINANCIAL IMPLICATIONS

With the overall cost of the revised programme matching the overall cost of the original programme, there are no financial implications over and above those presented in the original report i.e. 2007/08 Capital Works Programme.

5. RISK MANAGEMENT

- 5.1 This report is concerned with the maintenance and development of school facilities specifically catering for children who have physical disabilities.
- 5.2 The revised programme of works has been compiled on the basis of those areas/sections of our school buildings which are showing clear signs of failure or need and are therefore presenting a greater level of risk.

6. RECOMMENDATION

That the revised Capital Works Programme for Access initiatives 2007/08 as shown in **Appendix 1** be approved.

7. BACKGROUND PAPERS

2007/08 Capital Works Programme.

8. CONTACT OFFICER

Alan Kell, Asset Manager, Children's Services Department.

2007/08 ACCESS PROGRAMME

School/Project	Original		Revised	
	List	Cost (£)	List	Cost (£)
Lynnfield Primary Install disabled toilet	✓	30,000	x	Nil
Rift House Primary Install disabled toilet	✓	30,000	✓	21,725
Rossmere Primary Install lift	✓	40,000	✓	29,250
West Park Primary Access ramps	✓	25,000	✓	14,625
Manor College Access (stage)	✓	25,000	✓	18,000
Various schools Soundfield systems	✓	17,000	✓	11,300
Throston Primary Shower room	x	x	✓	7,875
Rift House Primary Improvement to entrance	x	x	✓	9,000
West Park Primary Install stair lift	x	x	✓	21,725
West Park Primary Install disabled toilet	x	x	✓	33,500
TOTAL		167,000		167,000

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
12th June 2007



Report of: Director of Children's Services

Subject: TO APPROVE AND MAKE AN INSTRUMENT
OF GOVERNMENT

SUMMARY

1. PURPOSE OF REPORT

To request the Portfolio Holder for Children's Services to approve and make an Instrument of Government for a foundation secondary school in order to establish a new constitutional model for the governing body.

2. SUMMARY OF CONTENTS

The report sets out the background to making new Instruments of Government.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder is responsible for all education and child care matters.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Children's Services Portfolio Holder's meeting 12th June 2007.

6. DECISION(S) REQUIRED

The Portfolio Holder is requested to approve and make an Instrument of Government.

Report of: Director of Children's Services

Subject: TO APPROVE AND MAKE AN INSTRUMENT
OF GOVERNMENT

1. PURPOSE OF REPORT

To seek approval of an Instrument of Government as attached at **Appendix 1**.

2. BACKGROUND

- 2.1 In accordance with the School Governance (Constitution)(England) Regulations 2003, all governing bodies were required to choose and adopt a new model for the size and membership of their governing body by 31st August 2006.
- 2.2 During the Spring term 2005, a number of governing bodies of community schools considered and agreed to adopt a new constitutional model for their governing body by drawing up a new Instrument of Government for their school, based on guiding principles as set out in the regulations. These prescribe what categories of governors must be represented on the governing body and what the level of representation is for each of the categories.
- 2.3 The Instrument of Government records the name of the school and sets out the size of the governing body and its constitution in accordance with the regulations.
- 2.4 The Governing Body as set out in **Appendix 1** have agreed an Instrument of Government in relation to their new status of Foundation School agreed at a meeting of the Governing Body held on 26th April 2007.
- 2.5 The proportion of places on the Governing Body which must be reserved for different categories of governors for Foundation Schools as set out in the School Governance (Constitution)(England) Regulations 2003 Foundation School are as follows:
- Parent Governors – at least one third
 - Local Authority Governors – up to and including one fifth of places
 - Staff Governors - at least two up to and including one third of places and including the Headteacher
 - Community Governors – at least one tenth of places
 - Partnership Governors – at least two but no more than one quarter of places

- In addition the Governing Body may appoint two sponsor Governors

In accordance with the School Governance (Constitution)(England) Regulations 2003 the Local Authority is recommended to approve and make the Instrument of Government.

3. RECOMMENDATION

That the Portfolio Holder approve and make the Instrument of Government as attached at **Appendix 1**.

4. CONTACT OFFICER Ann Turner, Governor Support Officer.

INSTRUMENT OF GOVERNMENT

1. The name of the school is: Manor College of Technology.
2. The college is a foundation school.
3. The name of the governing body is 'The governing body of Manor College of Technology'.
4. The governing body shall consist of:
 - a. 7 parent governors;
 - b. 1 LA governor;
 - c. 4 staff governors;
 - d. 6 community governors;
 - e. 2 partnership governors;
 - f. 2 sponsor governors.
5. Total number of governors 22.
6. The sponsors who are entitled to nominate 2 persons for appointment as sponsor governors under schedule 5 of the Regulations are British Energy and Siemens.
7. This instrument of government comes into effect on 12th June 2007.
8. This instrument was made by order of Hartlepool Local Authority on 12th June 2007.
9. A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor).

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder
12 June 2007



Report of: Director of Children's Services

Subject: ENGAGEMENT OF TECHNICAL ADVISERS
FOR THE BUILDING SCHOOLS FOR THE
FUTURE (BSF) PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To seek approval to engage Technical Advisers for the Building School for the Future (BSF) Programme.

2. SUMMARY OF CONTENTS

This report outlines the need to appoint specialist Technical Advisers to support the Authority in its preparation of the BSF Strategy for Change (SfC) and Outline Business Case (OBC). The report describes the tendering process to be followed and seeks the agreement of the Portfolio Holder to the formal engagement of Technical Advisers from the nationally approved framework.

3. RELEVANCE TO PORTFOLIO MEMBER

It is appropriate for the Portfolio Holder to make this decision, in line with the Council's procurement procedures.

4. TYPE OF DECISION

Non-key.

5. DECISION(S) REQUIRED

To approve the engagement of Technical Advisers for the Building School for the Future (BSF) Programme.

Report of: Director of Children's Services

Subject: ENGAGEMENT OF TECHNICAL ADVISERS
FOR THE BUILDING SCHOOLS FOR THE
FUTURE (BSF) PROGRAMME

1. PURPOSE OF REPORT

To seek approval to engage Technical Advisers for the Building School for the Future (BSF) Programme.

2. BACKGROUND

Hartlepool Borough Council will join the national BSF programme as a "Wave 5" authority in autumn 2007. As part of this process the Council must produce a "Strategy for Change" which will set out how the BSF funding will be used to transform learning in Hartlepool. The Strategy for Change (SfC) must review the current situation with regard to the suitability and condition of existing school buildings and consider the potential scope of building work to be undertaken at each individual school. In order to ensure the successful completion of the strategy it is necessary to engage Technical Advisers to assist in this role.

As a "Wave 5" authority, the Council has to submit its "Strategy for Change – Part One" at the end of October 2007, and "Strategy for Change – Part Two" at the end of March 2008. In addition, the Council must submit its Outline Business Case (OBC) by the end of August 2008. The OBC will set out in detail the scope, cost, affordability, risks, procurement route and timetable of the project. It is envisaged that the appointment of Technical Advisers will cover the SfC and OBC timeframe.

Following discussions with colleagues in Neighbourhood Services, it has been agreed that the level of technical advice and experience that is required for the successful implementation of BSF is not available within the Council.

The reason for appointing Technical Advisers straight away is to ensure that the Technical Advisers are able to visit each of the secondary schools before the end of the summer term. In addition, the launch of Wave 5 authorities in the BSF programme will take place in September 2007. At this stage the Children's Services Department will require provisional information on the potential scope of building work to be undertaken at each individual school.

3. THE APPOINTMENT PROCESS

Following advice from Partnerships for Schools (PfS) and the Council's Head of Procurement, the Children's Services Department has begun a tendering process.

All seven companies on the government's national framework list have been invited to submit a tender to provide technical advice to the Council. If the Portfolio Holder approves the engagement of Technical Advisers as requested, a number of companies will be short-listed and invited to interview.

The interview process will be supported by the national Project Director from PfS who has been assigned to Hartlepool. It is intended that an appointment will be made by 22nd June, in order that the Technical Advisers can begin to visit all Hartlepool secondary schools immediately to consider the suitability and condition of existing school buildings and the potential scope of building work to be undertaken at each individual school.

4. RISK IMPLICATIONS

It is expected by government that all BSF authorities will engage expert Technical Advisers to provide the guidance and expertise necessary to rebuild, remodel and refurbish the secondary school estate. If Technical Advisers are not engaged and the SfC is not approved by the Minister, Hartlepool will not receive BSF investment.

5. FINANCIAL CONSIDERATIONS

The funding for the engagement of Technical Advisers is available through the BSF budget reserve.

The Council's Head of Procurement has confirmed that the process as described in Section 3 complies with the Council's procurement procedures.

6. LEGAL CONSIDERATIONS

The engagement of Technical Advisers will be procured under a formal contract which will be drawn up with the support of the Chief Solicitor.

7. RECOMMENDATIONS

To approve the engagement of Technical Advisers for the Building School for the Future (BSF) Programme

8. REASONS FOR RECOMMENDATIONS

To ensure that the Strategy for Change and Outline Business Case meet government requirements in order that BSF investment can take place.

9. CONTACT OFFICER

Rachel Smith, Principal Project Officer (Strategy and Procurement), telephone 523761, email rachel.smith@hartlepool.gov.uk

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

12th June 2007



Report of: Director of Children's Services

Subject: SCHOOL TERM AND HOLIDAY DATES:
SCHOOL YEAR 2008/2009

SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek the agreement of the Portfolio Holder to the pattern of school term and holiday dates for the school year 2008/2009 for community and controlled schools in Hartlepool.
- 1.2 To seek the agreement of the Portfolio Holder in recommending those dates to the governing bodies of aided schools in Hartlepool.

2.0 SUMMARY OF CONTENTS

A report is attached detailing the current state of play nationally, regionally and locally on the pattern of the school year, and recommendations for the school year 2008/2009.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for Children's Services issues.

4.0 TYPE OF DECISION

Non-key decision.

5.0 DECISION MAKING ROUTE

Portfolio Holder's meeting on 12th June 2007.

6.0 DECISION(S) REQUIRED

- 6.1 Approval by the Portfolio Holder of Hartlepool term dates for school year 2008/2009.
- 6.2 Agreement to recommending these dates to governing bodies of Aided schools in Hartlepool.

Report of: Director of Children's Services

Subject: SCHOOL TERM AND HOLIDAY DATES:
SCHOOL YEAR 2008/2009

1. PURPOSE OF REPORT

- 1.1 To seek the agreement of the Portfolio Holder to the pattern of school term and holiday dates for the school year 2008/2009 for community and controlled schools in Hartlepool.
- 1.2 To seek the agreement of the Portfolio Holder in recommending those dates to the governing bodies of aided schools in Hartlepool.

2. BACKGROUND

- 2.1 As the local authority (LA), the Council has the responsibility for setting the school term and holiday dates for community and controlled schools in Hartlepool. Aided school governing bodies are responsible for setting their own school holiday pattern within the agreed national framework of working days. Traditionally the LA and the governing bodies of all the aided schools work together to ensure a consistent pattern across the town in respect of school term and holiday dates, though in the case of Roman Catholic schools in particular, some variation does occur in some years.
- 2.2 The pattern proposed for 2008/2009 provides for an "envelope" of 194 days, of which 190 are days on which pupils attend and the remaining four days are designated by the school as Professional Development (PD) days. Five PD days are provided for in the Conditions of Service and can be taken in combinations of part-day "twilight" sessions at the direction of individual schools.
- 2.3 Regional consultation has taken place via the Regional Directors of Children's Services Network meetings. The local authorities in the North East region are committed to achieving broad consistency across the region when considering the school year pattern for 2008/2009 and subsequent years.
- 2.4 The Local Government Association (LGA) is attempting to achieve an overall national consensus based on a number of principles:
- To start the school year on a September date as near as possible to 1st September;

- To equalise teaching and learning blocks (roughly 2x7 and 4x6 weeks);
- To establish a two week spring break in early April irrespective of the incidence of the Easter bank holiday;

3. CONSULTATION

- 3.1 In the Autumn Term, North East LA representatives discussed the school year pattern for 2008/09. Various models were shared, including the LGA recommended model. The North East authorities agreed to all individual LAs consulting locally on a common preferred model.
- 3.2 Following that discussion, arrangements were made to consult all headteachers in Hartlepool and also the relevant associations/unions through the Director's termly meetings. There were no objections raised from the consultation with stakeholders on the regional preferred model.
- 3.3 Once the local consultation had taken place, Hartlepool contacted the regional LAs to share its preferred model with the appropriate individuals. The general consensus from LAs in the region was to adopt the regional model although slight variations may occur.

4. CONCLUSION

It is proposed that Hartlepool should follow the proposed regional model on which consultation took place. This is shown in **Appendix 1**.

5. RECOMMENDATIONS

The Portfolio Holder is requested to consider the following recommendations:

- To approve the schedule of term and holiday dates for 2008/2009 for community and controlled schools in Hartlepool as shown in **Appendix 1**.
- To recommend the schedule of term and holiday dates for 2008/2009 to the governing bodies of aided schools in Hartlepool as shown in **Appendix 1**.

6. CONTACT OFFICER

Rachel Smith, Principal Project Officer, Children's Services (telephone 523761, email rachel.smith@hartlepool.gov.uk).

DRAFT**HARTLEPOOL CALENDAR - PROVISIONAL****PROPOSAL B**

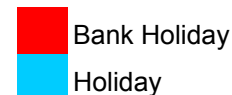
APPENDIX 1

2008/2009

2008	July	August	September	October	November	December
Monday		25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Tuesday		26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Wednesday		27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Thursday		28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Friday		29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Saturday		30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Sunday		31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28

2009	January	February	March	April	May	June
Monday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Tuesday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Wednesday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24
Thursday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Friday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Saturday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Sunday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28

2009	July
Monday	6 13 20 27
Tuesday	7 14 21 28
Wednesday	1 8 15 22 29
Thursday	2 9 16 23 30
Friday	3 10 17 24 31
Saturday	4 11 18 25
Sunday	5 12 19 26

194 DAY ENVELOPE**CONFIDENTIAL**