



MINUTES OF THE MEETING OF THE ADMISSIONS COMMITTEE

Monday 16 December 2024 at 2.30 pm

Venue: Conference Room

Present:

Mr T Bailey	(TB)	Trustee, Chair of Trustees
Ms J Ellum	(JE)	Trustee
Ms L Smart	(LS)	Trustee, Chair of Admissions Committee

In attendance:

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

Apologies:

Mr M Howell	(MH)	Trustee, Vice-Chair of Trustees
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This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were ACCEPTED.
2.	Election of Chair	For the role of Chair, TB nominated LS, seconded by JE and AGREED unanimously.
3.	Minutes of the meeting held on 11 December 2023	The minutes of the meeting held on 11 December 2023 were AGREED.
4.	Matters Arising	Trustees NOTED that there were no matters arising.
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	Trustees RECEIVED: 1. Admissions and Appeal Report - September 2023 to July 2024 including: a. in May 2024, 13 Year 6 appeals were heard and not upheld b. there had been no other appeals heard during the academic year. 2. Admissions and Appeal Report – September 2024 to 22 November 2024 including: a. one Year 7 appeal was heard on 25 November 2024 and was not upheld.

		Trustees NOTED that appeals will be considered case by case and being mindful of the costs involved in the academy making an appeal.
8.	To receive a report on the applications process for September 2023 and to consider any specific queries	Trustees NOTED: a. Essex County Council (ECC) had requested the academy admit an additional 15 students which will be funded immediately by the local authority increasing the Published Admission Number (PAN) to 310 from the agreed PAN of 295 for September 2025. Trustees AGREED to accept an additional 15 students which together with the predicted ten Education and Health Care Plan (EHCP) students would take the number to 320 but after settling was likely to drop to 310 for admission in September 2025. ECC will be informed of this decision by the deadline of 18 December 2024. b. Year 7 Applications report for September 2025 and the comparison data for applications and National Allocation Offer Day Allocations for September 2024. c. year on year comparisons from 2018 which provided some indication of admission trends including preferences d. grid of submitted applications for ranking from 1st to 6th preference e. the PAN of 310 takes for 2025 currently took applications from within 3.479 miles of the academy. If the number to admit reached twins at 310 after settling, EHCPs and appeals, then the academy will offer to 311 i.e. both twins will be admitted f. the PAN criteria was used to determine rankings and outlined the admissions criteria. The total number of applications for admission in September 2025 was 583 g. every application form had been checked. Trustees considered each of the ranking queries in turn and AGREED the correct criteria for each one with reference to the approved admissions criteria within the Admissions Policy which was recorded on the summary hard copy document by the Clerk. Trustees thanked RCL for her clear and concise report.
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	ECC, as admissions co-ordinator, will offer places initially up to and including applicant 310 on the verified list, unless a twin then places will be offered to 311.
11.	To approve the Admission Policies and Admission (College) Policies	Trustees NOTED that the policies incorporated revised wording regarding the process to admit mid-year admissions following advice received from Stone King. 1. Trustees APPROVED the Admission Policy for 2023/24, 2024/25 and 2025/26. 2. Trustees APPROVED the Plume College Admission Policy for 2026-27 with no changes.
12.	Year 7 Education and Health Care Plans (EHCP) applications for September 2025	Trustees NOTED: a) comparison data from 2022/23 b) Year 7 EHCP applications for September 2025 with predicted number being ten c) there were 16 EHCPs in consultation for September 2025 d) there were seven EHCPs in the current Year 7 and 38 EHCPs in total in the academy including three at KS5. e) ECC have requested moderation for six of the current EHCPs in the academy. Trustees thanked RCL, supported by Mrs Harris, for the excellent report.
13.	Any Other Business	There were no matters of Any Other Business.
14.	Date of next meeting	15 December 2025

Meeting closed at 3.30 pm

Actions

Date of Meeting/ Item number	Topic	Minute
n/a		