

**MINUTES OF A MEETING OF
THE PEMBROKESHIRE ADMISSION FORUM
HELD AT OMD1, COUNTY HALL, HAVERFORDWEST
ON THURSDAY 23 NOVEMBER 2017 AT 8:30am**

PRESENT:

Mrs Debbie Davies (Chair)	Cllr David Lloyd
Cllr JT Davies	Cllr Alison Tudor
Canon Paul Mackness	Canon Brian Witt
Mr Paul Edwards	Mr Paul Harries
Mrs Susan Roberts	Mrs Kate Evan-Hughes
Miss Teleri Williams	

ALSO IN ATTENDANCE: Mr Huw Jones (Secretary to the Forum)
Mrs Mary David (Minute Clerk)

ACTIONS

1. Apologies for absence

Apologies for absence was received from: Mrs M Brown

Absentee: Mr P Williams

2. Admission Forum membership

Mr Huw Jones welcomed the new members and confirmed the current membership and their representations.

There is one vacancy for a Parent Governor member

3. Appointment of Chair

Mrs Debbie Davies was elected Chair of the Forum for two years, until the first meeting after 30 November 2019.

4. Appointment of Vice Chair

Mr Paul Edwards was elected Vice Chair of the Forum for two years, until the first meeting after 30 November 2019.

5. Minutes of the previous meeting

Minutes of the meeting of the Pembrokeshire Admission Forum held on 15 June 2017 were approved and signed as a correct record.

6. Matters arising

The Director for Children & Schools confirmed there had been nominations from the Headteachers meetings and welcomed the new representatives.

The Secretary confirmed that the Information for Parents booklet was now only published online (hard copies would be available on request), there were ongoing discussions with the web team to make it user friendly, but a fully interactive booklet would not be possible.

The Director confirmed that she had spoken to the Housing Department.

The Tracking of appeals would be discussed in item 8

The Secondary Schools had been approached to confirm that they should include an item regarding 6th Form admissions within their school prospectus.

7. Update on secondary transfers for September 2017

A report was included in the papers for the meeting. The Admissions Officer gave a verbal overview of the Secondary Transfer process.

8. Report on admission appeals – Appeals Pattern

A report was included in the papers for the meeting. The Secretary gave a verbal overview on the appeals information, in the current year (from Sep 17 – Oct 17) there were 6 appeals and that the last 3 appeals had been unsuccessful for the appellant. Members discussed the trend and the issues surrounding certain schools. Debbie Davies advised the panel that she had attended an Appeals Panel meeting, she found it very informative and can now appreciate the work that is involved when planning for an appeals meeting and how difficult the whole appeals process is for the appellant, the panel and the admissions team.

9. Draft report of the Admission Forum 2016-17 for approval

Forum members had received copies of the draft Admission Forum Annual Report 2016-17.

Members were informed of one amendment, Rev Mackness should be Canon Mackness

RESOLVED: to approve the report and submit to the Welsh Government by 30th November as per the regulations.

10. Oversubscription Criteria + Online Admissions

ACTIONS

The Admissions Officer reported to the members that the new Schools Management System (Teacher Centre) had been implemented, the admissions team had been using Teacher Centre and the online application from the start of Sept 17. From an admissions point of view Teacher Centre was working very well, compared to our old use of several spreadsheets. Any additional info could be stored on the pupil's details. All transactions were now on one system, parents were informed by email and confirmed by email, our workload, paper and postal usage had significantly reduced. Schools had access to information and future admission numbers. There were teething issues and we are working with Ceredigion, and the other two counties, to update the online form and to amend components within Teacher Centre.

Members discussed the use of the online form, the Admissions officer confirmed that there were systems in place for anyone who could not complete an online form, a paper form could be sent or parents could ask schools or admissions to assist in completing the form. The VA schools reported that parents had given feedback that the form did not include any reference to Faith Schools Criteria – The Admissions Officer reported that this was a known issue and that we were working with Ceredigion to rectify this omission.

The Church in Wales's representative confirmed that all VA schools had included in their guidance notes that all applications should be made online.

11. Items for consideration at the next meeting

1. Mid-term transfers – year 10 + 11
2. EHE patterns

Members requested that any Catchment changes or Transport issues regarding admissions be included on agendas as appropriate.

12. Date of next meeting

The next meeting of the Forum would be held in Haverfordwest on Thursday 14th June 2018 at 8.30am.

The meeting terminated at 9am.

Signed as a true record _____
Chair of Admissions Forum

Date _____