

**MINUTES OF A MEETING OF  
THE PEMBROKESHIRE ADMISSION FORUM  
HELD AT OMD1, COUNTY HALL, HAVERFORDWEST  
ON WEDNESDAY 21 NOVEMBER 2018 AT 8:30am**

**PRESENT:** Cllr David Lloyd (vice chair)                      Cllr JT Davies  
                 Ven Paul Mackness                                      Mr Paul Edwards  
                 Rev H Cale    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)  
   Mr Hubert Mathias (Transport)  
   Mr Matthew Johns (Transport)

**ACTIONS**

**1. Apologies for absence**

Apologies for absence were received from: Cllr A Tudor, Canon B Witt, Mrs D Davies, Mr P Harris, Mr P Williams

**2. Admission Forum membership**

Mr Huw Jones advised there is one vacancy for a Parent Governor member.

**Resolved:**

Ven Paul Mackness was re-appointed as a Church in Wales representative until 1<sup>st</sup> October 2022.

Miss Teleri Williams was re-appointed as a Member/Officer of Pembrokeshire County Council until 1<sup>st</sup> September 2022.

**3. Minutes of the previous meeting**

One error was highlighted; Canon P Mackness should now be Venerable P Mackness.

Minutes of the meeting of the Pembrokeshire Admission Forum held on 14 June 2018 were approved and signed as a correct record.

**4. Matters arising**

Item 7: the admissions officer confirmed that the statutory testing period dates for 2019 would be 29/04/19 – 14/05/19 and that no pupil transfers would be implemented during this period.

**5. Draft Annual Report of the Admission Forum**

The Annual Report of the Admission Forum 2016/17 was included in the papers for the meeting.

**RESOLVED:** to approve the report and submit to the Welsh Government by 30<sup>th</sup> November as per the regulations.

## ACTIONS

### 6. Update on secondary transfers for September 2018

The Admissions Officer gave a verbal report to explain the Secondary School Transfer report for Sept 2018, and a discussion on the transfer process followed. Cllr. Davies enquired regarding the transitional arrangements for Ysgol Hafan y Mor and Narberth CP (Welsh unit), following the establishment of Ysgol Caer Elen (YCE). HJ explained that the decision of Council in July 2016 was that pupils attending the two primary schools could attend either YCE or Ysgol y Preseli (YYP) with transport for a period of five years. It was acknowledged that this causes certain school transport difficulties, none more than the arrangement is an additional cost. Cllr. Davies acknowledged the reasons for such a transitional period and the need to balance the needs of both secondary schools, but felt that five years was too long before a review is undertaken. It was agreed this should be reviewed annually and not 5 years as previously decided.

HJ

The transport officers questioned the issue of whether a child in year 6 attending a Caer Elen feeder school but living in the Preseli catchment, should have the right to attend Caer Elen. The Admission officer responded that parents have the right to apply to any school, but the transport department would make transport decisions.

Cllr Lloyd commented that Ysgol Penrhyn Dewi was nearing capacity, and that a new housing development was planned very close to the school. Cllr. Lloyd was aware that the new development at the school allowed for future classroom extensions and that a long-standing issue in relation to planning gain contributions had recently been resolved. In view of the school's status as a Voluntary Aided school and the capital funding arrangements for such schools, Cllr. Lloyd asked the Ven. Mackness if he would raise the matter with the St David's Diocese.

PM

In response to a question from Mr P Edwards, HJ confirmed that the numbers in the report exclude LRC/Unit places.

### 7. Report on admissions appeals

HJ provided a verbal report on admissions appeals heard since the previous meetings. He explained that 17 appeals had been heard, 12 of which had been upheld, 3 not upheld and 2 withdrawals. The schools in question were as follows:

- ◆ x1 Templeton/x10 Fenton/x2 Prendergast/x1 Gelliswick/x2 HHVC/x1 Lamphey

Mr Jones stated that a further four appeals were due to be heard in December.

In response to a question by the Vice Chair, the Director explained the procedure and the decision process to go to appeal. HJ explained that the recruitment and training of panel members was undertaken by the Legal Department and that HJ and TW prepare the authority's case with HJ presenting the case at individual hearings.

## **8. School Transport issues**

The Vice Chair welcomed Hubert Mathias and Matthew Morgan to the Forum meeting and invited them to share any admissions related issues that they wished to be discussed. The transport officers commented that when appeals were agreed this can alleviate transport costs, i.e. when pupils attend their local school. HJ reported that upon receipt of appeal letters from parents, he and TW consider the transportation implications as part of their decision making.

TW explained that we no longer ask parents for reasons for move (not part of the admissions criteria), but once reasons are given, if extenuating circumstances are revealed at the appeal stage, then the director is consulted before the decision to go to formal appeal is reached.

Transport officers asked that the wording on the offer letters to parents are clarified as to transport eligibility, TW & Transport to discuss.

It was asked whether pupils from Catholic primary schools could be admitted Ysgol Penrhyn Dewi. Ven Mackness stated yes but it was advised that admissions were dependent upon the admissions policy/criteria published by Ysgol Penrhyn Dewi. TW explained that parents have parental choice to apply to any school.

Forum members were informed that feeder schools were not part of the transport eligibility, only catchment and Faith schools up to 8 miles.

Officers were asked if the escalation of fuel prices had had an effect on their budget. It was advised that prices for Jan – Dec were already in the agreed formula. The Director confirmed that the £3 million efficiencies assigned to the transport department had been removed from the draft budget as school transport is a statutory element.

Transport for post 16 is on the agenda for Members Seminar next month, Post 16 transport is not statutory.

It was reported that Pembrokeshire is the most efficient in Wales for cost per pupil for Primary, Secondary and ALN pupil transport.

Cllr Lloyd wished to record the Forum's thank you to Transport for their excellent efforts whilst Ysgol Dewi Sant was decanted to Tasker Milward.

## **ACTIONS**

**TW &  
Transport**

## 9. Fair Processing Notice – GDPR 2018

A copy of the Fair Processing Notice – (School Admissions) was included in the pack for information. There were no issues arising.

## 10. Suggestions for future items

No suggestions were made at the meeting but HJ advised members to contact the Admissions Officer if they wish to add any in the future.

## 11. Date of next meeting

The next meeting of the Forum would be held in Haverfordwest on Thursday 13<sup>th</sup> June 2019 at 8.30am.

It was requested that car parking places be reserved.

The meeting terminated at 9.10am.

Signed as a true record

  
Chair of Admissions Forum

Date 21.11.2018

## ACTIONS