

Holy Trinity CE Primary School, Sunningdale
Minutes from the Admissions Committee Meeting held on
5th July 2016

Present: Mrs S Sleigh (Chair), Mrs P O'Brien, Mr R Pelly, Revd H D Uffindell

Apologies: Mrs S Hynard, Mr I Meadows,

In Attendance: Mrs S Lawson (Clerk)

Welcome and Apologies

Mrs Sleigh welcomed all in attendance and gave the apologies for absence.

Declaration of Interests

There were no interests to declare.

Minutes from the Last Meeting

The minutes from the last meeting of 20th June 2016 were approved. The Admissions Committee reaffirmed that all their meetings are formal and should be minuted as such.

In Year Applications

Five new applications were reviewed in the context of the existing waiting list, increased PAN for the bulge year and known leavers. The outcome of the discussion is noted on Appendix 1.

The appeal due to go ahead on 19th July is no longer necessary because a place has become available in Year 4.

Action: RP to let the Diocese know that the appeal scheduled for the 19th July is no longer required.

Action: POB to confirm 'looked after child' status of the category 1 applicant RoPr with St Cuthbert's.

Action: SL to make sure RoPr guardian knows that Charters no longer has feeder schools as part of their admissions policy.

New Appeal

RP/SL advised the meeting that the subject of a new appeal just received, could be offered a place due to the increase in PAN for the bulge year agreed at the last full Governor meeting and so actioned as part of agenda item 4.

Action: SL to file the appeal form in the child's file once set up.

Updated Appeal Statement

All agreed the updated appeal statement prepared by RP.

Action: SL to put together a standard set of appeal papers.

Update from Appeals Briefing

SS, SH and RP attended a briefing about appeals on 13th April 2016. There is no action to be taken but there is some information to become familiar with.

Action: SS to circulate notes and SL to become familiar with contents

Ascot Primary Schools Consultation

SS and RP attended the public meeting for the Ascot Primary Schools consultation on Monday 4th July at Cordes Hall. RP suggested that the Governors should have a co-ordinated response to the proposals. This would be a statement that would be publicly visible. POB highlighted that the

statement should include a note that HT school were not included in the process of producing proposed building plans for the site.

Action: SS to circulate a statement to governors for feedback and approval along with a reminder to respond individually.

September Intake by Admission Category

SL reported that the numbers of children expected to start as part of the new intake in September 2016 in each admission category are as follows:

Category		
1	Looked After Children	0
2	Resident with Sibling	7
3	Resident	16
4	Sibling/Church Conne	0
5	Sibling	2
6	Church Connection	0
7	Other	5
		30

Change to PAN for Bulge Year

SS reported that the Governors agreed to increase PAN for the bulge year from 45 to 50 from September 2016.

Action: SL to amend Admissions Guidelines document to reflect increased PAN.

Action: POB to advise parents of the bulge year class about the PAN increase explaining the increase is more cost effective for the school.

Action: SL to advise the borough about the increase in PAN for the bulge year.

Admissions Arrangements 2018/19

It was agreed that there were no major changes to make to the admissions arrangements for the 2018/19 period and therefore consultation would not be required. Minor amendments would be needed before the documents were circulated to governors and to the diocese.

Action: SS to confirm when we need to send the Admissions Arrangements 2018/19 documents to the Governors and to Diocesan representatives for feedback.

AOB

There was no further business.

Date of Next Meeting

It was agreed to convene a quick meeting before the end of term should further in year applications be received or further places become available.