



MINUTES OF THE MEETING OF THE ADMISSIONS COMMITTEE

Monday 12 December 2022 at 6.00 pm

Venue: Conference Room

Present:

- Mr M Howell (MH) Trustee
- Mr P Nagle (PN) Trustee
- Ms L Smart (LS) Trustee

In attendance:

- Mrs R Clark (RCL) Joint Head of Academy
- Mrs K Redmond (KR) Clerk (Governance Professional) to Trustees

Apologies:

- Mr C Wakefield (CWA) Executive Principal

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Election of Chair	For the role of Chair, MH nominated PN, seconded by LS and AGREED unanimously.
3.	Minutes of the meeting held on 15 December 2021	The minutes of the meeting held on 15 December 2021 were AGREED.
4.	Matters Arising	Trustees NOTED that the academy had received a bill for £5,000 for 27 appeal cases but RCL was appealing as she had only attended 26 appeal cases. RCL advised that the cost of appeals had to be balanced against the cost of supply cover and the chance of succeeding. The academy also had to consider how far over the Published Admission Number (PAN) the year group was to avoid impacting the safety and education of others. RCL advised that she had been informed of guidance that stated that schools should only pay for the first 20 appeal hearings and thereafter it would be funded by the Department for Education. RSC will investigate to confirm whether this was the case and will be seeking advice from Stone King for advice on next steps.
5.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
6.	Terms of Reference	Trustees APPROVED the Terms of Reference.

7.	Appeals Hearing Outcomes	<p>Trustees RECEIVED:</p> <ol style="list-style-type: none"> 1. Admissions and Appeal Report - September 2021 to 22 July 2022 2. Admissions and Appeal Report – September 2022 to 6 December 2022 <p>Trustees NOTED that the reports outlined the data for mid-year admissions, enquiries for places, incomplete admissions, places offered and the reasons behind the offer, as well as places refused.</p> <p>The reports also outlined the number of appeals, appeal costings, upcoming appeal hearings and leavers with dates and reasons for leaving as well as the numbers on the current waiting list.</p> <p>MH referred to one offer that had been made from a failed home education and asked why it had not been treated as a mid-year admission. MH also noted that the number of elected home education had increased.</p> <p>RCL stated that home education had increased and outlined a number of reasons. RCL advised that a Year 10 student had gone off role to be home educated and had applied to another local secondary school but the application could not be processed as the student had to stay on roll at Plume Academy for a managed move under the Fair Access Protocol.</p> <p>LS queried who requested a managed move.</p> <p>RCL stated that it was for parents/carers and the school then had to support it. Unfortunately few managed moves were successful as most tended to fail even after being given many opportunities to succeed.</p> <p>RCL advised that a further five mid-year applications had been received today.</p> <p>LS queried how the number of mid-year applications compared with previous numbers.</p> <p>RCL advised that the numbers were increasing particularly with the large numbers of new housing being built in the local area.</p> <p>PN queried the number of late applications for Year 7 which caused a number of appeals.</p> <p>RCL advised that some were not supported by the primary schools to ensure their applications were submitted by the deadline.</p> <p>RCL referred to the number of leavers who elected home education. Ofsted will look to determine whether the academy was 'off rolling' but the academy can evidence how those families were supported before that pathway was chosen by them; the academy will never off roll.</p>
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8.	To receive a report on the applications process for September 2023 and to consider any specific queries	<p>Trustees AGREED that the Published Admission Number (PAN) for September 2023 is 295 as the academy is at capacity. Education and Health Care Plans (EHCP) and appeal applications may increase this number. The local authority will be informed of this decision by the deadline of 16 December 2022.</p> <p>Trustees NOTED:</p> <ul style="list-style-type: none"> a) information from the Admissions Authority, Essex County Council, had been received on 5 December 2022 b) detailed Year 7 Applications report for September 2023 and the comparison data for applications and National Allocation Offer Day Allocations for September 2022 c) five year comparisons year on year which provided some indication of admission trends d) grid of submitted applications for ranking from 1st to 6th preference e) the PAN of 295 takes for 2023 to applications from within 3.5 miles of the academy f) the PAN criteria was used to determine rankings and outlined the admissions criteria. The total number of applications for admission in September 2023 was 613 which was very positive g) every application form had been checked and there had been a few queries with dates of birth. RCL had met with the local authority and Stone King to determine where the academy stood legally. <p>PN queried the application for child of a member of staff.</p> <p>RCL advised that this application came within category 3 and therefore a Trustee decision was not required.</p> <p>Trustees considered each of the ranking queries in turn and AGREED the correct criteria for each one with reference to the approved admissions criteria and which was recorded on the summary document by the Clerk.</p> <p>Trustees thanked RCL for her clear and concise report.</p>
9.	To approve the ranking process by the school	Trustees AGREED that the ranking process had been conducted according to protocol and in accordance with the published Admissions Policy. It was NOTED that this takes applications to those within category 4 'in catchment'.
10.	To approve the applications for admission to be offered	The Local Authority, as admissions co-ordinator, will offer places initially up to and including applicant 295 on the verified list.

11.	To approve the Admission Policies and Admission (College) Policies	<p>1. Trustees NOTED the Admission Policies for 2022-23, 2023-24 and 2024-25 as approved by the Board of Trustees on 7 December 2022 following the Chair's Action approval on 10 October 2022.</p> <p>Recent updates included:</p> <ul style="list-style-type: none"> • Mid-year admissions – returning from Home Education page 3 • Admission of children outside of their normal age group page 4 <p>2. Trustees APPROVED the Plume College Admissions Policies for 2022-23, 2023-24 and 2024-25 which had no changes to those which were approved at the previous Admission Committee meeting on Wednesday 15 December 2021 and ratified by the Board of Trustees on 23 March 2022.</p>
12.	Year 7 Education and Health Care Plans (EHCP) applications for September 2023	<p>Trustees NOTED:</p> <ol style="list-style-type: none"> a) Year 7 EHCP applications for September 2023 were at six which have been positively responded to, and were predicting nine but could be higher on appeal b) comparison data for 2021 and 2022 c) current number of EHCPs in Year 7 was nine with one Individual Pupil Resourcing Agreement (IPRA) which runs out in spring term d) there were 47 EHCP and four IPRA in total in the academy which run out in spring term e) had recently completed a local authority SEND re-banding exercise and hoped that the academy's suggestions were upheld. <p>PN queried whether there a maximum number of EHCPs that the academy could manage.</p> <p>RCL advised that each application was dealt with on a case by case basis as to whether the academy could meet their needs.</p> <p>Trustees thanked RCL, supported by Mrs Harris, for the excellent report. Trustees also thanked them both for their fantastic efforts in managing mid-year admissions and appeals.</p>
13.	Any Other Business	There were no matters of Any Other Business.
14.	Confirmation of confidential items	None.
15.	Date of next meeting	To be confirmed.

Meeting closed at 7.25 pm

Actions

Date of Meeting/ Item number	Topic	Minute
n/a		