

**Notice of public meeting of  
Decision Session - Cabinet Member for Education, Children and  
Young People's Services**

**To:** Councillor Looker  
**Date:** Thursday, 13 December 2012  
**Time:** 3.30 pm  
**Venue:** The Guildhall, York

**AGENDA**

**Notice to Members – Calling In**

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by 4.00pm on **Monday 17 December 2012**. Items called in will be considered by the Corporate and Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by 5.00pm on **Tuesday 11 December 2012**.

**1. Declarations of Interest**

At this point, Members are asked to declare:

- Any personal interests not included on the Register of Interests
  - Any prejudicial interests or
  - Any disclosable pecuniary interests
- which they may have in respect of business on this agenda.

**2. Minutes** (Pages 3 - 8)  
To approve and sign the minutes of the Decision Session held on 25 October 2012.

**3. Public Participation**  
At this point in the meeting, members of the public who have registered their wish to speak at the meeting may do so. The deadline for registering is **5.00pm on Wednesday 12 December 2012.**

Members of the public may speak on an item on the agenda or an issue within the Cabinet Member's remit.

**4. Proposed Relocation of Applefields School** (Pages 9 - 20)  
**Satellite Provision**  
This paper describes the proposed arrangements to transfer the current Applefields School Satellite provision from Burnholme Community College to a new host school by September 2013.

**5. Urgent Business**  
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Jayne Carr

Contact Details:

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Email – [jayne.carr@york.gov.uk](mailto:jayne.carr@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

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- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
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### Further information about what's being discussed at this meeting

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The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	DECISION SESSION - CABINET MEMBER FOR EDUCATION, CHILDREN AND YOUNG PEOPLE'S SERVICES
DATE	25 OCTOBER 2012
PRESENT	COUNCILLOR LOOKER (CABINET MEMBER)
IN ATTENDANCE	COUNCILLOR RICHARDSON

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**1. DECLARATIONS OF INTEREST**

Members were asked to declare any personal, prejudicial or disclosable pecuniary interests they may have in the business on the agenda. None were declared.

**2. MINUTES**

RESOLVED: That the minutes of the Decision Session held on 13 March 2012 be confirmed and signed as a correct record.

**3. PUBLIC PARTICIPATION**

It was reported that there were no registrations to speak under the council's Public Participation Scheme.

**4. DEVELOPMENT OF A LOOKED AFTER SUPPORT SERVICE FOR YORK**

The Cabinet Member considered a report that described the development of a specialist service for the support of looked after children. In particular the service would facilitate, at a single venue, supervised and assessed contact arrangements between looked after children and their parents.

The Cabinet Member noted that the proposed new arrangements would create a centre of expertise in relation to children's contact needs. The dedicated focus would improve the quality of the contact as well as the recording and reporting on this.

The new arrangements would also provide economies of scale in relation to staff time, the utilisation of buildings and savings in

transport costs. The Cabinet Member noted the capital expenditure that would be required to refurbish the building that had been identified for the centre.

The Cabinet Member considered the following options detailed in the report.

Option 1: Proposed the refurbishment of an existing council property - 6 Nursery Drive. The estimated cost to carry out the adaptations and refurbishment required was £248k. A capital grant of £58K had been identified which could be spent on this project. The remaining £190k would then be funded by prudential borrowing over a period of ten years.

Option 2: To continue to provide the service from the many different children centres and other settings in which contact meetings are currently arranged.

RESOLVED: That, subject to the approval of Cabinet, Option 1 (i.e. the proposed refurbishment of 6 Nursery Drive) be approved, on the understanding that the revenue costs of this prudential borrowing be funded from the Adults, Children and Education (ACE) revenue budget.

REASON: The full effect of the service improvement will be achieved by agreeing to option 1 and a single designated site delivering both service improvement and efficiency.

**5. CHILDREN'S HOME PROVISION: PROPOSED CHANGES TO MODEL OF DELIVERY**

The Cabinet Member considered a report that proposed a transfer of children's home delivery in York from the local authority to an external provider.

It was noted that the proposal was based on a review of the local authority's placement usage over the past five years and a growing need for more specialist and diverse provision for fewer young people. The Cabinet Member noted that the proposal would help to achieve significant budget savings whilst improving the council's ability to match local need with greater

placement choice. Officers gave details of the efforts that had been made to seek to ensure that capacity within the unit was fully utilised but nevertheless the unit costs were currently high.

The Cabinet Member paid tribute to the work that staff at Wenlock Terrace carried out and stated that the service was greatly valued and there was a commitment for it to continue. She gave consideration to the following options detailed in the report:

- Option 1: York continues with current local, council provided childrens home
- Option 2: Transfer of local provision and external beds to one organisation through commissioning
- Option 3: Cease to make local provision and source all placements externally

The Cabinet Member stated that it was imperative that the resource was not diminished and sought assurances as to the safeguards that would be in place to ensure the quality of provision. Details were given of the tendering exercise and of the inspections that would take place. The Local Authority would not enter into a partnership with any provider who was not rated by Ofsted as good or outstanding for the delivery of children's residential care in all of their existing homes. Details were also given of the arrangements that would be in place to ensure safe placements.

- RESOLVED:
- (i) That option 2 in the report be progressed (i.e. the transfer of local provision and external beds to one organisation through commissioning). A full tendering exercise would then proceed to scope a block contract with a provider to take over the running of the children's home and leasing of the building and the provision of a defined number of block purchased local and external placements.
  - (ii) That the awarding of the contract be delegated to officers subject to it meeting

quality standards and achieving the required savings target.

REASON: This option affords the scope for savings without any reduction in the quality of placements.

**6. DEVELOPMENT OF A LOCAL INTEGRATED FAMILY SERVICE**

The Cabinet Member considered a report that set out the development of a new locality based Integrated Family Service (IFS). The new service incorporated a local response to the government's Troubled Families initiative whilst also serving a wider group of vulnerable families in the city. Officers stated that there would be a cohesive approach to ensure early intervention and to provide intensive support.

The new Integrated Family Service would combine the skills and experience of the Catalyst Family Intervention Project workers, three parent support advisors and the family support workers currently placed within social care. The service would sit outside social care and work intensively with families with children on the edge of care or other statutory interventions to reduce the stresses in families and prevent escalation. The Cabinet Member stated that she was pleased to note the involvement of other partners, including health and the police.

A pilot scheme was already in place and there would be rigorous tracking systems in place to monitor outcomes.

The Cabinet Member gave consideration to the financial implications, as outlined in paragraphs 39 to 42 of the report.

RESOLVED: (i) That a new Integrated Family Service be created combining the skills and experience of the Catalyst Family Intervention project workers, three parent support advisors and the family support workers currently placed within social care. This service would sit outside social care and work intensively with families with children on the edge of care or other statutory interventions.



- (ii) That once the new arrangements become established, the Cabinet Member receive regular updates on the service.

REASONS:

- (i) Rising numbers of looked after children and children subject to a child protection plan highlights the need for a new approach to working with families to prevent issues escalating to this scale. Evidence suggests that intensive work with families, outside of the remit of social care, can be successful.
- (ii) To monitor the effectiveness of the new arrangements.

Councillor Looker, Cabinet Member

[The meeting started at 4.00 pm and finished at 4.40 pm].

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**Meeting of the Decision Session –  
Cabinet Member for Education,  
Children and Young People**

**13 December 2012**

Report of the Director of Adults, Children and Education

**Proposed Relocation of Applefields School Satellite Provision**

**Summary**

1. This paper describes the proposed arrangements to transfer the current Applefields School Satellite provision from Burnholme Community College to a new host school by September 2013.

**Background**

2. Applefields School is the local authority's special school for secondary aged pupils with a wide range of special educational needs. The school supports 140 pupils aged 11–19 years from York and the surrounding areas of North Yorkshire and the East Riding.
3. In developing the range of local authority provision for children with special educational needs in York, Applefields School sought to establish a Satellite class for students with learning difficulties based in a mainstream secondary school.
4. The rationale and proposals for the development of a Satellite class were described in a briefing paper presented to the Directorate Management Team in December 2009.
5. It was noted at that time that the establishment a Satellite provision would contribute to the continuing development of the local authority's range of specialist and enhanced resource provision for children with special educational needs.

### The Rationale for Satellite Provision

6. The aim of the Satellite provision is to provide opportunities for students with learning difficulties (on the roll of Applefields School) to be based full time in a mainstream secondary school in order to have access to individually planned inclusion opportunities with the support of staff from the special school. The students have use of a base classroom in the mainstream school where they access their core curriculum.
7. Although the Satellite provision was initially established with a group of Key Stage 3 pupils, the long term plan includes the development of co-located provision for both Key Stage 3 and 4 pupils. At the end of Key Stage 4 pupils will have the opportunity, as appropriate, to return to the Applefields School site to access full time Post 16 provision.

### History of the Satellite Provision to-date

8. Following consultation with the local authority, mainstream secondary schools and other interested partners and stakeholders, Applefields School established a Satellite class for up to 10 Key Stage 3 students with moderate to severe learning difficulties based at Burnholme Community College. This provision opened in September 2011.
9. In the first year (2011/12) the Satellite class made provision for seven Year 7 students and in the current school year there are eleven Year 7 and Year 8 students on roll. On joining Applefields School all of these students were admitted directly to the Satellite provision at the beginning of their secondary education, transferring from either mainstream primary provision or Hob Moor Oaks, the LA's primary special school.
10. The Satellite provision in York has been very well launched and established successfully at Burnholme Community School. This is as a result of a close collaborative working partnership between the staff at Applefields and Burnholme. The young people concerned were warmly welcomed and quickly integrated into the wider school community. This positive start has given confidence in the model and argues well for the continuation and further growth of this approach.

Transferring the Provision

11. Following the decision by the LA to close Burnholme Community College by July 2014, discussions have taken place with LA officers and the head teachers of mainstream secondary schools to identify a new partner to host the Satellite provision.
12. The LA is committed to the continuation of the Satellite provision and this was noted as a recommendation in the May 2012 report from the Cabinet Member for Education, Children and Young People on the Future of Burnholme Community College. In that report the LA committed a capital budget of £100K to support the relocation of the Satellite provision.
13. Upon the decision to close Burnholme Community College, the Headteacher of Applefields School, in partnership with the LA, sought expressions interest from mainstream secondary schools to host the Satellite provision. Following a period of informal consultation, formal expressions of interest were sought form secondary schools across the city.
14. In making their submissions each interested school was asked to address a number of factors that were considered significant with regard to the successful establishment of the Satellite provision. [Refer to Annex 1]
15. Strong submissions of interest were received. Each submission noted the opportunities that would be provided by the host school and the impact that it was hoped that the Satellite provision would have on the school's existing SEN provision. In addition, each school was able to identify space within their existing building for the establishment of 2 classrooms that would be needed for a Key Stage 3 and Key Stage 4 group. There is an immediate need for a Key Stage 3 classroom to replace the existing provision and the need for a Key Stage 4 classroom to be available from September 2014.
16. The estimates for the capital development and or refurbishment of these areas, and associated works within each school have been costed as being within the capital budget allocated.
17. In the light of the development of the provision from Key Stage 3 to Key Stages 3 and 4, it was proposed that the Satellite provision

should transfer in September 2013. This is to enable the young people to become established in a new school a year before they moved from Key Stage 3 to Key Stage 4.

18. On receipt of the submissions, follow up visits were made by the key staff from Applefields School and discussions were held with the headteacher and key staff from each school.

### **Consultation**

19. Following the announcement to consult on the closure of Burnholme Community College, the Headteacher of Applefields School has held regular consultation meetings with the parents and carers of the children who attend the Satellite provision.
20. Ongoing consultation has also taken place with the governing body of Applefields School and partners in the local NHS trust. The head teachers of the interested schools have also consulted their respective governing bodies.

### Choice of Host School

21. Following careful consideration of each school's submission and in consultation with local authority officers and key Applefields staff, including those in the Satellite provision, a bid from Manor CE Academy was identified as representing the best transfer option for the existing Satellite Provision.
22. The reasons include:
  - Manor School has well established high quality provision for students with a wide range of special educational needs.
  - It is proposed that the Satellite provision will be located in an area immediately adjacent to the school's SEN hub this will enable the development of a dynamic relationship with the school's SEN provision. It is envisaged that this partnership will promote improved outcomes for young people through collaborative curriculum development, joint staff training and the sharing of specialist teaching resources.
  - Manor School is a key partner in the Ebor Teaching School Alliance. It is envisaged that the school's SEN provision and the Satellite provision, together with other partners in the ETSA, will provide an important opportunity for trainee teachers to develop

their professional skills, experience and understanding of the needs of children with a wide range of special educational needs.

## **Options**

23. There is no option to continue this provision at the current host school. In the circumstances the following options are available:
- Option One – to cease the Satellite Provision at the point of closure of the current host school.
  - Option Two – to transfer the provision to Manor CE Academy.

## **Analysis**

24. The success of the Satellite provision has highlighted the value of this inclusive approach for some young people who would benefit from individualised part time inclusion opportunities in a mainstream setting. The success of the Satellite provision in its current location has clearly demonstrated the benefits for the young people through this integrated approach. There is also a complimentary benefit for the students, staff and wider community in the host school.
25. There is an opportunity to grow and develop this approach in the coming years informed by the experience and learning of the current provision and through the ongoing consultation with the parents and young people involved.
26. In these circumstances, the opportunity to transfer the provision to a new host school where this work can be further developed is recommended. This recommendation is supported by the views of the existing cohort of young people, their parents and all of the teaching and specialist support staff involved.

## **Council Plan**

27. This recommendation supports the Council Plan Priority to Build Strong Communities.

## **Implications**

### **Financial**

28. There are no significant risk implications. The proposed transfer to a new host school and the associated set up costs can be achieved within the allocated budget (see Para 16).

### **Other**

29. There are no significant implications relating to Human Resources, Equalities, Legal, Crime and Disorder, Information Technology or Property within this report.

## **Risk Management**

30. There are no significant risks associated with this decision.

## **Recommendations**

31. The Cabinet Member is asked to agree
  - the transfer of the Applefields School Satellite Provision to Manor CE Academy to support the continuation of this valued resource
  - the allocation of the agreed £100K capital resource to the Manor scheme

*Reason: to enable the retention for the city of a respected and valued model of inclusive education*



**Contact Details**

<b>Author:</b> George Gilmore Headteacher Applefields School	<b>Chief Officer responsible for the report:</b> Eoin Rush Assistant Director (Children's Specialist Services) 01904 554212		
	Pete Dwyer Director of Adults, Children and Education 01904 554200		
	<b>Report Approved</b>	√	<b>Date</b> 04.12.12
<b>Specialist Implications Officer(s)</b> None			
<b>Wards Affected:</b>		All	√
<b>For further information please contact the author of the report</b>			

**Background Papers**

Briefing paper presented to the Directorate Management Team in December 2009.

**Annexes**

Annex 1: Applefields School: Satellite Provision - Notes for Partner Schools

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## **Applefields School: Satellite Provision**

### **Notes for Partner Schools**

In preparing your bid, please consider the following points:

- Describe why your school would like to host the Satellite provision, how this initiative supports the school's vision and current practice for supporting students with special educational needs/
- Describe the specific impact that you envisage that the provision would have on your school e.g. for pupils, staff and opportunities for collaborative working.
- Describe how the Applefields students attending the Satellite provision would benefit from the provision being based at your school.
- The Satellite provision currently supports 11 Key Stage 3 students with moderate to severe learning difficulties. However, from the outset it was planned that the provision would develop to support approximately 20 students across Key Stages 3 and 4. Please confirm that you have the capacity to offer 2 adjacent classrooms – or the space to create 2 classrooms from existing resources to support this provision. Each classroom should be able to comfortably accommodate 10 students and 3 staff. It is expected that the host school will be able to make a commitment that there will be continuity of provision for the Satellite classes, i.e. that the Satellite classes would not be expected to be relocated within the host school in the foreseeable future.
- Please confirm the earliest date by which these resources could be released to enable necessary building adaptations to take place. The Satellite provision can continue to be hosted at Burnholme Community College until July 2014, however, the transition timetable will be kept under regular review and it may appropriate to transfer the provision for the beginning of the school year 2013/14. Please confirm whether you would be able to meet this deadline if required.
- The local authority will provide up to £100K of capital grant to support the transfer of the Satellite provision. It is expected that this funding will used to meet the direct costs of establishing the provision in a new school and that the capital funds will be used to:
  - refurbish classrooms,
  - create teaching spaces and break out spaces from larger areas,
  - develop specialist teaching areas within the classroom,

- develop the host school's IT infrastructure to support the Satellite provision,
- provide furniture, IT equipment, specialist teaching equipment and teaching resources for use in the Satellite provision,
- enhance the school's existing changing and welfare facilities, if required.

It is not expected that these resources will be used to enhance the host schools general resources.

- Although the provision will be part of Applefields School, on a day to day basis the staff based in the Satellite provision will need to liaise and work closely with the staff and senior leaders of the host school. Please confirm that there will be a named member of the senior leadership team who will act as a liaison link.
- Teaching and Teaching Assistant support will be provided by Applefields School. At present the staffing support is one Teacher and 3 full time equivalent Teaching Assistants. The staffing structure will be kept under review as pupil numbers increase and the provision develops to include Key Stages 3 & 4 pupils. At present staff can easily return to Applefields School to attend staff meetings and professional training activities. With the relocation of the provision to another school this contact with Applefields School will become more challenging. Please describe the support that you and your colleagues will provide and how the Satellite staff will be included and supported in the community of your school.
- It should be noted that the Satellite pupils will be on the roll of Applefields School, that their results and progress will be monitored and reported through Applefields School. It is envisaged that the admission criteria for the Satellite provision will be reviewed to ensure that students who are offered this opportunity will benefit from part time, supported access to a mainstream curriculum. However, in the circumstances where it is agreed that a student is no longer benefitting from the opportunity presented through placement in the Satellite provision they will be able to return to Applefields School.
- Applefields School will work closely with students, their parents and Connexions Advisors to determine the most appropriate post 16 provision for each student. Each student based in the Satellite provision will be guaranteed a place in the Post 16 department at Applefields School should that be the most appropriate option to meet their continuing needs from Year 12 onwards.

- Please describe any other issues that will need to be considered in the context of your bid.
- Please refer to the proposed consultation and development timetable.

George Gilmore

Headteacher  
Applefields School  
15.10.2012

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