

**PROPOSAL TO EXTEND THE AGE RANGE OF  
ST BRIDES MAJOR CW PRIMARY SCHOOL to 3-  
11 YEARS AND CREATE A 48 PLACE NURSERY  
CLASS**



*Love Learning for Life  
Caru Dysgu am Oes*

**CONSULTATION REPORT JANUARY 2016**

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## Background

The Governing Body has a duty to ensure that the school makes the best use of school provision and facilities in order to continue to raise standards at St Brides Major CiW Primary School.

The Governing Body undertook a consultation from Monday 2<sup>nd</sup> November 2015 to Friday 8<sup>th</sup> January 2016 to gain points of view on a proposal to create a new 48 part time place nursery class and extend the age range at St Brides Major CiW Primary School to 3-11 years.

The consultation process followed Welsh Government guidelines and was an opportunity for local people to learn about the proposal and for the Governing Body to hear the views of all those with an interest so that they could be taken into account before any decisions were made.

## The proposal

The Governing Body proposes to establish a 48 part time place nursery class at St Brides Major CiW Primary school. In order to be able to achieve this, the Governing Body is proposing to extend the age range of St Brides Major CiW Primary school from 4 to 11 years to 3 to 11 years. The nursery will be located within the existing grounds of St Brides Major CiW Primary school.

It is proposed that the nursery will be ready to welcome children at the start of the Spring term in January 2017. The school would extend its Foundation Phase to develop educational provision for those children who are eligible to attend the nursery from the term after their 3<sup>rd</sup> birthday.

The substantive head teacher of St Brides Major School would remain the head teacher of the extended school and the Governing Body would remain the governing body of the school which would include the Nursery class.

## Methodology

The consultation ran from Monday November 2<sup>nd</sup> 2015 to Friday January 8<sup>th</sup> 2016 and was undertaken with prescribed consultees contained within the School Organisation Code 2013. A range of individuals and groups were asked for their views on the proposal including:

Staff (teaching and non-teaching) at St Brides Major Church in Wales Primary school	Staff at St Brides Major Playgroup
Governors at St Brides Major CiW Primary school	Llandaff Diocesan Board of Education
Parents/Carers of children attending St Brides Major Church in Wales Primary School	Parents/Carers of children attending St Brides Major Playgroup

Pupils attending St Brides Major CiW Primary school	St Brides Major Community Council & Ewenny Community Council
Vale of Glamorgan Children and Young People's Programme Board	Vale of Glamorgan Early Years Development Partnership (EYDCP)
Vale of Glamorgan Council	Assembly Members (AMs) / Members of Parliament (MPs) / Regional Assembly Members
Local Councillors	Care and Social Services Inspectorate Wales (CSSIW)
Welsh Language Commissioner	Rhieni dros Addysg Gymraeg (RHAG)
Neighbouring Primary and Secondary schools in the Vale of Glamorgan	Trade Unions
Central South Consortium Joint Education Service	Directors of Education . All Neighbouring Authorities
Estyn	Welsh Government Ministers
Local Police and Crime Commissioner	Council's Transportation Department
Llandaff Diocesan Board of Finance	

Consultation was also undertaken with pupils of St Brides Major CiW Primary School during a session held on Tuesday 24<sup>th</sup> November 2015 at the Senedd. The consultation session was conducted with the school council and facilitated by the head teacher, Mr Duncan Mottram and chair of governors, Mrs Ann Jenkins, to engage children in the consultation process.

Formal consultation was conducted through a consultation document and accompanying response form distributed to prescribed consultees. The consultation document was offered through the medium of English and Welsh.

A meeting was conducted with the Governing Body of St Brides Major CiW Primary school held at the school on 16<sup>th</sup> November 2015. Drop in sessions were conducted with parents on 4<sup>th</sup> November at St Brides Major CW Primary School to enable parents to attend, meet representatives on an individual basis and share their views. Staff meetings were held at St Brides Major playgroup on the 2<sup>nd</sup> November 2015 and at St Brides Major CiW Primary School on the 3<sup>rd</sup> November 2015. All meetings were attended by headteacher Mr Duncan Mottram and representatives from the St Brides Major CW Primary School governing body.

The publication of a consultation document is central to the consultation process prescribed by Welsh Government for school reorganisation. The consultation document outlined the changes being considered, the rationale for these, details of the consultation exercise and incorporated an individual response form. Consultees were advised of the availability of an online version to complete and also contact addresses to send in comments via e-mail or post or by hand via the school office. Parents who have no access to the online version were provided with a paper copy.

The consultation exercise was extensively promoted online, via the School website , and social media channels.

### **Results of consultation with Parents, Staff and other Key Stakeholders**

At the consultation closing date the school received 6 individual responses to the proposal. All 6 individual responses were positive. A summary of comments raised in favour of the proposal can be found at Appendix A. A summary of the issues raised can be found at Appendix B.

In accordance with the requirements of the School Organisation Code 2013, a copy of the consultation document was sent to Estyn and the Local Authority. Both Estyn and the Local Education Authority provided their opinion on the overall merits of the proposal. The response from Estyn can be found at Appendix C, the response from the Local Education Authority can be found in Appendix D.

The responses from children, staff and governors of both settings can be found at Appendices E, F, G, H and I. The schools ~~Equality Impact Assessment~~ can be found in Appendix J.

## Appendix A

This section provides comments that arose during the formal consultation period from those in favour of the proposal. This includes responses made during consultation meetings and correspondence received.

- “ The Governing Body unanimously agreed to the proposal as it has been a long term ambition to establish a nursery class within the school.
- “ It is Estyn’s opinion that the proposal is likely to at least maintain the current standards of education and provision in the area. The proposal is unlikely to have a negative impact on any other schools or providers of pre-school education within the locality.  
  
*“As a member of staff and parent in both St Brides Playgroup and St Brides Major CiW Primary School I believe that the proposal will raise educational standards as pupils will spend additional time in our happy and successful school, providing an excellent start to their education and a smooth transition into the Reception Class.”  
Mrs C. Jenkins (Parent and Year 6 Teacher)*
- “ The Vale of Glamorgan Council fully support the proposal and feel that it will enhance the facilities and provision at the school.
- “ Staff of St Brides Major CiW Primary School totally support the proposal recognising the potential educational gains to be made with the extended age range of the school. The extended age range will also facilitate professional development opportunities for staff.
- “ Ewenny Community Council fully support the proposal.
- “ The staff at St Brides playgroup recognise the benefits of the proposal
- “ The staff at St Brides playgroup asked questions relating to the wrap around provision and practicalities of taking children to and from nursery class sessions.
- “ The School Council voted in favour of the proposal.
- “ Parents welcomed the opportunity for their children to attend nursery on the school site with their older children.

## **Appendix B**

This section provides comments in relation to common issues raised at consultation meetings and correspondence received.

### **What will the local catchment area be if the proposal goes ahead?**

The catchment area would remain the same.

### **What would the admission arrangements be for the primary school?**

The Vale of Glamorgan Council is the admission authority for nursery age children across the Vale of Glamorgan for community schools and registered providers. Admission arrangements for the nursery class would be devolved to the school and mirror current arrangements for Reception class. Admission would remain unchanged as a result of this proposal

### **Will the nursery have uniform?**

This has not yet been discussed however in order for pupils to be part of the school the uniform could be extended to nursery age pupils.

### **What will the hours of the nursery be?**

The sessions will be two and a half hours in length. As yet the start times are undecided, but they will be slightly staggered to school opening times to avoid traffic congestion.

### **Will there be job losses as a result of the proposal?**

There is no expectation of job losses. Pupil numbers are expected to remain the same in the playgroup and therefore no reduction in staffing has been identified within either setting. The Governing Body is responsible for determining staffing levels at school. The school and the playgroup are determined to work together to ensure that no employee is disadvantaged by the new arrangements.

### **How will the wrap around care element work?**

Parents who wish to access wrap around care can do so by booking additional sessions in St Brides playgroup. The primary school in partnership with the playgroup will arrange the safe transfer of the children between the two settings. Children will eat their lunch in the setting that they spent the morning in.

### **How will the children move between the two settings if they families require the wrap around care element?**

The school will risk assess the safest route between the two sites (500 yards) and will escort the children with the correct ratio of adults. The school agreed to seek advice from the Vale of Glamorgan Traffic and Highways Directorate about a crossing point on Southerndown Rd. The school also agreed to investigate the purchase of a minibus for this purpose.

**Can funded sessions be grouped together to make whole day provision?**

No decision has been reached by the school's Governing Body on this matter. However in order for the school to plan appropriate provision this is unlikely.



**Estyn's response to the proposal to change the character of St Brides Major Church in Wales Voluntary Aided Primary School by establishing a nursery unit within the school. This will extend the age range of the school from 4 – 11 years to 3 – 11 years.**

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

### **Introduction**

The consultation proposal is from the Governing Body of St Brides Major Church in Wales Primary School to:

Extend the age range of St Brides Major Church in Wales Primary School to 3 to 11 years

Create a nursery unit within the school.

If implemented, the proposal will mean that the nursery will be ready to welcome children at the start of the spring term in January 2017.

### **Summary/Conclusion**

It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education and provision in the area. The proposal is unlikely to have a negative impact on any other schools or providers of pre-school education within the locality.

### **Description and benefits**

The proposal contains an appropriate rationale and clearly defines the expected benefits well. These include a more coherent curriculum for the Foundation Phase with the potential to offer greater continuity and progression in pupils' learning and a cost effective solution to extending nursery provision to meet identified demand in the locality.

The proposer has compared the benefits of the proposal with the status quo and has considered all other reasonable options fairly. Estyn agrees that the proposer's preferred option is likely to have the most positive impact on standards of leadership, provision and outcomes when compared to the alternatives.

There is an appropriate evaluation of potential risks to the proposal. These include the likelihood that building companies will release funding in instalments. This means that not all required funding will be available when identified building work begins. However, the proposer identifies appropriate contingency plans for this occurrence. The proposal identifies potential increases in revenue costs, for example to fund a teacher in the nursery class. It also makes a sound case for covering these costs.

The proposal identifies clearly that there will be very little impact on the travel arrangements for pupils and their families and that there is unlikely to be any increased congestion should the proposal succeed. The proposer clarifies that there will be no change to the provision of transport for pupils affected by this proposal, in the short term, as nursery-aged pupils are not eligible for school transport unless they have a statement of special educational needs under the local authority's current policy. The proposal indicates that overtime, most if not nearly all pupils are expected to live within the school's catchment area. However, there is no evaluation of the potential costs of providing transport for pupils living more than two miles from the school when they enter full-time education at reception-age.

The proposal identifies the implications for the staffing and governance of the school appropriately. Estyn agrees that this is likely to involve minimal change and is unlikely to have any detrimental impact upon standards of leadership, provision or outcomes for pupils.

The proposal is thorough in its use of data with regard to present and future pupil numbers at the schools. It clearly demonstrates that the proposal would provide sufficient capacity for the increased demand for nursery and school places in the locality in the coming years. This increase in demand is due to two sizeable building developments in the area.

Estyn agrees that the proposal is unlikely to have a detrimental impact on provision for Welsh-medium education in the locality.

The proposer has evaluated the current standards of leadership, provision and educational outcomes at the school thoroughly. Estyn agrees that the proposed arrangements are unlikely to have any detrimental impact on these standards but have the potential to benefit pupils overall, for example through providing continuous education in one setting through the Foundation Phase.

The proposal contains limited information with regard to any impact on the quality of provision for pupils with special educational needs. However, it does indicate that all new buildings will comply with Disability Discrimination Act legislation. Overall, it is Estyn's opinion, that the proposal is unlikely to have a detrimental effect on provision for pupils with special educational needs. It is Estyn's opinion that this proposal is unlikely to have a detrimental impact on the education of other vulnerable groups such as pupils eligible for free school meals.

It is Estyn's opinion that impact of revised admission arrangements will lead to very little disruption to pupils' learning. The proposal evaluates fairly the implications for the other pre-school educational provider in the locality.

**Response to the Consultation to change the character of the Voluntary Aided St Brides Major Church in Wales Primary School: by**

- 1. By extending the age range of the school from 4 – 11 years to 3 - 11 years;**
- 2. By establishing a nursery unit within the school**

The Vale of Glamorgan Council has considered the proposal from the governing body of St Brides Major Church in Wales Primary school and offers the following comments on the proposal.

The Council is satisfied that the governing body has provided a sound rationale for the proposal and that the proposer has made a coherent case as to the establishment of a nursery class within the school. The proposal states that the new housing developments being established in the neighbouring village at Ogmore has the potential to increase demand for school places at St Brides Major CW Primary School by 17 nursery places and 47 primary pupil places.

The governing body appears to have given consideration to the advantages and disadvantages of the proposal as well as to a number of alternative options and has demonstrated that the proposal will deliver best value for money and the potential for improved learning outcomes at the Foundation Phase.

The proposal states that the project will be funded from Section 106 Education contributions derived from the two developments at Ogmore. The Council can confirm that all relevant members and council officers have been consulted about the use of the Section 106 contribution for this proposal and are in full support.

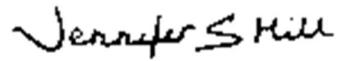
The governing body has considered the effect of the proposal on neighbouring schools and asserts reasonably that the impact is unlikely to be significant due to the fact that the two developments at Ogmore are situated within the catchment boundaries of St Brides Major Church in Wales Primary School.

The governing body has also considered the effect of the proposal on the playgroup at St Brides Major which is the current provider of maintained nursery places for the catchment of St Brides Major CW Primary School. The proposal states that the school will continue to work in partnership with the playgroup who will continue to provide a playgroup provision for children of 2 and above as well as providing a facility for wrap around care for children who are offered 2.5 hours of nursery provision in the new nursery class at St Brides Major CW Primary School.

The Council is therefore fully in support of this proposal and feel that it will enhance the facilities and provision at the school.

The Council wishes to make it clear that if the school receives objections to the proposal at the Statutory Notice stage then the final decision on determination of the proposal will be made by the Council.

Yours sincerely

A handwritten signature in black ink that reads "Jennifer S Hill". The signature is written in a cursive style with a large initial 'J'.

**JENNIFER HILL  
DIRECTOR OF LEARNING AND SKILLS**

## APPENDIX E

### **Note of Consultation Meeting – 16.00 on 16<sup>th</sup> November 2015 with members of the St Brides Major Governing Body.**

Present . D. Mottram (headteacher), M. Stanlake (deputy head), A. Jenkins (chair of governors), I. Spence (vice-chair of governors),& C. Halsall

Mr. Mottram outlined the purpose of and reasons for the consultation. He updated the governors on progress to date and about the planned arrangements for transfers between the nursery and playgroup where parents were making use of the wrap around care being offered by the playgroup.

Agreed that the governors were in favour of the nursery build.

## APPENDIX F

### **Note of Consultation Meeting – 14.30 on 4th November 2015 with Parents.**

Present . D. Mottram (headteacher), I. Spence (vice-chair of governors), A. Rogers (playgroup leader), I. Jones (architect) and 4 parents.

Mr. Mottram outlined the purpose of and reasons for the consultation. Mr Mottram confirmed that even though planning permission had been obtained for the project there was no guarantee that the nursery would be built. The nursery project would only go ahead if there were support from the local community.

In response to a query the parents were told that there had been an objection to the planning department based on the proximity to a nearby house, but they had not considered it material enough to withhold consent nor to ask for alterations to the plans. Having seen the plans beforehand one of the parents asked how much of the outdoor space would be lost to the new playground. The architect gave them the dimensions of the playground and pointed out the space allocated was not currently used except for a small garden.

The next query was what surface would be on the playground. It was confirmed that it would be tarmac, but the outside teaching space would have a soft finish to match that of the Foundation Phase with similar canopies.

Most of the rest of the discussion was about practical details if the nursery was built and parents were using the playgroup to provide wrap-around care. It was agreed that session times would need to be aligned and that it would be best if lunch was taken in the setting where the morning session was held, this would have no negative impact on current provision. The school staff would risk assess the best route between the 2 buildings and supervise the transfer between them. One parent queried whether funded sessions could be paired up to make whole day provision in the school as was sometimes done with playgroup. They were told it would be a decision for the governing body, but it did not seem beneficial as the child would merely be repeating the morning session in the afternoon.

It was stated that the intention was to admit all children in the playgroup who had reached their 3<sup>rd</sup> birthday the term before the opening of the nursery. There was, of course, no compulsion on them to come to the nursery as the children would be younger than statutory school age of 5 years. It was confirmed that the nursery class would be teacher led supported by Learning Support Assistants to maintain the required ratio of pupils to adults.

It was explained that once the nursery was up and running it was expected that responsibility for admissions would be delegated to the school from the Local Authority and the school's Admissions policy would then apply. It was stressed that admission to the nursery class would not automatically mean admission to the Reception class, a separate admission process operates for reception admissions.

## **Note of Consultation Meeting – 18.30 on 4 November 2015**

Present . D. Mottram (headteacher), A. Jenkins (chair of governors), A. Rogers (playgroup leader), and 6 parents.

Architect plans of the proposed nursery were available for viewing.

Mr. Mottram outlined the purpose of and reasons for the consultation. Even though planning permission had been obtained there was no guarantee that the nursery would be built.

It was stated that the intention was to admit all children in the playgroup who had reached their 3<sup>rd</sup> birthday the term before the opening of the nursery. There was, of course, no compulsion on them to come to the nursery as the children would be younger than statutory school age of 5 years. The rest of the discussion focused on practical details.

1. Would the nursery provide ~~a~~ll dayqprovision for individual children?

Attendees were told this would be a decision for the governing body, but it did not seem beneficial initially, as the child would be repeating the morning~~s~~ session in the afternoon. It was explained that parents would be able to access wrap-around care via the village playgroup. Session times would need to be aligned and lunch would be taken in the setting where the morning session was held. The school staff would risk assess the best route between the 2 buildings and supervise the transfer of children between the school and the playgroup. The ratio of staff to children would correspond to statutory requirements.

2. Can the Council be approached re: road crossing facilities for the children en route to the playgroup e.g. Southerndown Rd.?

The headteacher agreed to investigate this matter with the Council at this early stage in the process.

3. How will the school accommodate/provide for younger children within the ~~larger environment~~qof a primary school?

The headteacher explained that the nursery facilities and children would be located in a purpose built area. The nursery would have its own entrance, toilet facilities, cloakroom, play areas etc. These areas would not be accessed by older pupils or their parents.

4. Will children who do not attend the nursery be disadvantaged re: admission to St. Brides Major Primary School on reaching statutory school age?

It was explained that once the nursery was up and running it was expected that responsibility for admission to the nursery would be delegated to the



school from the Local Authority and the school's Admissions policy would then apply.

**It was stressed that admission to the nursery would not automatically result in admission to the Reception class. A separate admission process operates for reception admissions. All applications from children of statutory school age to join the school would be considered in line with the school's Admissions policy.**

5. How will the school ensure the safety of pupils during the building of the nursery?

The Headteacher explained that the school, LA and contractor(s) would be responsible for the pupils' safety and that measures would be put in place to ensure the safety of all members of the school community and visitors during the construction of the nursery.

## APPENDIX G

### **Note of Consultation Meeting – 15.30 on 2 November 2015 with St Brides Playgroup Staff.**

Present . D. Mottram (headteacher), I. Spence (chair of governors) and 3 staff members of St Brides Major Playgroup.

Mr. Mottram outlined the purpose of and reasons for the consultation. The first question was that as planning permission for the nursery build had been obtained was there in any purpose in the consultation. It was explained that there were still quite a few things that could stop the build. There have been cases where there were so many objections during the consultation that the governing body decided not to proceed to Statutory Notice. Even if it was decided to go to Statutory Notice there was no guarantee that the allocated funds would be sufficient to finance the build and the position would only become clear when tenders were received from building contractors. Then the Statutory Notice would have to be approved by the Council and the Welsh Government.

Concerns were raised about the general public being aware of the proposal. It was agreed to consider putting an advert in the Gem and having a further drop-in session for members of the community.

Most of the rest of the discussion was about practical details if the nursery was built and parents were using the playgroup to provide wrap-around care. It was agreed that session times would need to be aligned and that it would be best if lunch was taken in the setting where the morning session was held. The school staff would risk assess the best route between the 2 buildings and supervise the transfer between them.

## APPENDIX H

Minutes of School Council Meeting held in the Senedd on 24th November 2015  
Attendance - SH, SM, KMC, AS, RM, JC, MS, EG, LD, EA, RH, BT, CR  
Observers - DM, AJ, Mrs Humphries

Agenda	Notes
Children in Need	We raised £250, every class enjoyed but JC said that not everyone dressed up.
Nursery Consultation	Mr Mottram told us about the nursery plans and we asked some inquisitive questions including 'How safe will it be for the children when the builders are building in school hours?', 'What times will they be building?', 'Who will be teaching in the nursery?' and 'Will the times that they build be in school hours?' Also 'will the nursery be better than the playgroup?', 'Will the playgroup close down?' 'How will the children get from one to the other?' We voted in favour - 10 for, 2 against, 1 abstention.
Christmas Fayre	We discussed what stall we would like to do in the Christmas Fayre and came up with some ideas. Erin was going to find out what
School Mural	We thought that we could have a mural of subjects and activities that we would put in the middle area and in the foyer we could put things that represent Wales to show that we are proud to be Welsh.

## St Brides Major Church in Wales Primary School

### Finance and Premises Committee Minutes

Meeting held Tuesday 29 September 2015 at 4.00pm in School

**Present:** Tony Davies (AED) - Chair; Ian Spence (IS), Duncan Mottram (DM), Claire Jones (CJ) and Ceri Squire (CS), Father Phillip Morris

The meeting was quorate

#### 1. Apologies

Apologies received with consent from Sally Knight.

#### 2. The Minutes

The minutes of the last meeting were approved and signed as a true record.

#### 3. Matters arising

**Expenditure on materials** - It was confirmed that the large cleaning materials bill was for a bulk order which will last several months. It was also confirmed that the increase in teaching materials reflected pre inspection preparations.

**ICT sustainability** . Mrs C. Jenkins is still working on a report. DM to chase up

**DM**

New IT equipment previously requested for reception has been purchased.

**Playground** . The remedial works carried out by Encon over the summer holidays seems to have been successful with the surface draining quickly and no ponding. However there is an area in the Year 2 outside classroom where weeds have grown and some significant ponding occurs. It was agreed to get this area power washed on December 17, when the whole school will be out on visits. If this is not effective in solving the problem further works maybe required.

**DM**

A Timber Trail for the junior playground has been ordered but as yet there is no installation date.

The new reception area has been successful and well received by visitors. The cost was under £5,000, with the flooring being the biggest single bill at approximately £3,000.

#### **4. Financial Report and Budget Review**

Music tuition has not yet been paid out to the music service and there should be no underspend.

Water bills since March still no received. DM and IS to chase up.

##### **DM/IS**

There is a £10K underspend indicated. £5K has been received from CRAMP funding towards the cost of the new security gates. There is £50K in the reserve fund. Some allowance has to be made for an increase in teaching salaries before the new financial year.

#### **5. Premises issues**

**Section 106:** We have now submitted a full planning application for a new nursery/reception block. Currently only the nursery section of the building can be funded by the Section106 monies. The school has received more positive support from the Vale of Glamorgan council. IS, AJ, AED, DM and the architect will meet with the V of G representatives on 30 September. Consultation document is in its fourth draft and now ready to be circulated as agreed by all present. However consultation with Church in Wales Education board has now started.

**There needs to be further discussion with playgroup as to the wrap around care.** DM to speak to Amanda Rogers and Yana.

**DM**

There is a lot of vegetation growing in the guttering, which needs to be cleared. It is a two man job as ladders are involved. DM to organise.

**DM**

#### **6. Health & Safety issues**

A School Fire Drill was held in the week beginning 21 Sept 15. A safe evacuation of all present on site was achieved in 2 minutes 27 seconds.

#### **7. Any Other Business**

**Library area** It was agreed to update the library area with storage reorganised and re aligned to the topics covered by the school. Smaller tables will be installed to support break out areas and the flooring replaced with a non-slip vinyl. Rob Bailey is able to carry out

the redecoration apart from the flooring. The work will be carried out over the half term.

**Out of hours closing of school** . There are currently three clubs that use the School hall in the evenings. However they finish after R.Bailey's core hours and have keys. This somewhat compromises the security of the building and it was agreed to ask R.B if he would like an extra one and half hours to come back and lock up. Alternatively a member of staff living locally could be asked to close up and be paid for it. **DM** to organise.

**Father Philip Morris** . AED thanked Philip for his valuable contribution to the F & P committee over the years and for all he had done for the governors and school. All wished him a happy retirement.

**8. Date and Time of next meeting**

Next meeting to be held on Monday 23 November 2015 at 16.00 in school. **ALL**

## St Brides Major CW Primary School Equality Impact Assessment

The School is required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

The Act explains that having due regard for advancing equality involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The protected characteristics are:

- " Age
- " Disability
- " Gender reassignment
- " Pregnancy and maternity
- " Race
- " Religion of belief
- " Sex
- " Sexual orientation

The duty also covers marriage and civil partnership but only with regard to eliminating discrimination. And in Wales we also have to treat Welsh and English on an equal basis as well as promoting and facilitating the use of the Welsh language.

Further advice on completing impact assessments can be found on StaffNet [http://staffnet.valeofglamorgan.gov.uk/corp\\_cust\\_services/equalities/equalities\\_policies\\_guidance/equality\\_impact\\_assessments.aspx](http://staffnet.valeofglamorgan.gov.uk/corp_cust_services/equalities/equalities_policies_guidance/equality_impact_assessments.aspx)

<p>Title and description of the policy, procedure, practice or decision (referred to as %policy+ throughout form).</p>	<p>PROPOSAL TO EXTEND THE AGE RANGE OF ST BRIDES MAJOR CW PRIMARY SCHOOL to 3-11 YEARS AND CREATE A 48 PLACE NURSERY CLASS</p>
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Who is responsible for developing and implementing the policy?

Name	Duncan Mottram
Job Title	Head Teacher . St Brides Major

1. Who will be affected by this policy?

Please specify:

Vale of Glamorgan residents in the St Brides Major CiW Primary School catchment area . specifically Preschool children and their families, Expectant mothers, Current users of St Brides Playgroup.  
School staff and Playgroup staff.

2. Does the policy relate to an area where there are known inequalities?

No

3. Decisions must be based on robust evidence. Please detail the evidence that you have used to inform your assessment. What evidence do you have about how your service is used? What was the strength of the evidence and did you identify any gaps? Did the evidence identify any barriers to services, or different needs and priorities for protected characteristic groups? If the evidence was weak or gaps were identified, what action have you taken to address this?

There is no service at present. This would be a new service provided for the community of St Brides Major. Children between the ages of 3 and 4 currently receive their early years nursery education at the playgroup in St Brides.

4. There is a legal duty to consult and involve people and organisations representing the protected characteristics where it is identified that they are potentially affected by the policy (for example men; women; parents; carers; the black and minority ethnic community (including asylum seekers, refugees, economic migrants); disabled people; the Welsh speaking community; the lesbian, gay and bisexual community; transgender people; different faith groups; etc.)

Please detail engagement activities that have taken place . internally and externally:

The consultation ran from Monday November 2<sup>nd</sup> 2015 to Friday January 8<sup>th</sup> 2016 and was undertaken with prescribed consultees contained within the School Organisation Code 2013. A range of individuals and groups were asked for their views on the proposal.



Consultation was also undertaken with pupils of St Brides Major CiW Primary School during a session held on Tuesday 24<sup>th</sup> November 2015 at the Senedd. The consultation session was conducted with the school council and facilitated by the head teacher, Mr Duncan Mottram and chair of governors, Mrs Ann Jenkins, to engage children in the consultation process.

Formal consultation was conducted through a consultation document and accompanying response form distributed to prescribed consultees. The consultation document was offered through the medium of English and Welsh.

A meeting was conducted with the Governing Body of St Brides Major CiW Primary school held at the school on 16<sup>th</sup> November 2015. Drop in sessions were conducted with parents on 4<sup>th</sup> November at St Brides Major CW Primary School to enable parents to attend, meet representatives on an individual basis and share their views. Staff meetings were held at St Brides Major playgroup on the 2<sup>nd</sup> November 2015 and at St Brides Major CiW Primary School on the 3<sup>rd</sup> November 2015. All meetings were attended by headteacher Mr Duncan Mottram and representatives from the St Brides Major CW Primary School governing body.

5. Will this policy have a significant effect on how services are delivered?

Yes

Please detail:

It will enhance early years education within the school environment. Children between the ages of 2-3 will be able to continue to use the facilities in St Brides playgroup. Wrap around care will be provided at St Brides playgroup for those children aged 3 or 4 who are offered sessions at the nursery class in St Brides Major CW Primary School.

6. Will this policy have a significant effect on how other organisations operate?

Yes

Please detail:

St Brides Playgroup will lower their intake age and offer the wrap around care element to the proposal.

St Brides Major CW Primary School will be extending provision to children of nursery school age and the school policies and procedures will need to reflect this.

7. Will the policy impact upon other policies or practices?

Yes

Please detail:

St Brides Major CW Primary will have to extend their policies to make sure children of nursery school age are covered and safeguarded by these.

8. Have you identified any evidence that the policy could directly or indirectly discriminate against or have an adverse impact on people in any of the protected groups? If ~~Yes~~ what do you intend to do to mitigate against this?

No

9. What can be done further to promote equality of opportunity by altering the policy?

Please detail, including opportunities to promote good relations and community cohesion:

An all through educational experience for all on one site with good disability access across the school.

10. Has the assessment identified the need for future monitoring? If so, what monitoring do you intend to conduct? (for example the number of disabled people using your service as a proportion of the general population)

Please detail:

Assessment will be monitored through the normal inspection processes that will now include the early years setting for example Estyn and Section 50. Monitoring will continue through the ~~P~~Pupil Level Annual School Census..

11. How often will you analyse and report upon this data, and where will it be reported?

Please detail:

Analysis and reporting will be done through the Governing Bodies annual reporting mechanisms and will be shared on the school website.

12. How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, producing information in accessible formats, etc.)?

Please detail:

The school will publicise this policy on the school website, paper copies will be available on request from the school office.

13. Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

Please detail those actions and where they will be placed:

None

14. An equality impact assessment may have four possible outcomes, though more than one may apply to a single policy. Please indicate the relevant outcome(s) of the impact assessment below.

Please tick as appropriate:

opportunities. The policy was adjusted to remove barriers or better promote equality.

**Continue the policy** . the impact assessment identified the potential for adverse impact or missed opportunities to promote equality. The justifications for continuing with it have been clearly set out.