



Office of
the Schools
Adjudicator

**Request for a variation for admissions in September 22
and an In Year Variation for 21/22**

Name of school	Greenfields Community Primary School
Type of school (i.e. foundation, voluntary aided, community or voluntary controlled) ¹	Foundation
Address of school	Taylor Avenue, Wideopen, North Tyneside, NE13 6NB
Telephone number of school	01916432801
Name of headteacher Acting Headteacher from 1/1/2022	Eleanor Dobson (until 31/12/2021) Gemma Robertson (from 1/1/2022)
Email address of headteacher and Acting Headteacher	e.dobson@greenfieldsprimary.org.uk g.robertson@greenfieldsprimary.org.uk
Name of Vice chair of governors	John Ord
Email address of chair of governors	j.ord@greenfieldsprimary.org.uk
Name of local authority	North Tyneside
Name and address of authorised officer in local authority	Val Johnson Access Manager Facilities and Fair Access North Tyneside Council Quadrant East, Cobalt Business Park, The Silverlink North, North Tyneside, NE27 0BY
Telephone number	0191 643 8721
Email address	Val.Johnson@northtyneside.gov.uk

¹ Applications to vary admission arrangements of academies and free schools should be directed to the Education and Skills Funding Agency.

For schools with a religious character, what is the name and address of the authorised officer in the religious authority?	n/a
Telephone number	n/a
Email address	n/a
Signature	Harry Corlett
Date	

To be signed by the responsible person for the admission authority. For community and voluntary controlled schools, this will normally² be an authorised officer of the local authority. For voluntary aided and foundation schools this will be the chair of governors.
(type name if sending electronically)

Please note that information provided on this form will be copied to the other parties listed above.

Please complete the appropriate parts of this form. If possible, please send the form and all necessary attachments by email to osa.team@schoolsadjudicator.gov.uk

Or post to: The Office of the Schools Adjudicator
Bishopsgate House
Feethams
Darlington
DL1 5QE

Initial information required

1. Current Admission Arrangements

Before an adjudicator can consider a variation, he or she needs to see evidence that the admission arrangements for the relevant year have been determined, that is formally agreed, by the admission authority. If the arrangements have not been determined, the adjudicator has no jurisdiction to consider the proposed variation.

² In the unusual case that the local authority has delegated responsibility for admissions to the governing board, making it the admission authority, then this will be the chair of governors.

Please provide:

- a. a copy of the **complete admission arrangements** for the relevant year including any supplementary information form or other relevant documentation and a link to where they can be found on the admission authority's website; and

<http://www.greenfieldsprimary.co.uk/about-us/admissions/>

<https://my.northtyneside.gov.uk/category/220/essential-guide-schools> >

- b. a copy of the **minutes of the meeting** where the arrangements for the relevant year were **determined by the admission authority**.

[Documents attached – see below](#)

2. The requested variation

The documentation requested above will establish that the adjudicator has jurisdiction. When that is received then the adjudicator will be able to consider the proposed variation.

- a. What major change of circumstance has occurred since the arrangements were determined making it necessary to request a variation? The adjudicator will consider if the variation is a necessary and appropriate response to the change in circumstances.

The school's numbers have reduced to the extent that two-form entry is not currently financially viable. The closures and restrictions during the pandemic have prevented the school from being able to supplement pupil related income and the school is in deficit.

- b. What problems have arisen, or are foreseen, as a result of this change in circumstances?

We have restructured the school to tackle the deficit but we now risk issues with the infant class size regulations - currently our Y1 stands 29 children and Y2 29 children.

The current PAN of 60 requires the school to admit any applications below that number. This means that one or two above 30 would be admitted, resulting in the need for additional teaching resources to maintain classes below 30, but incurring costs beyond income.

- c. What variation is being proposed and for which year of admission?

We wish to reduce our PAN from 60 to 30 both in the current year (21/22 admission year) and from September 2022 onwards. (22/23 admission year)

- d. How will the proposed variation address the problems arising from the change of circumstances?

It will enable us to establish sustainable class sizes, thereby providing financial stability as we tackle the deficit. It will also enable us to revise the way in which we use our buildings and reduce the associated costs.

3. Notification of appropriate bodies

It is necessary to provide evidence that the following bodies have been notified of the proposed variation as required by paragraph 3.6 of the School Admissions Code:

- all other admission authorities and all governing boards for community and voluntary controlled schools within the relevant area³ (except that primary schools need not notify secondary schools). This is expected to include schools within a reasonable distance whether or not in the same local authority area;
- whichever of the governing board or the local authority is not the admission authority; and
- in the case of schools with a religious character, the religious authority.

A notification is not a consultation. The adjudicator would expect the admission authority to have provided enough information in the notification to the above bodies for an understanding of the change in circumstances and the proposed variation.

In addition, before a local authority refers a request for a variation to the admission arrangements of a community or voluntary controlled school to the adjudicator, it must consult the governing board of the school.

The variation cannot be considered if notification and consultation (of the governing board in the case of proposed variations to the arrangements of community or voluntary controlled schools) have not occurred.

Please provide:

- a. evidence that the governing board of the community or voluntary controlled school has been consulted (if appropriate);
- b. evidence that the above notification requirements have been met; and
- c. provide any comments received from the above bodies about the proposed variation (if no responses were received please say so).

These 3 paragraphs are not applicable – as a Foundation School, we are the Admissions Authority

4. Please complete the appendix if the proposed variation is for a reduction in the published admission number.

³ The relevant area is defined in the Code as “*The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.*”

Appendix: proposed reduction of published admission number (PAN)

Only complete this section if you are applying for a reduction in PAN.

Foundation and voluntary aided schools may need to obtain some of this information from their local authority.

The adjudicator needs to be assured that any reduction in PAN does not compromise the local authority's duty to ensure that there are sufficient school places in the area. Different admission authorities and local authorities plan the places needed in different ways. In most areas, and certainly in urban and suburban areas, planning is likely to be the basis of "planning areas" which cover a number of schools. In particularly rural areas planning may be done on the basis of an individual school. Please provide the information requested in A or B below as appropriate. **B Applies to GCPS**

- A. If **place planning** for the area **is based on an individual school** please provide:
- a. a map showing the location of the school and the nearest local schools;
 - b. the PAN for the relevant year or years of entry last three years;
 - c. the numbers of preferences made for the school (first, second, third and so on) for the last three years;
 - d. the number of children admitted to the school at the normal point or points of entry for each of the last three years;
 - e. the number of children expected to be requiring a place at the school at the normal point or points of entry in the next two years; and
 - f. if there are expected to be more children requiring a place at the school than the proposed PAN please provide:
 - i. the number of children likely not to be offered a place at the school if the PAN is reduced;
 - ii. the names of the schools where the children displaced by the lower PAN are likely to be admitted; and
 - iii. the distances such children are likely to have to travel to alternative schools compared to the distances they would travel to the school which is the subject of the proposed variation.

- B. If **place planning is based on a planning area** please provide:
- a. a map showing the planning area and the relevant schools within it and any other relevant schools;
 - b. the names of the schools in the planning area;
 - c. the PANs of the schools in the planning area for each relevant year of entry for the last three years and the coming two years (as far as is known) with the totals for the planning area;

- d. the number of children admitted to these schools in the last three years at the usual point or points of admission with the totals for the planning area;
- e. the number of children allocated a place at these schools for the September following the date of the variation and for the following September if this is available;
- f. the forecast numbers to be admitted to these schools at each normal point of entry for the coming two years with totals for the planning area; and
- g. if the forecast number of places predicted to be needed is higher than the number of places available, please provide:
 - iv. the number of children likely not to be offered a place at the school if the PAN is reduced;
 - v. the names of the schools where the children displaced by the lower PAN are likely to be admitted; and
 - vi. the distances such children are likely to have to travel to alternative schools compared to the distances they would travel to the school which is the subject of the proposed variation.

B. Supporting information:

Area demand and impact (supplied by NTC):

There are 17 primary schools within the North West Planning area of North Tyneside Council (392). These schools have a combined PAN of 795, including Greenfields at its current PAN before any reduction to a PAN of 30. The current birth rate reflects a three year average within the catchment areas of these schools of 732, therefore it is not believed that the reduction of the PAN at Greenfields Primary would be detrimental upon any other school or the pupil community.

Attachments:

- Annexe 1 -Table providing details required in b-g above, supplied by NTC
- Annexe 2 - Committee Minutes 8 February 2021 confirming admissions arrangements
- Annexe 3 - GB minutes 12 July 2021 confirming required amendment to Admissions Arrangements
- Annexe 4 - GB minutes 14 October 2021 agreeing to seek permission for the reduction in the PAN
- Annexe 5 – Notification letter to local schools and other local Admissions Authorities
- Annexe 6 – list of schools and other Admissions Authorities receiving notification letters

Annexe 1 – Information Supplied by North Tyneside Council

North West Planning area							
Dfes NO	(b) School Name	(c) PAN	(d) Admissions			(e) Forecast	
			Sep-19	Sep-20	Sep-21	Sep-22	Sep-23
2048	Amberley	60	56	47	43	55	55
2032	Backworth Park	45	39	45	47	38	39
2054	Bailey Green	60	60	57	60	57	58
2077	Balliol	30	29	30	28	23	23
2078	Benton Dene	60	62	60	60	60	60
2086	Burradon	30	14	17	19	16	16
2085	Fordley	60	52	47	58	49	50
2079	Forest Hall	30	15	26	18	20	20
2001	Grasmere	30	14	9	14	11	11
2083	Greenfields	60	33	30	27	32	31
2084	Hazlewood	45	34	45	42	35	35
2036	Holystone	60	61	60	60	59	60
2080	Ivy Road	30	28	27	24	21	21
2031	Shiremoor	60	59	58	49	56	57
3302	St Bartholomew's	30	30	30	24	28	29
3315	St Mary's (FH)	30	20	30	30	23	24
3316	St Stephen's	30	32	30	24	29	29
2037	Westmoor	45	46	45	45	44	44
	Planning area totals	795	684	693	672	656	662

Annexe 2 - Minutes of Business Operations Committee 8 February 2021

Greenfields Community Primary School Governing Body

Business Operations Committee (BOC) Notes of Meeting Held 8 February 2021

Governors Present: John Ord (JO) - chair; Karen Adamson (KA); Elizabeth Rowan (ER); Ele Dobson (ED); Harry Corlett (HC)

Item	Details	Action
1.	Welcome and introductions JO welcomed everyone to the meeting	
2.	Apologies for Absence Suzanne Bell (SB) – accepted.	
3.	Declarations of interests None	
4.	Items for Consideration Under AOB <ul style="list-style-type: none"> • Summer term circus 	
5.	Previous Minutes - meeting held 2 November 2020 Agreed as a true & correct record	
6.	Matters Arising Confidential Information Redacted	
7.	Admissions Policies 2022/23 (Papers circulated with agenda) HC explained that, as a trust school and part of NTLT, GCPS have committed to adopting the Co-ordinated Admissions Scheme and policies of the LA. The only additions were to the nursery admissions document to make it specific to the circumstances at GCPS. They added clarity to the LA document and recognised the increased flexibility that ED had introduced around nursery numbers. This provides sessions from morning for pre-reception children only; to children aged 3 or 4 in the morning or the afternoon. Agreed	
8.	Financial Update <ul style="list-style-type: none"> a) Budget update b) Feedback from Deficit Review Meeting and work of consultants Confidential Information Redacted	
9.	Staffing Matters Confidential Information Redacted	
10.	SLAs and Contracts Confidential Information Redacted	
11.	Any Other Business	

	<p>a) Circus</p> <p>Confidential Information Redacted</p> <p>b) Staff Wellbeing</p> <p>Confidential Information Redacted</p>	
12.	<p>Date and time of next meeting</p> <ul style="list-style-type: none"> • Monday 1 March 2021 @ time tbc • Monday 17 May 2021 @ time tbc 	

Annexe 3 - Minutes of Full Governing Board 12 July 2021



Greenfields Community Primary School

The world is waiting for you...

Meeting of the Full Governing Board to be held virtually on Monday 12 July 2021 at 4pm

Present: Eleanor Dobson - **Headteacher**
 Harry Corlett - Local Authority (**Chair**)
 Karen Adamson - Parent
 Amy Banks - Staff
 Suzanne Bell - Parent
 John Ord - Foundation
 Pauline Pearson - Foundation
 Elizabeth Rowan - Co-opted
 Louise Watkins - Co-opted

Quorum - 5

Also present: Kathleen Wallace, Acting Clerk to the Governing Board

	<p>Welcome Governors The Chair welcomed everyone to the meeting and introduced Kathleen Wallace, Acting Clerk to the Governing Board following the departure of Ruth Corless from the Authority.</p>	
	<p>Procedure</p>	
1.	<p>Apologies for Absence There were no apologies for absence received.</p> <p>Governors noted that Deborah Farrell, Co-opted Governor was absent from the meeting without apologies.</p> <p>The Clerk confirmed that all Governors were accounted for.</p>	
2.	<p>Items for Consideration under Any Other Business The Governing Board accepted an item on Admissions to be discussed at the end of the meeting.</p>	
3.	<p>Declare any conflicts of interest relevant to the agenda None.</p>	

4.	<p><u>Report any decisions under the power of “Chair’s Action</u></p> <p>Confidential information redacted</p>	
5.	<p>Governing Board Membership</p> <p>Confidential information redacted</p>	
6.	<p>Minutes of the previous meetings held on 22 March 2021 and discuss matters arising not on the Agenda</p> <p>Confidential information redacted</p> <p>Minutes of the Confidential meeting held on 26 April 2021 and matters arising not on the Agenda</p> <p>Confidential information redacted</p>	
	Accountability	
7.	<p><u>Headteacher’s Report to Governors</u></p> <p>Confidential information redacted</p>	
8.	<p>Financial Accountability</p> <p>Confidential information redacted</p>	
9.	<p>Admissions The Governing Board discussed the changes made to the Admissions Code. As the school was its own Admissions Authority, it would need to consider the changes which would impact on the admissions arrangements. The Local Authority had provided a copy of the updated admissions arrangements for maintained schools, and the Governing Board agreed for Greenfields Community Primary School to adopt these arrangements. Headteacher to update school web site.</p> <p>PAN The Chair referred to previous discussions with the Local Authority around reducing the School’s Pupil Admission Numbers (PAN). The Governing Board had received a document the Chair, following information from Rachael Coyne, LA Officer which the Chair had reviewed. The Chair had raised a question around the impact of reducing the PAN where parents had selected Greenfields as their first choice and asked if these places would be given to other schools? The question was shared with Claire Emmerson and then subsequently forwarded it to Val Johnson, LA Admissions Manager.</p>	HT

The response received was that this would be the case. If the school reduced its PAN to 30 pupils, and it received 1 or 2 more applications above the PAN, parents would be told the school was full and offered alternative schools in the area. Parents would need to put an appeal in if they wanted a place at Greenfields.

Another question was raised around the impact of reducing the PAN on the school building. If the school did reduce its PAN, then it would need to close areas of the school that were not being used. Who would pay for the services for the closed areas. The Local Authority had responded and advised that further discussions would be required around this.

The Chair added that the Local Authority's point of view was that if the school did not reduce its PAN, it would not be in a position to refuse pupils up to the limit of the PAN. If the school received 1 or 2 more applications above a class size, it may need to appoint additional members of staff in line with pupil:staff ratios, which would put the school further into deficit.

The Chair invited discussion.

L Watkins referred to the context of appeals and advised that one of the main reasons why appeals would be rejected was due to the physical space available in a school. With Greenfields, space was not an issue however the cost of additional staffing would be. Whilst it could be accepted that some of the building was in disrepair, the school does have a large footprint with lots of outdoor space and it would be a shame not to pursue the best use of this.

J Ord gave caution that if the school does mothball part of the building, it could potentially damage the reputation of the school. When parents come into school, if they see that parts of the building have fallen into disrepair, it may give the impression of a failing school. K Adamson concurred that it would not be aesthetically pleasing for parents who come into the school.

K Adamson queried that if the school does reduce its PAN, could it increase its PAN if needed at a later date? The Chair confirmed this could be done and it would be up to the Governing Board to decide. Statutorily, the Governing Board does have the power to reduce and increase the PAN at any point. There was however a process to follow which can take up to a year to go through. Schools were also able to make an in-year changes via a submission to the Office Adjudicator which would not impact on those that already had an offer. Schools could also apply to go over their PAN to accept in year applications. Schools would need to consult on reducing its PAN which could take up to a year. Likewise, it could also take up to a year to increase its PAN.

K Adamson advised that the school had spent a considerable

amount of time in raising the profile of the school within the community, it would be a real shame to do all of that work and then reduce the PAN.

P Pearson asked for the following questions to be considered by the Local Authority:

1. With regards to population trajectory, the school needs to be aware of the number of families in the catchment area. Marketing the school has worked very well with the 2-year old provision which has potential to grow in the future.
2. When will the Great Park school be open? This would create competition for schools not only in the immediate area, but also in Newcastle. Greenfields was close to the border with Newcastle which creates it own issues around pupil numbers.
3. Depending on what happens with the North Gosforth Academy, Greenfields may not lose as many pupils later on in the school and it may become a more desirable place to stay.
4. Is the PAN of 30 the only option? Could the school have a PAN of 45?

The Chair confirmed that he did have some information from the Local Authority on the population in the area, catchment and where people go. The school could suggest a reduction to a 1½ form entry, which could be an option but not sure it would satisfy the Local Authority around the budget.

E Rowan referred to all of the work that had been done to establish Greenfields as school of choice within the community. One of the strengths of the school was its perception within the community. The school had a strategy for growth which was very positive. If the school reduced its PAN, the perception would be that the school was in decline. No-one wants to see parts of the building mothballed and it would be a real shame to see areas of the school becoming no go areas. It was important for the school and Governing Board to understand the consequences of reducing its PAN, as well as the short and medium term impact. Further consideration should be given around reducing the PAN as a temporary measure until the school was back in surplus and when plans start to see returns.

Governors discussed the timeframe around reducing the PAN. Whilst it was acknowledged that school was looking at the September 2023 intake, any change would need to be presented to Cabinet by April 2022.

The Local Authority has stated that it would monitor birth rates and pupil population in the area. The Governing Board requested assurances that this information would be shared with the school in

<p>real time in order for the school to see the projections going forward. A meeting should be arrange to specifically discuss this.</p> <p>The Governing Board discussed and agreed to hold an additional full Governing Board meeting early in the Autumn term in order to explore all avenues and devise a list of questions. This would then be followed up with a meeting with Local Authority Officers.</p> <p>The headteacher reported on information she had received from the Local Authority regarding the number of children in the catchment area. Overall the Local Authority has 243 pupils attending a primary school (Reception up to Year 6) that live in the catchment area. Currently Greenfields has 260 pupils in attendance which indicates that there were more pupils in the school that do not live in the catchment area. The information also shows that although there had been an increase in the birth rate in the Wideopen area, there was a predicted drop in birth rate in other areas. It was unclear at this stage if the decline in rates was just a dip or a trend. The Chair agreed to forward a copy of the data to all.</p> <p>The Governing Board also considered the following points:</p> <ul style="list-style-type: none"> ● Growing the school and reducing the PAN would be long term changes to the school. ● If the school did reduce its PAN, it was felt that it would be unlikely that the school would increase the PAN again. ● By reducing the PAN, there would be a point where the school would be at capacity and need to turn children away, which may have a negative impact on the perception of the school. ● On the other hand, if the school was oversubscribed, it could be a good marketing strategy. ● If the school was oversubscribed, it would not be a benefit to the local community. ● If the school decided to reduce the PAN, it would need to be mindful that the terminology of 'growing the school' would need to be changed. Growing the school would indicate a steady intake of pupils which may not be the case with a reduced PAN. ● If the PAN was reduced to 45, it could pose a challenge with curriculum, especially with the new framework which in turn would have a detrimental impact on education. ● Having a PAN of 30 would mean single year groups whereas a PAN of 45 would mean split year groups. <p>The Governing Board noted that it would need to consider all options in order to reduce the deficit however, it needs to be realistic that it would be difficult to grow the school with a reduced PAN and that reducing the PAN at this stage may not be appropriate.</p> <p>A question was asked when the Local Authority was wanting a decision to be made as the school would need time for any changes to be embedded before any impact could be seen. Another</p>	<p>Chair</p>
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	<p>Governor asked if the Licence Agreement was requiring a reduction to the PAN.</p> <p>The Chair referred to an e-mail he had received from Claire Emmerson which states that the PAN was not a contingent however the deficit licence letter from Janice Gillespie suggested otherwise. If school decides not to reduce its PAN, it would need to provide a rationale on how and why it reached that decision.</p> <p>A Governor asked about the financial gains in reducing the PAN. The Chair advised that there was a financial risk however a reduced PAN would mean that the school was operating within a smaller footprint and therefore saving on premises and utility costs.</p> <p>The LA explained that if there were surplus spaces in NT schools and GCPS was full, the children would be directed to the surplus spaces regardless of whether parents had requested GCPS. Pauline Pearson left at 6pm.</p> <p>The Headteacher reported on the current staffing structure, including teacher: pupil ratio, and compared this to the structure and ratio for next year. Working alongside the LA HR team and the external financial consultant, the school had rationalised staffing levels to minimum levels. The headteacher advised that It was important to prioritise the education of the children. Whilst it may be frustrating to have reduced numbers in school, it was important to keep the positive reputation of the school within the community.</p> <p>The headteacher added that if the school did reduce its PAN to 30, it would not stop the school from offering a childcare provision which would generate income. The 2 year old provision has been very successful and would continue. The additional income would enable significant curriculum enhancements to the children currently at the school. It was important to note that the recent increase in pupil numbers and the development of a new child care provision had all been achieved in the context of the pandemic. However, it was not certain whether families would want to send their children to our nursery if they weren't guaranteed reception places. The chair noted this was regularly raised as an issue in admissions appeals, in which he had participated.</p> <p>The Governing Board concluded that it needed more detailed information before it could make an informed choice about the PAN. A meeting would be held early September to discuss the situation further.</p> <p>The Chair thanked everyone for attending the meeting.</p>	
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As the board had agreed to refer remaining business to the next meeting, the meeting closed at 6.15pm

Annexe 4 - Minutes of Full Governing Board 14 October 2021



Greenfields Community Primary School

The world is waiting for you...

Extraordinary Meeting of the Full Governing Board held virtually on Thursday 14 October 2021 at 16:30

Present: Eleanor Dobson (ED) - **Headteacher**
Harry Corlett (HC) - Local Authority (**Chair**)
Karen Adamson (KA) - Parent
Amy Banks (AB) - Staff
John Ord (JO) - Foundation
Pauline Pearson (PP) - Foundation
Louise Watkins (LW) - Co-opted

Quorum - 5

	<p>Welcome Governors</p> <p>The Chair welcomed everyone to the meeting. He advised that it was a single item agenda to allow the board to conclude the discussion it started in July and make a decision about the school's Published Admissions Number (PAN).</p>
1.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Suzanne Bell and Deborah Farrell.</p>
2.	<p>Declare any conflicts of interest relevant to the agenda</p> <p>None.</p>
3.	<p><u>Consideration of a Report on Changing PAN</u></p> <p>The Chair reminded the meeting that the board had asked for further information and had asked about case studies. In the event the most recent case studies were not recent enough or not considered relevant to the circumstances of GCPS. Instead a meeting was arranged with Rachael Coyne (RC), Manager - School Organisation and Investment, at North Tyneside Council. The meeting had included ED, JO and LW, as well as the Chair.</p> <p>The meeting had considered various aspects linking to the PAN and the</p>

inherent risks the school faced in the immediate term as the numbers are at or close to 30 in the critical KS1 classes, where Infant Class Size legislation applies. There is more flexibility in KS2. However, in KS1, 30 is an absolute and school would need to deploy further teaching resources and it would add to the costs (& currently, to the deficit).

RC indicated that her team would work with the school, on effective ways it can adapt/manage the site to best advantage, should governors choose to reduce the PAN.

The Chair said that he and colleagues had pulled together the paper that was circulated earlier in the week. He expected that people would have read it and be ready for the discussion. He wished to stress that although the paper contained a clear set of recommendations the final decision is that of the FGB.

He opened the meeting up for discussion, comments and questions.

LW and JO commented that they felt that the meeting with RC had been very positive. This was clearly a difficult area for governors but they were impressed with the information they were given and the clear way in which RC answered questions.

AB asked what the reduction would mean for classes already over 30. The Chair replied that they would stay as they are – there is no requirement to remove anyone. School is organised for current numbers. ED added that this was more about protecting school from having to take on extra staff to accommodate, perhaps, a small number of new pupils in KS1 which would have a significant, detrimental effect on the budget. The Chair said that the flexibility remained to take children in excess of the PAN **but** school and the FGB would need to be clear and to demonstrate that it would be financially possible to do so. Equally, it would need to be demonstrated that it was a sustainable position as those children progressed through the school years. There was a need to protect school in the immediate term, to allow the deficit recovery to continue and succeed.

PP commented on the detail in the contextual information, especially around the impact of housing developments and a new school on the Great Park. Whilst that could also offer opportunity, it was clear that reducing the PAN would minimise risks to the school, currently.

KA expressed her sadness that the reduction in the PAN might undermine the excellent work that had been put in by ED and her staff but would reluctantly support the reduction. She wondered if other schools had been asked to do the same. The Chair commented that it was unlikely that such conversations would be public knowledge, even if they had taken place. Any school that could prove its continued financial viability would probably not be asked to reduce their PAN. It was the deficit position at GCPS that had brought the issue into stark relief.

ED added that the 2 year old provision can continue and will generate

money for school. It had proved to be very profitable so far. Its popularity *may* allow school to look at creating an additional class in future years but we need to be clear that attendance at this provision does not guarantee a place in school. The deficit needs to be cleared by March 2023 and by then governors will have a clearer view on what is coming through and whether additional classes could be sustainable and roll through the school.

There being no further comments or questions, the Chair closed the discussion. He said that we were clearly in a position where we needed to take actions but recognised that this did not sit comfortably with the GB.

He asked if governors were prepared to endorse the recommendations in the report. Governors **agreed:**

- a) To reduce the PAN from 60 to 30
- b) that the Headteacher, working with governors and the LA, completes an *immediate* 'In Year Variation' request to the Office of the School Adjudicator to reduce the PAN to 30 for the current year
- c) that the Headteacher, working with governors and the LA, completes an 'In Year Variation' request to the Office of the School Adjudicator to reduce the PAN to 30 for the September 2022 intake

The meeting closed at 17:10

Annexe 5 – Notification Letter



North Tyneside Council

Address: Taylor Avenue, Wideopen, Newcastle upon Tyne. NE13 6NB

Telephone: 0191 643 2801

e-mail: office@greenfieldscps.org.uk

Headteacher: Mrs Ele Dobson BA(Hons) NPQH

Dear Colleagues

Greenfields Community Primary School Application to Reduce the Published Admission Number (PAN)

I am writing to notify you we are making an application to the Office of the Schools Adjudicator, to reduce our PAN from 60 to 30. This follows the adoption of a resolution at a meeting of the Governing Board on 14 October 2021.

We are our own admissions authority but we adopt the Co-ordinated Admissions Scheme for First and Primary Schools within North Tyneside. North Tyneside Council is supportive of our proposed change.

Our numbers have reduced to the extent that two-form entry is not currently financially viable. We have restructured the school to address this but we still risk issues with the infant class size regulations.

We are applying for the change to take place immediately, impacting on the current admissions year (21/22) and in our published arrangements for September 2022 (admissions year 22/23).

Yours sincerely

John Ord

Vice Chair – Governing Board

j.ord@greenfieldsprimary.org.uk

Annexe 6 – List of Schools and Admissions Authorities to be Notified

Admissions Authorities

North Tyneside Council
Newcastle City Council
Northumberland County Council

Local Schools within 2 miles of GCPS

Burradon Primary School	(?? 3.2 miles according to Google but should we notify anyway as we are in same family of schools ??)
Fordley Primary School	(?? 2.7 miles according to Google but should we notify anyway as we are in same family of schools ??)
Hazlewood Primary School	
North Gosforth Academy	
Dinnington First School	(?? 2.8 miles according to Google ??)
Brunton First School	Exactly 2 miles, according to Google – so other Gosforth schools will be more than 2 miles

Killingworth schools are all more than 3 miles
Seghill is more than 4 miles, as is Cramlington Learning Village

To be completed

Others

North Tyneside Learning Trust