

## CAMBRIDGE PRIMARY EDUCATION TRUST

<b>Meeting</b>	Board of Trustees - Extraordinary Meeting
<b>Date / Time</b>	19 <sup>th</sup> December 2016 at 5.15pm
<b>Venue</b>	CPET – Histon & Impington Junior School
<b>Present</b>	John Frost (Chair - JF); Lesley Birch (Executive Principal - LB); Robert Plumbly (RP); Paul Larbey (PL); Penny Todman (PT); Karen Monk (KM); Mark Woods (MW)(CMAT) – from 6.15pm.
<b>In Attendance</b>	Helen Lorimer (HL); Anthony Aguda (AA); Jonathan Newman (JN); Amy Lorimer (Camclerk). From 6pm – Keith Grimwade (KG – Cambridgeshire County Council, Director for Learning); Hazel Belchamber (HB – Cambridgeshire County Council, Head of Service 0-19 Place Planning & Organisation). BY PHONE from 6.10pm: Stephen Ravenscroft (Adviser from Stone King - SR).
<b>Apologies</b>	Kieran Reynolds (KR).

### Action Items

ITEM NO	ACTION OWNER	TOPIC	ACTION
<i>Actions from the meeting of 19<sup>th</sup> December 2016</i>			
Trust 118	LB/Clerk	Draft report from Hazel Belchamber	Circulate amongst Trustees as soon as available.
Trust 119	JF/LB	Draft report from Hazel Belchamber	Draft written statement of support for the report, including concerns over timescales, once report has been provided
Trust 120	JF and LB	Children and Young People Committee meeting	Attend January 17th Children and Young People Committee meeting, and to speak on behalf of CPET. LB to ensure that notice is provided to the committee.
Trust 121	JN/LB	Early Years Provision	JN will contact the Children’s Centre and nursery school to start conversations; and we will invite them to future meetings between CPET and LA.
Trust 122	Clerk	Minutes of January 17th Children and Young People Committee meeting	As soon as minutes are publicly available for the Committee meeting of 17th January, Clerk to circulate to Trustees and to SAB Chairs to share with their SABs.
			<b>CPET requested that the LA provide, in writing, confirmation of the current situation.</b>  <b>CPET requested that the LA provide, in writing, confirmation of plans for Year 2 and Year 3 provision for September 2017.</b>

## Minutes

Item	<u>Action Raised?</u>
<b>1. Welcome to all and apologies for absence</b>	
<p>John Frost, the Chair of the Trust, welcomed all to this extraordinary meeting, and explained that Keith Grimwade and Hazel Belchamber from the local authority would join the meeting at 6pm.</p> <p>Apologies were received and accepted from Kieran Reynolds. It was agreed that Stephen Ravenscroft would phone in at 6pm.</p>	
<b>2. Declarations of Interest relating to items on this agenda</b>	
No declarations of interest were received.	
<b>3. Re-appointment of Trustees</b>	
<p>In their role as CPET members, the <b>Trustees unanimously RESOLVED to re-appoint Robert Plumbly and Kieran Reynolds as member-appointed Trustees.</b></p> <p>LB confirmed that Mark Woods – CMAT – has approximately two years left in his current term of office.</p>	
<b>4. Executive Principal progress report - Histon &amp; Impington primary education provision</b>	
<p>LB provided a verbal overview of recent developments, following from the CPET Trustees meeting of 6<sup>th</sup> December. Since 6<sup>th</sup> December:</p> <p><u>Impington Village College</u></p> <p>LB, JF, HL and JN attended a meeting of the Board at Impington Village College (IVC - Morris Educational Trust, MEC). At this meeting, IVC stated the following:</p> <ul style="list-style-type: none"> <li>• IVC's support for CPET's work, and specifically for the LA's plan to relocate HIIS to Buxhall Farm and redevelop it as a primary school.</li> <li>• IVC do not propose to submit a free school bid for a primary school on the IVC site.</li> <li>• IVC do plan to submit a free school bid for a special school on the IVC site.</li> <li>• IVC are considering applying to become a teaching school.</li> </ul> <p>Also at this meeting, both IVC and CPET acknowledged the strong working relationship currently between the two trusts, particularly in terms of pupil transfer.</p> <p>The IVC decision to not pursue a free school bid for a primary school may mean that the LA's previously publicised proposal (for rebuild of HIIS and relocation of HIIS to create two primary schools) may be reinstated. However, uncertainty remains over the LA's position and timescales – hence tonight's meeting with Keith Grimwade and Hazel Belchamber to clarify the situation.</p> <p><u>Parish Council</u></p> <p>LB explained that the Parish Council have historically been conservative regarding development in the village. However, the Parish Council conducted a recent public consultation on generic development, which found that small developments were seen favourably by most residents.</p> <p>David Jenkins from the Parish Council has asked LB to attend a Parish Council meeting and to present what he termed 'CPET's proposal' for the Buxhall Farm site. The proposal belongs to the local authority, not CPET, and the LA's proposal is in the</p>	

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<p>public domain.</p> <p><u>HIJS Re-build</u></p> <p>Noted that the tender for the rebuild of HIJS to create a two- or three-form entry primary school is underway – LA interviews are scheduled for 20<sup>th</sup> January 2017.</p>	
<p><b>6.00pm HB and KG joined the meeting.</b>  <b>6.10pm SR joined the meeting by phone.</b>  <b>6.15pm MW joined the meeting.</b></p>	
<p><b>5. Discussion with Hazel Belchamber and Keith Grimwade, Cambridgeshire County Council</b></p>	
<p>At the request of the Trustees, HB provided an update on the situation:</p> <ul style="list-style-type: none"> <li>• HB and KG have prepared a draft report, which will go to the Children and Young People’s Committee of CCC on January 17<sup>th</sup>.</li> <li>• This report will be in the public domain from approximately 10<sup>th</sup> January.</li> <li>• The report will seek endorsement of the following primary educational strategy in Histon &amp; Impington: <ul style="list-style-type: none"> <li>➤ Four-form entry primary capacity across the villages (840 places)</li> <li>➤ Two-form entry at HIJS (becomes a primary school with 420 places)</li> <li>➤ Two-form entry at HIIS (becomes a primary school with 420 places) relocated to Buxhall Farm site (County Council – owned land).</li> <li>➤ Need to build in flexibility for five-form entry total in future – input requested from CPET as to whether to plan for three-form entry at HIJS or at HIIS. LB confirmed that CPET would prefer to plan for three-form entry at the HIJS site – it is central to the village; and, it seems preferable for the school on the Buxhall Farm site to grow with its community. HB confirmed this preference will be included in the report.</li> </ul> </li> </ul> <p><b><u>Rebuild plans at HIJS</u></b></p> <p>HB and KG proposed that the report will likely recommend that the rebuild at HIJS provide full facilities for two-form entry, plus key needs for potential future three-form entry (key needs include hall size, kitchen/dining and auxiliary space – does not include classroom/breakout space). Future additional build works would provide the additional classroom space etc. Trustees queried the financial and practical aspects of a two-phase build and strongly requested that the LA consider including all works to create a three-form entry primary school, in the rebuild. In particular, Trustees asked HB and KG to consider how they will provide capacity for four-form entry to the Junior School in September 2017. HB confirmed that different members of her team will discuss and evaluate viability of a staged build vs one-phase build; and, that short-term needs will be considered as well as longer term needs. Financial and practical considerations will be discussed in the report.</p> <p><b>CPET Trustees requested that the draft report be made available to Trustees before it becomes public. HB and KG agreed in principle, but voiced concerns over the timeline.</b></p>	

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<p><b><u>Buxhall Farm site</u></b></p> <p>Trustees sought further clarification regarding the Buxhall Farm site, which is known to be contentious. KG and HB explained that because the site is in the designated greenbelt, planning permission is difficult to obtain. At every stage of the process, planning will ask whether any alternatives are available - hence the obligation to consider the IVC site when that was potentially available. Now that IVC has confirmed that their site is not available, the Buxhall Farm site is the only available option.</p> <p>HB explained that she is working with an independent planning consultant to put the planning application together for the Buxhall Farm site. Various issues, including flood risk and highways infrastructure, will require significant work.</p> <p><b><u>Timelines</u></b></p> <p>Trustees queried the timescales for work at the two school sites, and stated a need for the two schools to change in parallel. HB confirmed that the aim for delivery at the Buxhall Farm site will be September 2019. Once approval has been obtained from the Children and Young People Committee (hopefully in January 2017), the pre-planning application consultation can commence. HB noted that South Cambridgeshire District Council will be the decision maker with respect to planning.</p> <p><b><u>CPET Support for Report</u></b></p> <p>HB requested that CPET provide a written statement of support for the report going to Committee (including CPET's concerns regarding timelines). KG asked whether a member of CPET would be prepared to attend the committee meeting in person to speak on behalf of CPET. Trustees agreed in principle, but clarified that written support for the report cannot be provided until Trustees have sight of the report.</p> <p><b>Action Trust 118: LB/Clerk to circulate draft report amongst Trustees as soon as available.</b></p> <p><b>Action Trust 119: JF/LB to draft written statement of support for the report, including concerns over timescales, once report has been provided.</b></p> <p>Noted CPET will need to notify the committee that they intend to speak – KG will let them know to expect CPET's written notice.</p> <p><b>Action Trust 120: JF and LB to attend January 17<sup>th</sup> Children and Young People Committee meeting, and to speak on behalf of CPET. LB to ensure that adequate notice is provided to the committee.</b></p> <p><b><u>Financial constraints</u></b></p> <p>Trustees asked for further clarification on concerns over financial constraints. HB explained that she will be asking members to support an increase in capital investment, which will be funded through a combination of basic need funding and prudential borrowing. No Section 106 monies are expected at the present time (and HB trying to keep separate the expected educational needs based on the existing village size, from any further housing development). In response to a query, HB explained that members have agreed a high prudential borrowing ceiling, if a strong educational case exists.</p> <p><b><u>Future use of HIIS site</u></b></p> <p>The potential future release of the HIIS site for further educational use was discussed,</p>	<p></p> <p></p> <p></p> <p></p> <p>LB/Clerk</p> <p>JF/LB</p> <p></p> <p>JF/LB</p> <p></p> <p></p> <p></p>

Item	<u>Action Raised?</u>
<p>and all present acknowledged the covenant situation for that site. HB confirmed that the future availability of the HIJS site will be discussed within her report.</p> <p><b><u>Early Years Provision</u></b></p> <p>HB also summarised her recent conversations with the nursery school and Children’s centre in Histon – which had expressed concerns over Early Years provision at the Buxhall Farm site. HB proposed them as a possible satellite provider for Early Years at Buxhall Farm.</p> <p><b>Action Trust 121: JN will contact the Children’s Centre and nursery school to start conversations; and we will invite them to future meetings between CPET and LA.</b></p> <p><b><u>Wraparound Care Provision</u></b></p> <p>Trustees asked about plans for future wraparound care provision particularly before- and after-school clubs, and explained that current capacity (which is only at the infant school – 80 pupils on some evenings) is not adequate. Trustees explained CPET’s preference long-term to have after-school club provision at both school sites – especially given the distance between the HIJS site and the Buxhall Farm site. HB stated that additional multi-functional space would usually be included in new-build schools, with potential to work as community space as well as for wraparound care – this would be expected at Buxhall Farm. Trustees asked whether provision would be made in the HIJS re-build plans? HB confirmed this would be considered when planning the rebuild, and that CPET’s preference for provision at both sites would be considered.</p> <p><b><u>Short-term needs</u></b></p> <p>LB clarified the short-term needs at the HIJS site, for September 2017:</p> <ul style="list-style-type: none"> <li>➤ One additional Year 3 classroom</li> <li>➤ One additional Year 2 classroom</li> <li>➤ Breakout Space (noted the Year 2s will include several pupils with special needs, for whom breakout space is essential).</li> </ul> <p>As such, one double mobile will not be sufficient. Agreed that HB, LB and others will meet early next year to plan for short term needs.</p> <p>Trustees emphasised that plans for future provision are now one year behind schedule, and that the use of additional mobiles is not ideal.</p> <p><b>CPET requested that the LA provide, in writing, confirmation of the current situation.</b></p> <p><b>CPET requested that the LA provide, in writing, confirmation of plans for Year 2 and Year 3 provision for September 2017.</b></p> <p><b><u>Admissions</u></b></p> <p>JN asked when admissions information will be available for September 2017 reception intake. HB confirmed that Angela in the admissions team will provide that information as soon as it is available.</p> <p><b><u>Future meetings</u></b></p> <p>Agreed that CPET and the LA need a three-year plan for the schools.</p>	<p>JN</p>

Item	<u>Action Raised?</u>
<p>Agreed LB, JN, HL and HB to meet soon after January 17<sup>th</sup> to review outcome of committee meeting and next steps.</p> <p>All present agreed the need for future discussions regarding the transfer of children from the current infant and junior school arrangement, to the new primary school arrangement.</p> <p><b>Action Trust 122: As soon as minutes are publicly available for the Committee meeting of 17<sup>th</sup> January, Clerk to circulate to Trustees and to SAB Chairs to share with their SABs.</b></p>	Clerk
<b>6. Other Matters appropriate to the Trust</b>	
None	

There being no further business the meeting closed at 6.45pm.

Signed as a true record..... Date.....

Chair