

# **Portfolio Holder (Children, Young People & Families) and Portfolio Holder (Customers, Workforce and Partnership) Decision Making Session**

## **Agenda**

**Friday 17 September 2010**

A Portfolio Holder (Children, Young People and Families) and Portfolio Holder (Customers, Workforce and Partnerships) Decision Making Session will be held at **Shire Hall, Warwick** on **Friday 17 September 2010 at 12.00 noon in Committee Room 1.**

The agenda will be:

### **1. General**

#### **(1) Members' Disclosures of Personal and Prejudicial Interests.**

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the Member must withdraw from the room unless one of the exceptions applies.

Membership of a district or borough council is classed as a personal interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

#### **(2) Minutes of the meeting held on 20 August 2010**

### **2. Instrument of Government for the Federated Governing Body of Lighthorne Heath and Sydenham Primary Schools**

Report of the Strategic Director of Customers, Workforce and Governance and Strategic Director of Children, Young People and Families enclosed.

### **3. Any Other Urgent Business**

**JIM GRAHAM**  
**Chief Executive**

Warwickshire County Council  
September 2010

Cabinet Portfolio Holder for Children, Young People and Families: Councillor Heather  
Timms [cllrtimms@warwickshire.gov.uk](mailto:cllrtimms@warwickshire.gov.uk)

Cabinet Portfolio Holder for Customers, Workforce & Partnerships: Councillor Colin Hayfield  
[cllrcolinhayfield@warwickshire.gov.uk](mailto:cllrcolinhayfield@warwickshire.gov.uk)

General Enquiries: Please contact Janet Purcell, Executive & Member Support Manager  
Tel 01926 413716 or email: [janetpurcell@warwickshire.gov.uk](mailto:janetpurcell@warwickshire.gov.uk)

## **Minutes of Lead Portfolio Holders Customers, Workforce and Partnerships and Children Young People and Families Decision Making Session held on 20 August 2010**

### **Present:**

Councillor Colin Hayfield (Lead Portfolio Holder for Customers Workforce and Partnerships):

Councillor Heather Timms (Lead Portfolio Holder for Children Young People and Families)

Elizabeth Featherstone (Head of Service, Family and Community Division)

Dave Potter (School Governance Manager)

Janet Purcell (Executive and Member Support Manager)

### **1. General**

#### **(1) Members Declarations of Personal and Prejudicial Interests**

None.

#### **(2) Minutes of meeting 25 June 2010**

The minutes of the meeting held on 25 June 2010 were agreed as a correct record.

### **2. Warwickshire Pupil Referral Unit – Reconstitution of the Management Committee**

Councillor Colin Hayfield and Councillor Heather Timms considered the report setting out the findings of a recent Ofsted inspection and proposed changes to the constitution of the Management Committee of the Warwickshire Pupil Referral Unit. The Ofsted inspection had concluded that the PRU required special measures and, given the nature of the concerns the Portfolio Holders agreed the proposal that a new management committee should be formed, with reduced size and on the basis set out in the revised instrument attached as Appendix B to the report. (This includes appointment of the local authority members by the Cabinet Portfolio Holder for Children, Young People and Families).

The Portfolio Holders noted the support for the proposal received from Councillor Carolyn Robbins. Councillor Robbins had chaired a task group on exclusions which was due to report to the Children, and Young People Overview and Scrutiny Committee with a recommendation that a task and finish group look at PRUs.

### **Resolved**

That the revised Instrument of Government for the Warwickshire Pupil referral Unit be as set out in the attached appendix.

**3. Any other items**

There were no other urgent items of business.

The session concluded at 9.05 a.m.

.....  
Portfolio Holders

DRAFT REVISED INSTRUMENT OF GOVERNMENT

1. The name of the Pupil Referral Unit is **The Warwickshire Pupil Referral Unit**.
2. The Warwickshire Pupil Referral Unit's DfE number is 937 1105.
3. The address of The Warwickshire Pupil Referral Unit is  
Pound Lane, Lillington, Leamington Spa, CV32 7RT.
4. The name of the management committee is The Management Committee of The Warwickshire Pupil Referral Unit.
5. The management committee shall consist of :
  - 1 **Parent member**
  - 2 **Local Authority members (appointed by the Portfolio Holder for Children, Young People and Families and Strategic Director of Children, Young People and Families)**
  - 2 **Staff members (including the Headteacher in charge)**
  - 7 **Community members (nominated as shown in *paragraph 7 below*)**
6. The total number of members will be 12.
7. Community members shall be nominated for appointment as follows:
  - 3 Secondary Head representatives
  - 1 Primary Head representative
  - 1 Virtual School for Children-in-Care representative
  - 1 Local Authority SEN representative
  - 1 Children-in-Need representative
8. This Instrument comes into effect on 1<sup>st</sup> September 2010.
9. This Instrument was made by order of Warwickshire County Council on 20<sup>th</sup> August 2010.
10. A copy of this Instrument must be supplied to every member of the management committee (and the Headteacher in charge if not a member). A copy should be sent to the DfE.

**AGENDA MANAGEMENT SHEET**

***Decision making session***      **Portfolio Holders (Children, Young People & Families and Customers, Workforce & Partnerships) Decision Making Session**

***Date of Decision***      **17 September 2010**

***Report Title***      **Instrument of Government for the Federated Governing Body of Lighthorne Heath and Sydenham Primary Schools**

***Summary***      Approval of the draft Instrument of Government for the Federated Governing Body of Lighthorne Heath and Sydenham Primary Schools effective from 1 November 2010.

***For further information please contact:***      Mary Aitken  
School Governance Support Officer  
Tel: 01926 742255  
Email: maryaitken@warwickshire.gov.uk

***Would the recommended decision be contrary to the Budget and Policy Framework?***      No

***Background papers***

**CONSULTATION ALREADY UNDERTAKEN:-**

Details to be specified

Other Committees

Local Member(s)

Cllr Tim Naylor (Leamington Willes Division)  
Cllr Chris Williams (Kineton Division)

Other Elected Members

CYP&F O&S Chair for information:  
Cllr June Tandy

CYP&F O&S Spokespersons for information:  
Cllr Peter Balaam  
Cllr Carolyn Robbins

Cabinet Member

Cllr Heather Timms (Decision Maker)  
Cllr Colin Hayfield (Decision Maker)

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| Chief Executive          | <input type="checkbox"/>            |  |
| Legal                    | <input checked="" type="checkbox"/> | Fay Ford ( <i>the draft Instrument complies with all applicable statutory provisions</i> ) |
| Finance                  | <input type="checkbox"/>            | David Clarke, Strategic Director of Resources  |
| Other Chief Officers     | <input type="checkbox"/>            |  |
| District Councils        | <input type="checkbox"/>            |  |
| Health Authority         | <input type="checkbox"/>            |  |
| Police                   | <input type="checkbox"/>            |  |
| Other Bodies/Individuals | <input type="checkbox"/>            |  |

**FINAL DECISION**

**SUGGESTED NEXT STEPS:**

Details to be specified

- |   |                          |
|---|--------------------------|
| Further consideration by this Committee | <input type="checkbox"/> |
| To Council                              | <input type="checkbox"/> |
| To Cabinet                              |                          |
| To an O & S Committee                   | <input type="checkbox"/> |
| To an Area Committee                    | <input type="checkbox"/> |
| Further Consultation                    | <input type="checkbox"/> |

# Portfolio Holder (Children, Young People and Families) and Portfolio Holder (Customers, Workforce & Partnerships) Decision Making Session

17 September 2010

## Instrument of Government for the Federated Governing Body of Lighthorne Heath and Sydenham Primary Schools

### Report of the Strategic Directors for Children, Young People and Families and Customers, Workforce & Governance

#### Recommendation

That the Portfolio Holders approve the draft Instrument of Government for the Federated Governing Body of Lighthorne Heath and Sydenham Primary Schools effective from 1st November 2010, attached as Appendix A to this report.

#### 1. Introduction

- 1.1 Following a full consultation carried out in accordance with The School Governance (Federations) (England) Regulations 2007, the Governing Bodies of Lighthorne Heath and Sydenham Primary Schools have decided to federate the two schools under one federated Governing Body with effect from 1 November 2010.
- 1.2 Under the above Regulations, the Governing Bodies of federating schools are required to agree jointly a draft Instrument of Government for the federated Governing Body and submit this to the Local Authority. If the draft Instrument complies with the legal requirements for the constitution of a federated Governing Body, the Local Authority can approve the Instrument.
- 1.3 A draft Instrument complying with the legal requirements for the constitution of a federated Governing Body has been submitted to the Local Authority by Lighthorne Heath and Sydenham Primary School Governing Bodies.
- 1.4 The Portfolio Holders are requested, therefore, to approve this draft Instrument with effect from 1 November 2010 and a copy is attached at **Appendix A** for information.

MARION DAVIS  
Strategic Director for Children, Young  
People and Families  
Saltisford Office Park  
Ansell Way  
Warwick

DAVID CARTER  
Strategic Director for Customers,  
Workforce and Governance  
Shire Hall  
Warwick

September 2010





**INSTRUMENT OF GOVERNMENT FOR  
FEDERATED GOVERNING BODIES**

1. The name of the federation is **Lighthorne Heath and Sydenham Primary Schools Federation.**
2. The names and categories of the schools within the Federation are:

Lighthorne Heath Primary School – Community School  
Sydenham Primary School – Community School
3. The name of the governing body is The Governing Body of Lighthorne Heath and Sydenham Primary Schools Federation.
4. The governing body shall consist of :
  - 5 Parent governors (elected as shown in paragraph 6)**
  - 3 LA governors**
  - 3 Staff governors (including the Headteacher)**
  - 4 Community governors**
5. The total number of governors will be **15.**
6. Parent governors will be elected as follows :

**Two** parent governors from Lighthorne Heath Primary School  
**Three** parent governors from Sydenham Primary School
7. This Instrument comes into effect on 1<sup>st</sup> November 2010.
8. This Instrument was made by order of Warwickshire Local Authority on 17th September 2010.