

Report Title:	DELIVERING NEW SCHOOL PLACES FOR THE BOROUGH LOCAL PLAN
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Airey, Lead Member for Children's Services
Meeting and Date:	23 November 2017
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

REPORT SUMMARY

1. The Royal Borough's ambitions for education are that: parents have a choice over schools; all children have the opportunity to access high quality education, assessed as good/outstanding by Ofsted; and that all children make progress in their education attainment above national levels.
2. This report examines the longer-term need for school places to September 2032, and the medium-term need (to September 2021). It sets out the borough's strategy to meet the likely impact of the emerging Borough Local Plan on the demand for school places in the borough. The strategy includes a new surplus places target of 5%, i.e. to provide 5% more places than required to meet demand at intake.
3. The strategy is based on analysis of the planned housing growth. The 'Infrastructure Delivery Plan (IDP) Scenario' models a worst case scenario of high birth rates and suggests that this and the 14,000 extra dwellings could lead to a need for an extra 22 forms of entry (FE) at primary school age (661 places per year group), and an extra 20 forms of entry at secondary school age (592 places per year group). This includes a 5% surplus.
4. Desktop analysis has indicated that the shortfalls can be met by expanding existing schools, creating five new school sites, Special Educational Needs provision and early years provision. The estimated cost of providing this is £277m, including the £33m already invested in the current approved school expansions programme. This report recommends an investment of £1.3m over three years to carry out feasibility works to develop a strategic school place expansions programme for the borough.
5. For the medium term, Cabinet has already considered in October 2017 a report on the need for more middle school places by September 2019. This report considers the whole borough, and identifies a likely need for more primary school places in Maidenhead by September 2020. This report recommends that options for providing those places are investigated and brought to Cabinet in August 2018 for consideration.
6. All parties to a future school expansion will be required to sign a Memorandum of Understanding clearly setting out what the proposed scheme entails.

1. DETAILS OF RECOMMENDATIONS

RECOMMENDATION: That Cabinet notes the report and:

- i) Approves the school place planning strategy as described in the report and specifically:**
 - a. Approves the policy of seeking 5% surplus places, so that there are 5% more places than required to meet demand at intake (Years R, 5, 7 and 9).**
 - b. Approves a policy requiring all parties to a school expansion (partially or fully funded by the borough) to sign a Memorandum of Understanding setting out the terms of that expansion.**
 - c. Requests an annual report on school place planning, to include the latest pupil projections and any actions required to meet the resulting demand. This will be considered by Cabinet annually, following submission of the pupil projections to the Department for Education in late July**
- ii) Requests an options assessment and feasibility works in relation to:**
 - a. New primary school places in Maidenhead for September 2020.**
 - b. New school places arising from the emerging Borough Local Plan.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Background

2.1 The Royal Borough of Windsor and Maidenhead has a legal duty to ensure that there are sufficient school places to meet demand¹. This report considers:

- The longer-term needs to 2032/33, based on analysis carried out to support the borough's emerging Borough Local Plan and IDP.
- The medium-term position for intakes across the borough, based on the latest pupil projections:
 - Primary education to September 2020.
 - Secondary education to September 2021.

The current school expansion programme

2.2 The Royal Borough is currently delivering:

- A secondary school expansion programme, providing new secondary, middle and upper school places to meet rising demand in the borough. This is summarised in Appendix A. The programme was considered by Cabinet in July 2016, when budgets were approved for Phase 1 (September 2017) and Phase 2 (September 2018).

¹ Section 14, Education Act 1996.

- A primary school expansion in Ascot, to provide new school places across all year groups for families moving into the area. This was approved by Cabinet in August 2016 and will be completed by the end of October 2017.
- 2.3 In October 2017, Cabinet considered a report on the need for new middle school places in Windsor, and approved public consultation on a proposal to expand St Peter's CE Middle School from 60 to 90 places per year group, starting with Year 5 in September 2019.
- 2.4 The July 2016 Cabinet report on secondary school provision noted that further growth in demand was expected, and requested a report in April 2017 setting out additional proposals for later phases of the programme. The report has been delayed from April to November 2017, to allow for completion of work on the Borough Local Plan (BLP) and the accompanying Infrastructure Delivery Plan (IDP).

Surplus places

- 2.5 A level of surplus, or spare, places is necessary to ensure that there is:
- Scope for parental choice of school.
 - Spare capacity for children moving into the area.
 - Spare capacity in case the actual demand is higher than projected.
- 2.6 The borough currently has a policy of ensuring that there are up to 10% surplus places.
- 2.7 The proportion of schools rated 'Good' or 'Outstanding' in the borough has been increasing, so that 89% now achieve this grade, compared to 74% in August 2010. The proportion of places in 'Good' or 'Outstanding' schools in the borough has increased from 77% to 86%².
- 2.8 This report proposes, therefore, lowering the target for the number of surplus places to 5%. This target recognises that, in some years, the level of surplus may be above or below that as demand varies. The strategy for providing places should be based on this proportion of surplus places.

Longer-term needs to 2032/33: the Borough Local Plan

- 2.9 The Royal Borough has been developing its Borough Local Plan. This sets out how the borough will meet its objectively assessed need for 14,298 new dwellings in the plan period (to 2033). This is equivalent to 712 new dwellings each year.

Calculating the resulting demand

- 2.10 The borough published its Infrastructure Delivery Plan (IDP) in June 2017. This set out, in broad terms, how the borough will provide the infrastructure to support the new housing. The additional education infrastructure needed has been calculated on the basis of:

² <https://public.tableau.com/profile/ofsted#!/vizhome/Dataview/Viewregionalperformancevertime>

Existing demand	+	Additional demand	+	Surplus
This is the demand that we already have for school places in the borough. For the IDP, we have taken the maximum demand that we have already experienced or are projected to experience.		This is the demand that we expect to get from the new housing trajectory, based on new pupil yields data.		This is the additional space needed in schools to allow for operation of parental choice.

- 2.11 These three figures together provide an estimate of how many school places are needed. Using the maximum existing demand means assuming that the underlying demand will remain at peak levels for the whole of the period to 2032/33, i.e. a scenario tending towards the worst case. This enables the local authority to demonstrate that the required infrastructure could be delivered, even if the actual demand is eventually less.
- 2.12 The IDP Scenario is not, therefore, a projection of future demand. Pupil projections will continue to be prepared annually and used to plan the delivery of school places.
- 2.13 Note that:
- Pupil yield figures show the biggest impact of new housing is delayed.
 - The impact of the planned new housing will be spread out over the plan period and beyond.
 - School expansions will also be spread out, and some will only be needed *after* the end of the plan period.
 - The size, type, number and timing of dwellings may well be different to the housing trajectory used in the BLP.
- 2.14 *Table 1: Summary of impact on school intakes* sets out the shortfalls between the existing available places and the IDP Scenario. The table includes recalculation of the shortfalls based on surpluses of 3%, 5% and 8%. These are lower than the 10% used in the June 2017 publication of the IDP.

Table 1: Summary of shortfalls at intake, based on IDP Scenario.

Area	Shortfall					
	3%		5%		8%	
	Places	FE	Places	FE	Places	FE
Ascot Primary	-36	-1.2	-40	-1.3	-45	-1.5
Datchet & Wraybury Primary	-34	-1.1	-36	-1.2	-40	-1.3
Maidenhead Primary	-455	-15.2	-482	-16.1	-523	-17.4
Windsor First	-91	-3.0	-103	-3.4	-122	-4.1
Total Primary	-616	-20.5	-661	-22.0	-730	-24.3
Ascot Secondary	-38	-1.3	-44	-1.5	-53	-1.8
Datchet & Wraybury Secondary	-9	-0.3	-12	-0.4	-15	-0.5
Maidenhead Secondary	-314	-10.5	-340	-11.3	-380	-12.7
Windsor Middle	-69	-2.3	-81	-2.7	-97	-3.2
Windsor Upper	-82	-2.7	-94	-3.1	-111	-3.7
Total Secondary	-512	-17.1	-571	-19.0	-656	-21.9
TOTAL	-1,128	-37.6	-1,232	-41.1	-1,386	-46.2

Assessing how the necessary new places could be provided

- 2.15 A desktop exercise has been carried out, using government guidelines set out in Building Bulletin 103, to assess which school sites could be expanded further. The borough has explored:
- Existing site capacity based solely on current site size.
 - ‘Compact schools’, where sites deliver greater capacity by using all-weather pitches and multi-storey buildings. These are likely to require full or partial rebuilds of existing schools.
 - Five new school sites, including four for primary schools (Chiltern Road Maidenhead/Spencer’s Farm Maidenhead/Maidenhead Golf Course/Datchet) and one secondary school (Maidenhead Golf Course), creating 3,750 new school places.
- 2.16 Appendix E provides the proformas from Borough Local Plan for the four housing allocation sites that include new school provision. The fifth school, Chiltern Road, is not on a site allocated for housing.
- 2.17 These would most likely be free schools (i.e. academies). The government’s ambition continues to be “*building 100 new Free Schools in every year of this Parliament*”³.
- 2.18 This analysis assumes that schools will be expanded/built to have published admission numbers that are multiples of 30.
- 2.19 At this stage, the borough has not:
- Adopted a ‘constrained’ sites model (as set out in Building Bulletin 103), which relies on off-site playing fields.
 - Carried out feasibility studies to assess deliverability/consulted with schools.
 - Carried out any prioritisation of options.
 - Assessed the impact on traffic or considered other planning constraints.
- 2.20 *Table 2: Extra school places to be provided at intake, by type and level of surplus* sets out how additional places could be added to deliver surpluses of 3%, 5% and 8%.

³ The Prime Minister, The Rt Hon Theresa May MP, Conservative Party Conference, 4 October 2017.

Table 2: Extra school places to be provided at intake, by type and level of surplus.

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	
Area	Project	Surplus			
		3%	5%	8%	
New primary school places					
Ascot	Expansion on existing sites	+60	+60	+60	
Datchet & Wraysbury	New school site	+30	+30	+30	
Maidenhead	Expansion on existing sites	+111	+111	+111	
	New school sites	+240	+240	+240	
	New school site (refurb)	+30	+30	+30	
	Compact sites	new places	+90	+105	+105
		rebuilt	+90	+105	+105
	Unidentified new site	+0	+0	+60	
Windsor	Expansion on existing sites	+90	+120	+120	
New secondary school places					
Ascot	Expansion on existing sites	+60	+60	+60	
Datchet & Wraysbury	Expansion on existing sites	+30	+30	+30	
Maidenhead	Expansion on existing sites	+141	+141	+141	
	New school site	+210	+210	+210	
	Compact sites	new places	+0	+0	+30
		rebuilt	+0	+150	
Windsor	Expansion on existing sites	+90	+90	+120	
Windsor	Expansion on existing sites	+42	+42	+42	
	Compact sites	new places	+60	+60	+90
			rebuilt	+210	+210
TOTAL NEW PLACES AT INTAKE		+1284	+1329	+1479	
TOTAL PLACES AT INTAKE (including rebuilt places)		+1584	+1644	+1944	
Resulting surplus of places at intake		+291	+336	+486	

Indicative costs of providing the new school places

- 2.21 The borough has also modelled the possible cost of delivering the places needed to meet the IDP scenario, as set out in *Table 3: Cost of extra school places to be provided at intake*. These exclude any land purchase costs or other abnormals, such as highways works.

Table 3: Cost of extra school places (£m) to be provided at intake, by level of surplus.

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	
Area	Project	Surplus			
		3%	5%	8%	
New primary school places					
Ascot	Expansion on existing sites	6.8	6.8	6.8	
Datchet & Wraysbury	New school site	4.7	4.7	4.7	
Maidenhead	Expansion on existing sites	12.6	12.6	12.6	
	New school sites	37.8	37.8	37.8	
	New school site (refurb)	2.6	2.6	2.6	
	Compact sites	new places	14.2	16.5	16.5
		rebuilt	14.2	16.5	16.5
	Unidentified new site	-	-	9.4	
Windsor	Expansion on existing sites	7.3	9.7	9.7	
New secondary school places					
Ascot	Expansion on existing sites	7.7	7.7	7.7	
Datchet & Wraysbury	Expansion on existing sites	1.9	1.9	1.9	
Maidenhead	Expansion on existing sites	18.0	18.0	18.0	
	New school site	35.1	35.1	35.1	
	Compact sites	new places	-	-	5.0
		rebuilt	-	-	25.1
Windsor	Expansion on existing sites	6.6	6.6	8.8	
Windsor	Expansion on existing sites	3.8	3.8	3.8	
	Compact sites	new places	7.2	7.2	10.7
		rebuilt	25.1	25.1	25.1
TOTAL COST (including rebuilt places) (£m)		205.5	212.7	258.0	

- 2.22 Although it is beyond the scope of this report, the borough has also examined the likely need for additional early years and childcare places (+£1.9m) and estimated that new Special Educational Needs provision could cost £30m.
- 2.23 More details about the costs of the new places and potential income to offset these costs are given in Section 4.

Next steps for the longer-term needs

- 2.24 This report proposes that further work is now carried out to assess the capacity for expansion on all of the borough's school sites in more detail. The proposed phased programme would work with schools to examine how much extra capacity could actually be delivered, and what that might look like on each school site. This would include work on rebuilding some schools as 'compact site' schools. Schools will be asked to become involved.
- 2.25 This work will help ensure that the borough can bring forward specific proposals for consultation and implementation in a timely fashion as the new houses in the emerging Borough Local Plan are built. This includes proposals for free schools, which will need to be aligned to the need as it is identified in the annually updated pupil projections.
- 2.26 In the medium-term, this will also assist with plans for new primary school places in Maidenhead for September 2020.
- 2.27 Additional resources will be required to undertake this work. The borough needs to consider the most effective way to achieve this (i.e. to commission external consultants or to employ additional staff directly). In either case, specialist surveys would need to be commissioned from external consultants. A budget of £1.3m will be sought via the 2018/19 budget process to carry out this work. This sum is approximately 0.6% of the £213m cost modelled for delivering a 5% surplus for primary and secondary schools (see Table 3). As far as possible, the work carried out under this programme would not then need to be duplicated when a school is expanded. In effect, this would be spend brought forward from future projects to underpin the strategic delivery of future school places. Potential expansions for Maidenhead primary schools for September 2020 would be prioritised so that these can be reported to Cabinet in 2018. The £1.3m sum would, therefore, cover that work as well.
- 2.28 The borough will need to ensure that education needs are taken into account as developers work on 'masterplans' for the sites allocated for housing in the emerging Borough Local Plan.

Further information

- 2.29 The Royal Borough will shortly be publishing its detailed supporting documentation for the Infrastructure Delivery Plan, which will be amended in line with the surplus places target adopted by Cabinet following consideration of this report. This will be published on the borough's website here:

www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/local_schools

The medium-term need for places in 2019, 2020 and 2021

- 2.30 Projections of future demand are done annually and reported to the Department for Education (DfE) each July in the School Capacity (SCAP) survey. The projections take into account the latest demographic data, changing parental preference and the latest available new housing trajectory. The methodology is kept under review and there have been two major changes for the 2017 projections:
- New pupil yield figures. These more accurately model the impact of new housing on demand for school places. It is clear from this work that many new houses are occupied by families with very young children who will not need a school place (and particularly not a secondary school place) for many years. This means that the impact of new housing on demand is likely to be delayed.
 - New migration methodology. The 'base' data for the primary school forecasts is the GP registrations data from the NHS, which tells us how many children are resident in the borough in August each year. As the local authority now has access to four years' worth of data, this can be used to calculate migration in and out of the borough for the pre-school cohorts of children. This is a new methodology, and in general it increases the future projected demand compared to the old methodology (reflecting apparent migration into the borough). The conclusions will need to be tested against future actual numbers and so there is currently a risk that the projections may now be inflating primary school demand. The earlier methodology would be projecting (for Reception in September 2020) 32 fewer pupils in Ascot, 10 fewer in Datchet & Wraysbury, 81 fewer in Maidenhead and 41 fewer in Windsor. This will, therefore, need to be monitored closely.
- 2.31 The projections and SCAP commentary, as submitted to the DfE, are available on the borough's website at:
- https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/5
- 2.32 The data is summarised in *Table 4: 2017-based projections and commentary for primary schools* and *Table 5: 2017-based projections and commentary for secondary schools*.
- 2.33 Appendix B [*electronic distribution only*] provides a comparison of previous pupil projections with actual numbers on roll, to give an indication of the level of accuracy.

- White cells indicate a surplus of 10% or more.
- Grey cells indicate a surplus of between 0 and 9.9%.
- indicate a deficit of places.

a		b		c		d		e		f		g		h		i	
		Actuals				Projected											
		2014	2015	2016	2017	2018	2019	2020	2021								
Ascot Primary																	
Number on roll in Reception		129	154	122	129	122	112	108									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+7	-3	+14	+21	+28	+38	+42									
	%																
		5.1%	-2.0%	10.3%	14.0%	18.5%	25.1%	28.0%									
New places required to September 2020:		No further action is proposed at present for Ascot, where there are now set to be enough places in the projection period to give a 5% surplus.															
Datchet/Wraysbury Primary																	
Number on roll in Reception		117	89	89	90	93	89	90									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+3	+1	+1	0	-3	+1	0									
	%																
		2.5%	1.1%	1.1%	0.5%	-3.4%	0.7%	-0.4%									
New places required to September 2020:		There is a close fit between supply and demand for places in Datchet/Wraysbury area, with little or no surplus of places. At present any local children not found places in one of the two schools are often allocated places in a Windsor first school. Providing an extra 30 places per year group would provide enough places for a 5% surplus, but a new school site would be needed. One has been identified in the emerging Borough Local Plan.															
Maidenhead Primary																	
Number on roll in Reception		919	904	935	917	910	893	931									
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+56	+89	+66	+65	+69	+55	+17									
	%																
		5.7%	9.0%	6.6%	6.7%	7.1%	5.9%	1.8%									
New places required to September 2020:		Although the birth rate has been falling in Maidenhead, migration into the area and new housing seems to be offsetting this. Demand is expected to remain slightly below current levels for September 2018 and 2019, but to rise again in 2020. The recent average surpluses of around 6% will fall to less than 2%. More children join these cohorts as they move up through the schools. Finally, a number of temporary increases in Published Admission Numbers either have or will be ending unless additional accommodation is provided. More places will, therefore, be needed to provide a 5% surplus (+45). The biggest increases in demand are set to be in South East Maidenhead (new housing), South West Maidenhead (migration), and Central Maidenhead (new housing).															

Table 4 continued...

		a	b	c	d	e	f	g	h	i
		Actuals				Projected				
		2014	2015	2016	2017	2018	2019	2020	2021	
Windsor First										
Number on roll in Reception		525	511	531	514	499	504	509		
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+80	+34	+44	+31	+46	+41	+36		
	%	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		
		13.2%	6.2%	7.7%	5.7%	8.5%	7.5%	6.6%		
New places required to September 2020:		The birth rate has also been falling in Windsor, and is again partially balanced by inward migration and new housing. Accordingly, demand is set to remain close to recent levels, with a surplus of around 7-8%. This surplus does fall, with more children joining these cohorts as they move up through the schools. No additional places are required to provide a 5% surplus in September 2020.								

Table 5: 2017-based projections for secondary schools (including middle and upper schools).

		Actuals				Projected					
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Ascot Secondary											
Number on roll in Year 7		245	251	240	266	263	274	255	260	282	249
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	-5	-11	0	+4	+4	-4	+15	+10	-12	+21
	%										
		-2.1%	-4.6%	0.0%	1.5%	2.4%	-1.4%	5.6%	3.9%	-4.6%	7.8%
New places required to September 2021:		Although the projections show a low surplus, or even deficit, of places in some years, there are enough places now to meet the designated area demand in 2019, 2020 and 2021. The popularity of Charters School means that any sizeable surplus is probably undeliverable, because the school will continue to fill with pupils from further afield.									
Datchet/Wraysbury Secondary											
Number on roll in Year 7		53	48	59	88	94	85	89	95	94	93
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+87	+92	+81	+52	+16	+25	+21	+15	+16	+17
	%										
		62.1%	65.7%	57.9%	37.2%	14.9%	23.2%	18.7%	13.3%	14.5%	15.1%
New places required to September 2021:		No further action is currently proposed for Datchet and Wraysbury, except to monitor Churchmead's growing popularity. This could lead, in due course, to higher numbers than projected here.									

Table 5 continued...

		Actuals				Projected					
		2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Maidenhead Secondary											
Number on roll in Year 7		797	839	868	888	936	977	975	989	981	1,012
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+137	+99	+136	+116	+98	+57	+59	+45	+53	+22
	%	14.7%	10.6%	13.5%	11.6%	9.5%	5.5%	5.7%	4.3%	5.1%	2.1%
New places required to September 2021:		The surplus of places is projected to fall from the current 12% to around 5% from 2019 onwards. The surplus may be lower if the number of Maidenhead residents going to a grammar school in a neighbouring authority returns to its long term average of 90 (it reached a high of 140 this September) in future years. In addition, the Year 7 cohorts tend to grow significantly as they move up through the schools, reducing the surpluses by up to 30 pupils. The projections do, however, include around 180 children per year group from out-borough. Analysis suggests that the borough could reasonably expect not to have to provide places for around 1.6 FE of these (see Appendix C [electronic distribution only] for more details). Taking these factors into account, it is expected that existing capacity could meet demand until September 2021. This will need to be monitored, however, and additional places added if necessary. The relatively high current surplus of places (116 places/11.6%) is now concentrated in one school (Altwood) where previously it had been spread across several.									
Windsor Middle											
Number on roll in Year 5		401	431	453	468	505	521	500	528	513	514
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+49	+19	-3	+12	+5	-11	+10	-18	-3	-4
	%	10.9%	4.2%	-0.7%	2.5%	0.9%	-2.1%	1.9%	-3.5%	-0.7%	-0.8%
New places required to September 2021:		The projections suggest a shortage of places in September 2019, and again in September 2021. More children will join these cohorts as they move up through the schools. Extra places are required, therefore, to ensure that all children can be offered a place. 30 new places per year group would provide a surplus, in September 2019, of 2%. 60 places would provide a surplus of 7%. As the very highest level of demand is not likely to be sustained in subsequent years in the projection period, however, it is currently proposed that only 30 places are added.									
Windsor Upper											
Number on roll in Year 9		410	406	404	463	436	456	476	487	532	551
Surplus/deficit on published admissions numbers, including all temporary increases and agreed expansion schemes.	No.	+38	+42	+4	+49	+76	+56	+36	+25	-20	-39
	%	8.5%	9.4%	0.9%	9.7%	14.9%	10.9%	7.0%	4.8%	-3.9%	-7.7%
New places required to September 2021:		The high projected surplus of places for next year will reduce steadily over subsequent years, reaching 5% in September 2021.									

- 2.34 *Table 6: Summary of increases per year group needed for 2019 to 2021, sets out the proposed increases to meet the proposed 5% surplus. The table also includes 3% and 8% surplus requirements for information.*

Table 6: Summary of increases per year group needed for 2019 to 2021.

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>
Area	2019			2020			2021		
	Places for:			Places for:			Places for:		
	3%	5%	8%	3%	5%	8%	3%	5%	8%
Primary places needed to September 2020									
Ascot	-	-	-	-	-	-			
Datchet & Wraybury	-	-	-	-	-	-			
Maidenhead	-	-	-	+30	+45	+75			
Windsor	-	-	-	-	-	+15			
Secondary places needed to September 2021									
Ascot	-	-	-	-	-	-	-	-	-
Datchet & Wraybury	-	-	-	-	-	-	-	-	-
Maidenhead	-	-	-	-	-	-	-	-	+15
Windsor Middle	+30	+30	+30	-	-	-	-	-	-
Windsor Upper	-	-	-	-	-	-	-	-	+30

Options for providing these places

- 2.35 To provide the places set out in Table 6, the Royal Borough proposes:

- **Windsor Middles:** carrying out public consultation on a proposal expand St Peter's CE Middle School by 30 places per year group, starting with Year 5 in September 2019 (approved by Cabinet in October 2017).
- **Maidenhead Secondary:** continuing to work with secondary schools in Maidenhead on proposals for expansions, that can be implemented or brought forward for public consultation as required (relatively minor expansions will not need public consultation). The borough has already had initial discussions with a number of schools.
- **Maidenhead Primary:** to work with schools to develop proposals for consideration by Cabinet in August 2018, so that new places can be provided by September 2020. Implementation of some options may require public consultation.

Next steps for the medium-term need

- 2.36 The next steps, therefore, are:

Table 7: Next steps for the medium-term need.

<i>a</i>	<i>b</i>
Development of options for Maidenhead primary school places	To Aug 2018
Cabinet consideration of options for Maidenhead primary school places	Oct 2018
Further work on options for Maidenhead secondary school places	Ongoing
Cabinet consideration of options for Maidenhead secondary places	As required

- 2.37 This report proposes that the borough's pupil projections are reported to Cabinet annually, together with any suggested actions required for a three year rolling programme. The next such report, in August 2018, will therefore cover the September 2020, 2021 and 2022 intakes.

Selective education

- 2.38 The Royal Borough has previously considered whether selective education can be extended into the borough. Currently, this can only be achieved by extending an existing grammar school in a neighbouring area onto a satellite site in the borough. Plans by the government to allow new selective schools

to open, or non-selective schools to introduce selection, have been put on hold for the current, two year, parliamentary session. The Royal Borough is not, therefore, considering the introduction of selective education at this time.

Delivering future projects

Memorandums of Understanding

- 2.39 The borough is proposing to introduce Memorandums of Understanding (MOUs) to ensure that there is clarity for all parties about what an agreed expansion project will deliver.
- 2.40 For each project the school/academy trust, the borough and, where relevant, the Diocesan authorities would agree and sign a Memorandum of Understanding that sets out the aims and scope of the expansion scheme. This approach is already taken by some other local authorities.
- 2.41 It is proposed that the MOU would need to be signed by all parties prior to budget commitment but after the initial feasibility work. Whilst there would still be room for negotiation on the details, the MOU would set out the main principles of the scheme and the agreed timescale for admitting the extra pupils. Using the proposed expansion of St Peter's CE Middle School as an example, the borough will work with the school to agree a draft before Cabinet considers the outcome of the consultation in March 2018. Cabinet could then approve the expansion subject to the draft MOU being signed by all parties.
- 2.42 Although not a legal contract, the document would publically commit both parties to the agreed course of action, reducing the likelihood of future misunderstandings. A draft memorandum is given in Appendix D, and includes:
- The proposed increase in the Published Admission Number.
 - The date of the increase, and a commitment not to reduce the PAN below that for a period of at least 10 years.
 - The indicative timetable, including the delivery date for any required accommodation.
 - A clear statement that the new accommodation delivered through borough funding would be based on the sizes and quantities set out in current government guidelines, e.g. Building Bulletin 103.
 - Clarity that expansion schemes will need to take the current accommodation into account, but will not usually rectify existing deficiencies unless these are necessary to achieve expansion.
 - What will not be covered by the funding from the borough (e.g. furniture).
 - A clear statement of what additional revenue support (if any) will be given to the expanding school.
- 2.43 It is not proposed that the MOUs will specifically commit to a cost for delivering the project, as at this stage a cost would be an estimate only, to be finalised during the tender process. MOUs would, however, contain safeguards committing the borough to delivering the scheme as agreed in the document.
- 2.44 It is likely that the MOUs would vary in detail from case to case, to reflect the individual circumstances of each project.

- 2.45 This report recommends that Cabinet approves this approach for all future expansion projects involving borough funding (including grants from elsewhere administered by the local authority). The MOU will be kept under review and amended as required. If necessary, there may be scope to require full, legally enforceable contracts on future expansion, if the MOU approach proves inadequate.

Project Delivery

- 2.46 School expansion projects in the Royal Borough have generally be delivered by borough officers working in partnership with schools to assess the accommodation needs and find appropriate solutions.
- 2.47 An alternative approach used by some local authorities is to allocate the expanding school a specific sum, from within which the school will then deliver the project. The sum may be based on a per pupil cost, such as the National School Project Benchmarking figures.
- 2.48 Whilst this approach may seem fair, the actual cost of delivering new school places can vary dramatically from school to school. It may, for example, be possible to deliver an extra classroom in one school by doing some internal remodelling and refurbishment. Another school may only be able to provide a new classroom by having a more expensive extension. The risk, therefore, is that some schools would receive too much money, whilst others would not get enough. Those not getting enough would very probably come back to the local authority wanting additional funding.
- 2.49 At present, therefore, it is proposed that future expansions on existing school sites continue to be planned in partnership with the schools. A different approach may be needed for new schools in new developments, although in many cases these may be delivered directly by the Education Funding Agency as free schools.

Options

Table 8: Options arising from this report.

Option	Comments
Requests a report on pupil projections and resulting recommended actions annually. Recommended.	This will ensure that residents are kept up-to-date.
Approves a target of 5% for the level of surplus places. Recommended.	This will allow for the continued operation of parental preference and ensure that there are sufficient places for families moving into the area.
Approves a budget of £1.3m for options assessment and feasibility work for new school places. Recommended.	This will allow the borough to move forward from the current desktop evaluations of school capacity to more detailed assessment providing options on each school site. The borough will then be able to strategically plan the growth of school provision to match the expected increased demand arising from the borough local plan.
Requests that Memorandums of Understanding are used in all future school expansions. Recommended.	This will ensure that all parties are clear about what an expansion proposal entails before committing to it.

3. KEY IMPLICATIONS

Table 9: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Annual pupil projections (at intake) are accurate.	>55% of areas are within 3% accuracy/10 places at intake.	>66% of areas are within 3% accuracy/10 places at intake.	>77% of areas are within 3% accuracy/10 places at intake.	>88% of areas are within 3% accuracy/10 places at intake.	Annually, next due July 2018.
Proposals are made to meet the 5% surplus.	n/a.	All areas.	n/a.	n/a.	Annually, next due March 2018.

4. FINANCIAL DETAILS / VALUE FOR MONEY

Funding the longer-term school expansion programme

- 4.1 This report has already set out, in Table 3, some potential costs for delivering the school expansion programme to meet the demand set out in the IDP Scenario. *Table 10: Balance of estimated costs and income* sets out the balance of costs and potential income, for the different levels of surplus places.

Table 10: Balance of estimated costs and income

<i>a</i> <i>b</i>		<i>c</i> <i>d</i>	
Costs (£m)		Estimated Income	
	New primary & secondary school places		
-206	3% surplus		
-213	5% surplus		
-258	8% surplus		
-33	Already committed in capital programme		
-30	New SEN School		
-2	New Early Years Provision		
	Total Costs		
-270	3% (A)		
-277	5% (B)		
-323	8% (C)		
		+105	Est. Basic Need Grant (2020/21+)
		+33	Capital already committed
		+30	DfE capital for SEN free school
		?	Condition Improvement Fund
		?	DfE capital for Early Years
		?	CIL/S106
		+168	Total Income (D)
Unidentified Total	3%	-£102 (D) – (A)	
Unidentified Total	5%	-£110 (D) – (B)	
Unidentified Total	8%	-£155 (D) – (C)	

- 4.2 Note that the £270m to £323m cost set out in Table 10 include the £33m already in the capital programme for the approved secondary school expansions and the expansion of Cheapside CE Primary School in Ascot. The remaining cost of £240m to £293m (£270m to £323m - £33m) is only partially covered by other funding sources. It is possible that not all of this funding will be required: if birth rates remain low, for example, then fewer additional school places will be needed.

Basic Need

- 4.3 The borough estimates that demand arising from the IDP Scenario would generate around £105m of Basic Need grant. This assumes that the calculation of the grant remains as at present and that the actual demand reported to the DfE is in line with the IDP Scenario. If the demand is less, then the grant will be less, and vice versa.
- 4.4 The potential £105m grant is significantly below the expected £206m to £258m cost of the primary and secondary school places because:
- The grant does not cover sixth form places.
 - The grant does not cover the re-provision of existing places. Some of the IDP Scenario demand will need to be met by making better, more efficient, use of existing school sites. This is very likely to require the demolition and rebuild of existing buildings, and significantly adds to the estimated costs.
 - The grant assumes a 2% 'operating margin'. The IDP Scenario includes a 3%, 5% or 8% surplus of places.
 - The per place cost used in the allocation (e.g. £12,833 for primary in the 2016/17 financial year) is below actual national costs for providing a new school place (e.g. £13,760 for an extension; £19,051 for a new school⁴).
- 4.5 If £105m of Basic Need does materialise, then this will be significantly above the £2m-£3m grants awarded in recent years. Note that Basic Need allocations are adjusted downwards to take account of any places funded by other central government programmes, e.g. Targeted Basic Need and 'DfE route' free schools (see paragraph 4.7). This avoids double funding of the same places.

Free schools capital

- 4.6 Where a local authority thinks there is a need for a new school, it must seek proposals to establish an academy (free school)⁵. In these circumstances, the local authority is responsible for providing the site and meeting the associated capital and pre/post opening costs⁶. These costs could be met from the Basic Need grant, S106/CIL or council funds.
- 4.7 New free schools can also be established via the 'DfE route', where sponsors make an application direct to the DfE to open a free school, which is then funded and built directly by the DfE. As noted in paragraph 4.5, the local authority's Basic Need allocation is then adjusted downwards to take account of the additional places provided by the free school. Both mainstream free schools in the borough (Braywick Court and Holyport College) have been opened via the DfE route.
- 4.8 Given the limitations of the Basic Need grant, it may be (under current arrangements) more cost-effective for the borough if new free schools are opened via the DfE route.

⁴ Pages 10 and 12, [National School Delivery Cost Benchmarking](#), Hampshire County Council, EFA, February 2017.

⁵ Paragraph 17, [The free school presumption](#), DfE, February 2016.

⁶ Paragraph 22, [The free school presumption](#), DfE, February 2016.

Table 11: Balance of estimated costs and income, with five DfE route free schools

<i>a</i> <i>b</i>		<i>c</i> <i>d</i>	
Costs (£m)		Estimated Income	
	New primary & secondary school places, excluding the 3,750 places that could be provided by DfE route free schools.		
-125	3% surplus		
-132	5% surplus		
-168	8% surplus		
-33	Already committed in capital programme		
-30	New SEN School		
-2	New Early Years Provision		
	Total Costs		
-190	3% (A)		
-197	5% (B)		
-233	8% (C)		
		+53	Est. Basic Need Grant (2020/21+)
		+33	Capital already committed
		+30	DfE capital for SEN free school
		?	Condition Improvement Fund
		?	DfE capital for Early Years
		?	CIL/S106
		+116	Total Income (D)
Unidentified Total	3%	-£74 (D) – (A)	
Unidentified Total	5%	-£81 (D) – (B)	
Unidentified Total	8%	-£117 (D) – (C)	

4.9 *Table 11: Balance of estimated costs and income, with five DfE route free schools* shows that the funding gap is less if all of the new schools are procured via the DfE route (because of the points set out in the bullets at paragraph 4.4). However:

- The DfE may require the borough to publish proposals for some or all of the new schools. The local authority would then be responsible for those costs.
- The borough will have less say over the size, type and timing of schools opened via the DfE route.
- For some sites, it may be more appropriate to pursue an option involving existing local, successful, schools.

4.10 The reality, therefore, is likely to be somewhere between the costs set out in Table 10 and Table 11.

Condition Improvement Grant (for academies)

4.11 Although the borough's Basic Need grant does not cover sixth form places, academies are able to bid for funding for expansions not covered by Basic Need from the Condition Improvement Fund. As sixth form places are not covered by Basic Need they should qualify, although in 2016/17 the fund was three times oversubscribed. Nevertheless, at least some future secondary school expansions could be partially funded by successful bids.

Funding for a new SEN school

4.12 The estimated £30m cost of providing a new SEN school should be met by the government if the new school is a free school.

Early Years Capital

- 4.13 Some additional capital may become available to provide new early years places, although this usually needs to be distributed across the whole early years sector. It is unlikely to cover the cost of providing new nursery classes at schools. Conversely, the borough may have an opportunity to generate revenue by building spaces to be leased to early years providers for an annual rent.

S106/Community Infrastructure Levy

- 4.14 Theoretically, S106 and the Community Infrastructure Levy (CIL) could meet some of the shortfall. Unfortunately, in recent years the DfE have required that local authorities report how many new school places are funded using S106/CIL. The Basic Need grant is then adjusted downwards by an equivalent number of places. If this continues, the borough will need to consider how best to use CIL and S106 to maximise resources, balancing the risk that Basic Need grants may be less generous than anticipated.
- 4.15 No formal estimates of the amount of CIL income have been prepared, but to pay for the education needs alone, each of the 14,000 new dwellings would have to generate approximately £17,500 each. The current CIL rates are £100 or £240 per m², which would provide £9,390 or £22,536 respectively for a 3 bed house of average size in the South East (93.9m²)⁷. A significant proportion of the new dwellings are also currently excluded from the CIL, as they are located in Maidenhead Town Centre.
- 4.16 Whilst CIL and S106 may have a role to play in funding new schools it is evident that it will not fund the whole education infrastructure programme. Where a school is built as part of a specific development because its size justifies onsite provision then this would continue to be secured through S106.

Timing

- 4.17 Not all of the school places required in the IDP Scenario will be needed by 2032/33. The borough's pupil yield figures show clearly that there is a lag between new dwellings being built, and the maximum impact on demand for local school places. In short, new dwellings are often occupied by families with very young children, who will not start school for three or four years. The impact on secondary schools is delayed even further. Dwellings built in the later part of the plan period will still be 'generating' increasing demand for school places into the 2040s, particularly for secondary and upper schools.
- 4.18 *Table 12: Indicative timing of costs and estimated income* sets out the distribution of costs and estimated income during and after the plan period to 2032/33. This is based on the costs set out in Table 10, but the proportional split of spending would probably be similar if DfE route free schools are procured.

⁷ [Space Standards For Homes](#), RIBA, 2015

Table 12: Indicative timing of costs and estimated income.

<i>a</i> <i>b</i>		<i>c</i> <i>d</i>	
Costs (£m)		Estimated Income	
	From 2020/21 to 2032/33		
-238	3% (A)		
-248	5% (B)		
-282	8% (C)		
	From 2032/33 to 2044/45		
-32	3% (D)		
-29	5% (E)		
-41	8% (F)		
		+132	From 2020/21 to 2032/33 (G)
		+36	From 2032/33 to 2044/45 (H)
Unfunded 2020/21 to 2032/33			
	3%	-106 (G) – (A)	
	5%	-116 (G) – (B)	
	8%	-150 (G) – (C)	
Unfunded 2020/21 to 2032/33			
	3%	+4 (H) – (A)	
	5%	+7 (H) – (B)	
	8%	-5 (H) – (C)	

5. LEGAL IMPLICATIONS

Provision of school places

- 5.1 Local authorities are under a statutory duty to ensure that there are sufficient school places in their area. This is set out in the Education Act 1996, Section 14, subsections 1 and 2. The borough receives the 'Basic Need' grant from the government for this purpose, which can be spent on new school places at all types of school (Academy (including free schools), Community, Voluntary Aided and Voluntary Controlled).
- 5.2 There is no legal duty to provide any particular level of surplus places.

Planning for the longer-term to 2032/33

- 5.3 The National Planning Policy Framework (NPPF) directs local planning authorities, amongst other things, to plan positively for the development and infrastructure required in their area. For infrastructure planning, the NPPF requires authorities to work with relevant partners and providers to demonstrate that infrastructure will be available to support development, including education⁸.

⁸ Paragraph 162, [National Planning Policy Framework](#), DCLG, March 2012.

6. RISK MANAGEMENT

Table 13: Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
Accuracy of IDP Scenario, with the risk that actual demand arising from new housing is higher than anticipated.	HIGH	Regular updating of analysis, including revising the pupil yield figures to take account of the latest trends. Monitoring of underlying demographic trends.	LOW
Accuracy of pupil projections, with the risk that actual demand is significantly different to that expected.	HIGH	Annual production of pupil projections to take account of the latest information, adjusting proposed actions as necessary. Inclusion of a surplus of places in planning, to provide capacity in the system in case projections are lower than actual demand.	LOW
Assessment of school capacity includes schemes that, in practice, can't be delivered.	HIGH	Carry out detailed feasibility works on all schools, in partnership with those schools, to provide a fuller assessment of capacity.	LOW
School expansion schemes can't be delivered in time to meet rising demand.	HIGH	Carry out detailed feasibility works over the next two years, prioritising areas where projections suggest need is most urgent, so that schemes can be brought forward more quickly when needed.	LOW

7. POTENTIAL IMPACTS

- 7.1 There are currently no implications arising from the recommendations in this report with regards to staffing/workforce, sustainability, Equalities, Human Rights and community cohesion, accommodation, property or assets.

8. CONSULTATION

Planning for the medium-term to 2021/22

- 8.1 Schools have been sent (in late August) the latest 2017 pupil projections and have been asked to indicate whether they are interested in expanding in the future. The borough will continue to work with schools as it delivers more middle school places in Windsor, and more primary (and possibly secondary) places in Maidenhead in the period to 2021/22.

Planning for the longer-term to 2032/33

- 8.2 Children's Services has been working closely with the borough's Planning Policy team on developing the education section of the Infrastructure Delivery Plan and the associated analysis.
- 8.3 There has not been any consultation with schools on the capacity of their sites to expand in future, as this work has so far been a desktop exercise only. This report recommends that schools are now consulted more directly through the proposed £1.3m programme of feasibility works.

Memorandum of Understanding (MOUs)

- 8.4 The Royal Borough has consulted with colleagues in other local authorities on MOUs and has incorporated aspects of those into the draft given at Appendix D. The legal team at Shared Business Services has confirmed that the draft is fit for purpose.

This report

- 8.5 All councillors were invited to attend one of two briefing sessions on this paper on 4th and 5th October 2017.
- 8.6 The report will be considered by Children's Services Overview and Scrutiny Panel on 21st November 2017, comments will be reported to Cabinet.

9. TIMETABLE FOR IMPLEMENTATION

Table 14: Timetable for implementation

Date	Details
Actions for medium-term need	
To Aug 2018	Development of options for Maidenhead primary school places
Oct 2018	Cabinet consideration of options for Maidenhead primary school places
Ongoing	Further work on options for Maidenhead secondary school places
As required	Cabinet consideration of options for Maidenhead secondary places
Actions for longer-term need	
Winter 2017/18	Consideration of how to implement programme of feasibility works
2018 and 2019	Undertake programme of feasibility works.

- 9.1 Implementation date if not called in: 'Immediately';

10. APPENDICES

Contained in paper copies

- Appendix A: Approved school expansion programme.
- Appendix D: Draft Memorandum of Understanding.
- Appendix E: BLP Housing Allocation Proformas for sites with new schools.

Electronic distribution only

- Appendix B: Assessment of pupil projection accuracy.
- Appendix C: Impact of out-borough pupils on demand.

11. BACKGROUND DOCUMENTS

- [School Capacity Survey 2017 Local Authority Commentary](#).
- [Making significant changes to an open academy](#), DfE, March 2016.
- [National Planning Policy Framework](#), DCLG, March 2012.
- [Draft] *Assessment of need for additional education infrastructure*, to be published on the borough website in December 2017.
- [Space Standards For Homes](#), RIBA, 2015.

12. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Natasha Airey	Lead Member/ Principal Member/Deputy Lead Member	23/10/2017	24/10/2017
Alison Alexander	Managing Director	23/10/2017	23/10/2017
Russell O'Keefe	Strategic Director	23/10/2017	2/11/2017
Andy Jeffs	Strategic Director	23/10/2017	
Rob Stubbs	Section 151 Officer	23/10/2017	2/11/2017
	Head of HR		
None	Other e.g. external		

REPORT HISTORY

Decision type: Key decision 07/12/2016	Urgency item? No
Report Author: Ben Wright, Education Planning Officer, 01628 796572	

Appendix A: Approved school expansion programme

Table A1: Approved school expansion programme sets out the current approved expansion programme.

Table A1: Approved school expansion programme

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>		<i>f</i>
Area	School	Current PAN	Proposed PAN post expansion	Increase on current PAN		First year of increase (Sept.)
				No.	FE*	
Secondary Phase 1						
Ascot	Charters School	240	270	+30	+1.0	2017
Maidenhead	Cox Green School	176	206	+30	+1.0	2017
	Furze Platt Senior School	193	223	+30	+1.0	2017
Windsor	Dedworth Middle School	120	150	+30	+1.0	2017
	The Windsor Boys' School	230	260	+30	+1.0	2017
	Windsor Girls' School	178	208	+30	+1.0	2017
Ascot Primary						
Ascot	Cheapside CE Primary	16	30	+14	+0.5	2017
Secondary Phase 2						
Maidenhead	Furze Platt Senior School	193	253	+60	+2.0	2018
Windsor	Dedworth Middle School	120	180	+60	+1.0	2018
Secondary Phase 3 – out to public consultation						
Windsor	St Peter's CE Middle	60	90	+30	+1.0	2019

*FE means Form of Entry. 1 FE = one class of 30 children per year group.

A further 6 places per year group have also been added at Newlands' Girls School. This scheme, funded largely by S106 contributions, is not part of the formal secondary expansion programme but nevertheless increases the number of places available.

These schemes are proceeding as follows:

- Cheapside completed end of October 2017.
- The Windsor Boys' School completed.
- Windsor Girls School completion end of October 2017.
- Cox Green School on site, completion due Summer 2018.
- Charters School Contractor appointed.
- Dedworth Middle School Contractor appointed.
- Furze Platt Senior School planning application submitted.
- Newlands Girls' School on site.
- St Peter's CE Middle School out to public consultation

APPENDIX D: Draft Memorandum of Understanding for school expansions

The Royal Borough of Windsor and Maidenhead and *[Insert School Name]*

Memorandum of Understanding on new school places at *[Insert School Name]*

(1) Purpose

This Memorandum of Understanding sets out the agreement made between the parties listed in (2) in relation to the proposed expansion of *[Insert School Name]*.

(2) The Parties

This Memorandum of Understanding is agreed by:

- i. The Director of Children's Services, The Royal Borough of Windsor and Maidenhead, St Ives Road, Maidenhead, SL1 6RF.
- ii. *[Insert Position and School Name + address]*.
- iii. *[Insert Position and Academy Trust + address, if relevant]*.
- iv. *[Insert Position and Diocesan Authority if for a VA School + address]*.
- v. *[Insert any other relevant party]*.

(3) The Agreement

The parties to this Memorandum of Understanding agree to paragraphs (a) to (u):

The Proposed Expansion at *[Insert School Name]*

- (a) *[Insert School Name]* currently admits up to *[X]* pupils into each year group, *[X]* to *[X]*. This gives the school a total of *[X]* places, as set out in Figure 1. *[Include statement about sixth form admissions if relevant]*.

Figure 1: Current places offered at *[Insert School Name]* for September *[X]*

Year Group	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Total
Places	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>

- (b) Subject to the criteria in paragraph (q) being fulfilled, *[Insert School Name]* will be expanded so that it takes *[X]* pupils per year group, starting with the *[X]* intake in September *[X]*. *[Insert School Name]* will continue to take *[X]* pupils into subsequent *[X]* intakes, so that all year groups have *[X]* places by September *[X]*, as set out in Figure 2. *[Include statement about sixth form admissions if relevant]*.

Figure 2: Proposed places offered at *[Insert School Name]*

	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Year <i>[X]</i>	Total
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>
Sept. <i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>	<i>[X]</i>

- (c) *[Insert Admissions Authority Name]* will change *[Insert School Name]*'s admissions policy so that the school's Published Admission Number (PAN) is *[X]* from September *[X]*. *[If this is later than the proposed expansion date (due to the extended 18 month admissions consultation process) then a statement will be needed here about the school admitting above its PAN in September *[X]*]*.

- (d) No reduction to *[Insert School Name]*'s Published Admission Number or change in *[Insert School Name]*'s age range will be made for a period of ten years from September *[X]* without the express written permission of the Royal Borough of Windsor and Maidenhead.

New accommodation for *[Insert School Name]*

- (e) *[Insert School Name]* will be provided with the additional accommodation required to achieve the proposed expansion in line with government guidelines on school buildings, currently Building Bulletin 103. It is initially proposed that this accommodation should be:
- *[insert brief bulleted list of accommodation]*.
 - *[insert brief bulleted list of accommodation]*.
 - *[insert brief bulleted list of accommodation]*.
- (f) The exact scope of the additional accommodation for *[Insert School Name]* will be agreed by *[X]* date through the development team, comprising officers representing the Royal Borough, the school and Wokingham Shared Building Services plus the relevant consultants. All parties recognise that the additional accommodation provided will be in line, in room sizes and required facilities, with government guidelines, but that some flexibility may be required to address school and site specific issues.
- (g) Where there is scope to combine the expansion scheme with another improvement project this will be considered if it does not prejudice the delivery of the expansion set out in paragraph (b), and is funded separately.
- (h) The funding set out in paragraph (i) will include all construction costs, all professional fees, surveys, feasibility costs and statutory fees. It excludes loose furniture and fittings, including desking for science laboratories.

Timetable

- (i) The new accommodation will be delivered by *[X]* date. *[If this is later than the proposed expansion date, then a sentence here about what the interim arrangements are]*. If the building project is delayed beyond *[X]* then all parties will agree what temporary arrangements shall be made. These temporary arrangements should use existing accommodation at *[Insert School Name]* where possible, but it is recognised that this may not always be possible.
- (j) To meet the delivery date set out in paragraph (h), all parties commit to achieving the tasks by the dates set out in the following draft programme:

Figure 3: Proposed draft programme

Task	Due Date	Who
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		
<i>[Insert Task]</i>		

Project Management

- (k) The delivery of the project will be managed via Building services and Children Services, working closely with *[Insert school name]*. Or - A lump sum of £xxx will be given to *[Insert School Name]* to manage the whole project delivery themselves. In the second case, the school will not be able to revert to the authority for additional funding.

Capital Funding

- (l) *[This line if possible]* The Royal Borough has agreed a provisional budget of £*[x]* for the accommodation set out in paragraph (e), which is equivalent to £*[X]* per place. The final

budget is subject to agreement of the accommodation as set out in paragraph (f) and to tendering of the schemes. This sum is inclusive of any VAT that may be payable.

- (m) In agreeing to the budget, the Royal Borough of Windsor and Maidenhead has had regard to the latest costs per place set out in the *[Insert Year]* National School Delivery Cost Benchmarking (adjusted for increased local costs). All parties agree that the cost of an expansion scheme may be significantly above or below that benchmark cost as the scope of the scheme is based on actual need and not on achieving a specific cost per place.
- (n) The accommodation for the expansion will be funded by:
 - The Royal Borough of Windsor and Maidenhead, using *[list funding sources]*.
 - *[Other sources of funding as appropriate, e.g. LCVAP, school capital]*.
- (o) If the tender price is £500,000 or more above the provisional budget set out in paragraph (k), then the Royal Borough's Cabinet will need to approve the higher, final, budget. In these circumstances the parties will work together to agree any potential cost reductions to minimise the increase to the budget.

Revenue Funding

- (p) *[This line where relevant]* The Royal Borough's current, *[insert year]*, school funding formula includes a growth factor to address the revenue implications at expanding schools. It is agreed that, for *[Insert School Name]* *[Insert summary of agreed growth factor, if any, including amounts and years that it applies]*.
- (q) The funding levels and timings set out in paragraph (q) will not be affected by subsequent changes to the Royal Borough's school funding formula, unless:
 - Changes to national regulations and/or guidance mean that the funding can no longer be delivered this way. In these circumstances, all parties shall work together to find an alternative solution.
 - All parties agree, in writing, to an amendment.
- (r) The funding set out in paragraph (q) will be withdrawn if the expansion does not proceed.
- (s) If a variation to the implementation date of the expansion is agreed, as per paragraphs (t) and (u), then the timing of any additional funding set out in paragraph (q) may be adjusted to reflect the new implementation date.

Amending the terms of the Memorandum of Understanding

- (t) Any party may at any time suggest a variation to the Memorandum of Understanding by putting it in writing to the other parties, as listed in paragraph (2). The other parties must consider any such variation and respond within 28 days.
- (u) *[This paragraph will need to change slightly depending on paragraph (c)]*. All parties note that information about school admissions for the proposed expansion date of September *[X]* will be published in *[X]*. Provided that the criteria for implementation set out in paragraph (r) are being met, the Royal Borough will not, beyond 1st September *[X]*, agree to any changes to the proposed admissions for September *[X]* as set out in paragraph (b) except in extreme circumstances (unless the change is to admit a higher number of pupils). If a delay to the delivery date becomes apparent after this date then all parties are committed to agreeing temporary arrangements, in line with paragraph (h).

Criteria for implementing agreed expansion

- (v) Implementation of the expansion set out in paragraph (b) is conditional on the following criteria being met *[amend as necessary]*:

- The parties have agreed the additional accommodation to be provided.
- The final budget has been agreed, including any Cabinet approval.
- Planning permission is granted.
- Any site necessary for the proposal is acquired.
- Statutory approvals, *[including Secretary of State approval for academies]*, are granted.
- The delivery date is not met, but temporary accommodation is agreed and provided.
- Tender approval is granted.
- *[Add further criteria/delete as necessary]*

(4) Publication

Once agreed, this Memorandum of Understanding will be published on the Royal Borough's website at

https://www3.rbwm.gov.uk/info/200168/schools_and_schooling/1117/school_organisation_places_and_planning/4. Any agreed variations will also be published. For reasons of commercial sensitivity, the agreed budgets will be redacted until a tender for the scheme has been approved.

(5) Signatures

(i) Signed on behalf of *[Insert School Name]*

[Insert Name], Headteacher

Date

(ii) Signed on behalf of *[Insert School Name]*

[Insert Name], Chair of Governors

Date

(iii) Signed on behalf of *[Insert Academy Trust]*

[Insert Name], *[Insert Position]*

Date

(iv) Signed on behalf of The Royal Borough of Windsor and Maidenhead

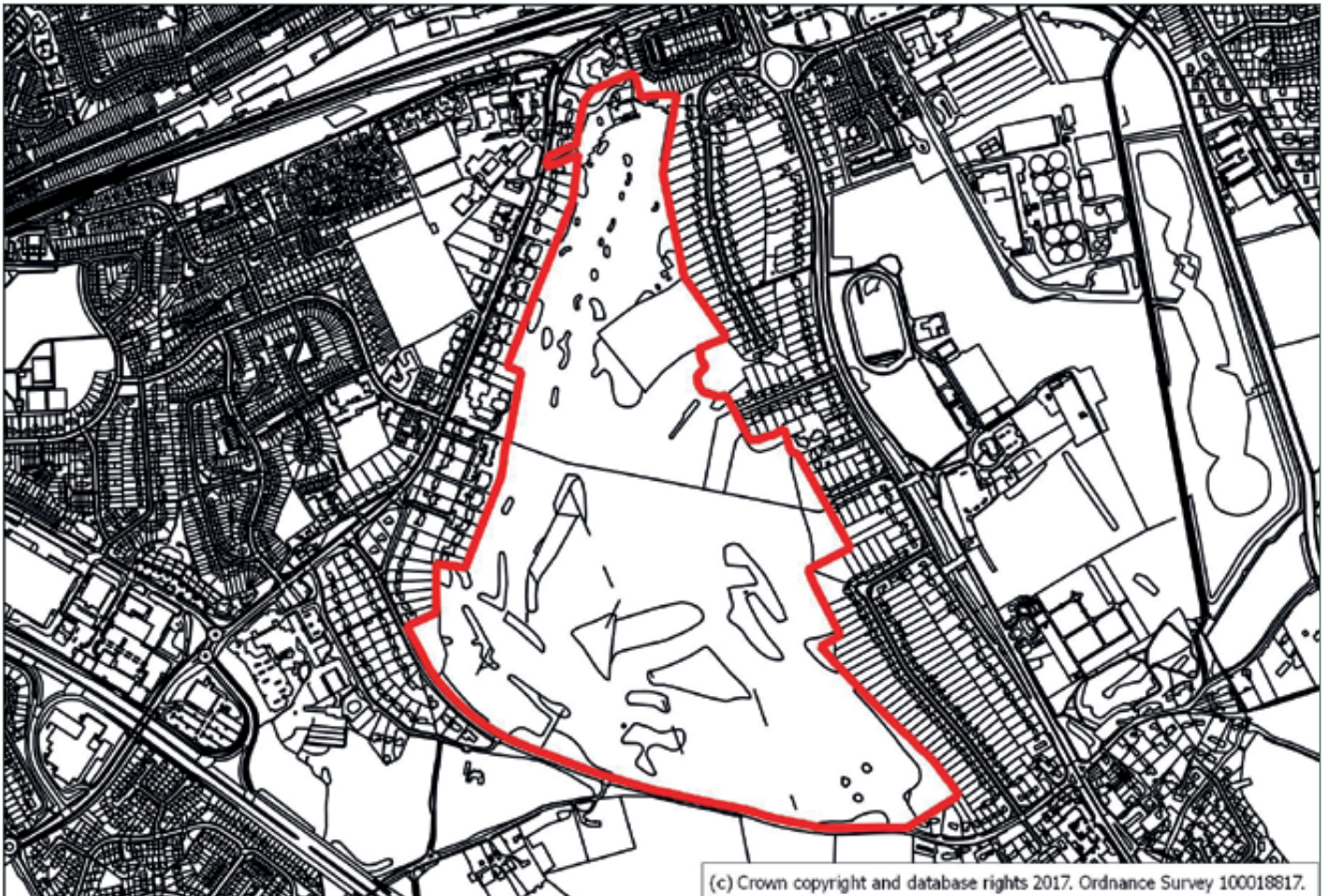
Kevin McDaniel, Director of Children's Services

Date

D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA6: Maidenhead Golf Course



Map HA6: Maidenhead Golf Course

HA6: MAIDENHEAD GOLF COURSE

Allocation	<ul style="list-style-type: none"> ▶ Approximately 2,000 residential units on Green Belt land ▶ Educational facilities including primary and secondary schools ▶ Strategic public open space, formal play and playing pitch provision ▶ Multi-functional community hub as part of a Local Centre
Site size	▶ 53.18Ha



HA6: MAIDENHEAD GOLF COURSE

Requirements	<ul style="list-style-type: none"> ▶ Provision of a strategic public open space ▶ Provision of education facilities, including primary and secondary schools ▶ Provision of a Local Centre to include small scale retail services, community facilities, health infrastructure and a local recycling point ▶ Retain Rushington Copse, and ensure other mature trees and hedgerows are retained where possible ▶ Safeguard protected species ▶ Designed sensitively to conserve biodiversity of the area ▶ Enhanced vehicular access ▶ Enhance the existing Public Right of Way from Clifton Close to Shoppenhangers Road ▶ Provide appropriate mitigation measure to address the impact of noise and air quality on Maidenhead Town Centre AQMA ▶ Provision of pedestrian and cycle links through the site to provide links between Harvest Hill Road, Shoppenhangers Road, Braywick Road and to National Cycle Route/Green Way ▶ Designed sensitively to consider the impact of long distance views ▶ Designed to be sensitive to existing properties around the site, and the sloping topography ▶ Designed to take account of the impact of lighting ▶ Off-site improvements to enhance access to Braywick Park ▶ Alterations to Harvest Hill Road to facilitate pedestrian and cycle access across the town
Key considerations	<ul style="list-style-type: none"> ▶ On-site infrastructure provision and phasing ▶ Highways ▶ Biodiversity ▶ Sloping topography ▶ Public Right of Way across the site ▶ Low carbon district heating ▶ Development intensity

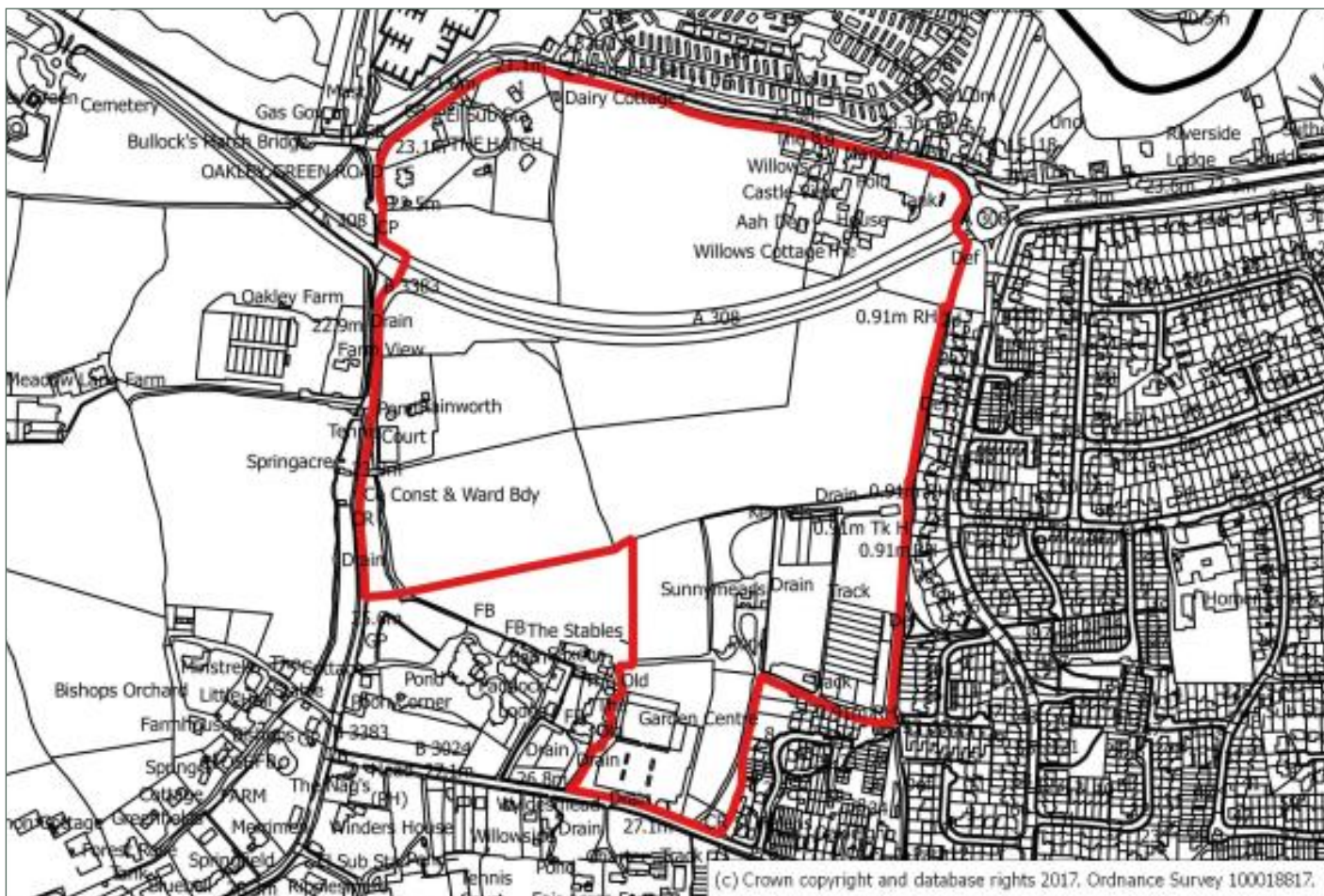
Table HA6 Maidenhead Golf Course



D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA11: Land west of Windsor, north and south of the A308, Windsor



HA11 Land west of Windsor, north and south of A308

HA11: LAND WEST OF WINDSOR, NORTH AND SOUTH OF THE A308, WINDSOR

Allocation	<ul style="list-style-type: none">▶ Approximately 450 residential units on Green Belt land▶ Strategic public open space▶ Formal pitch provision for football and rugby▶ Multi-functional community hub▶ Educational facilities
Site size	<ul style="list-style-type: none">▶ 27.76Ha



HA11: LAND WEST OF WINDSOR, NORTH AND SOUTH OF THE A308, WINDSOR

Requirements	<ul style="list-style-type: none"> ▶ Appropriate edge treatment and transition to the countryside ▶ Provide pedestrian and cycle links through the site to improve connectivity ▶ Protect and enhance public rights of way ▶ Provide appropriate mitigation measures to address the impacts of noise to protect residential amenity ▶ Development to front the A308 ▶ Retain valuable trees where possible, particularly at site boundaries ▶ Improve pedestrian and cycle links between the northern and southern parts of the site ▶ Designed to be of a high quality which supports and enhances local character
Key considerations	<ul style="list-style-type: none"> ▶ Flooding and surface water ▶ Heritage ▶ Landscaping ▶ On-site infrastructure provision and phasing ▶ Highways ▶ Biodiversity

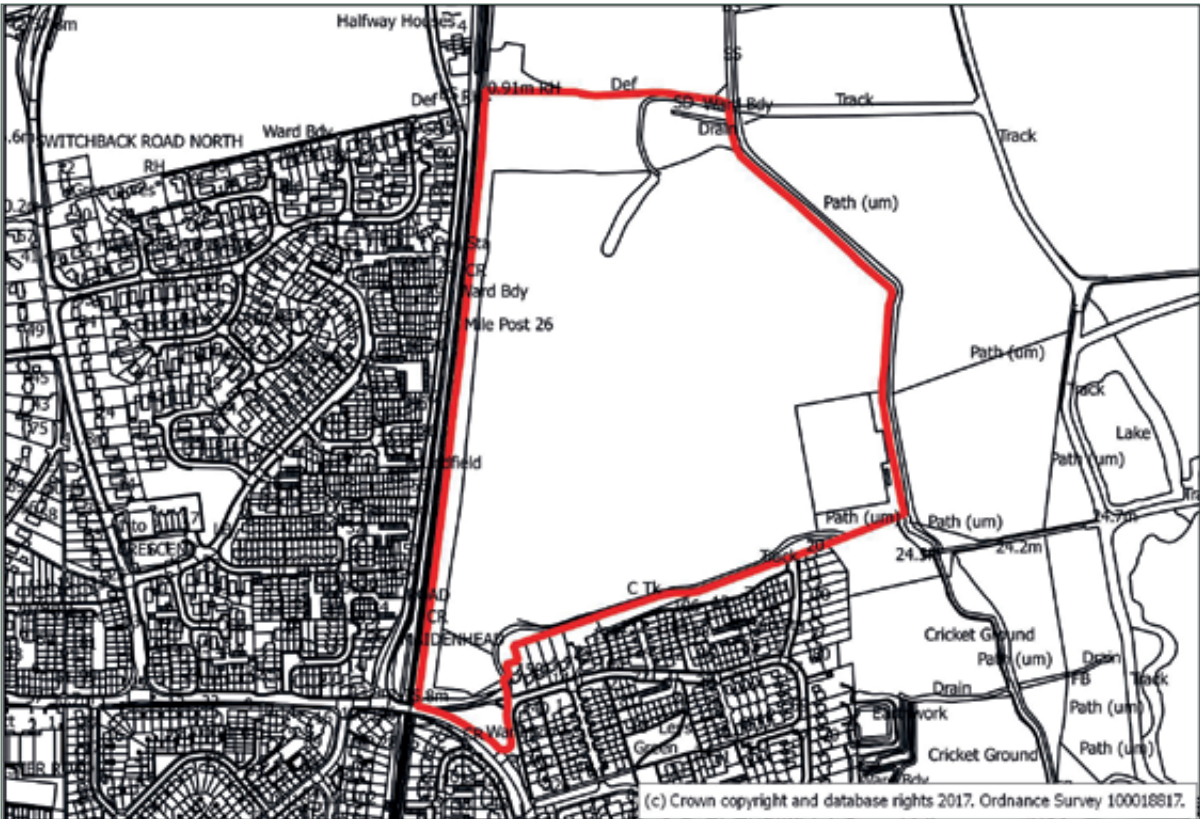
Table HA11 Land west of Windsor, north and south of the A308, Windsor



D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA21: Land known as Spencer’s Farm, north of Lutman Lane, Maidenhead



Map HA21 Land known as Spencer’s Farm, north of Lutman Lane

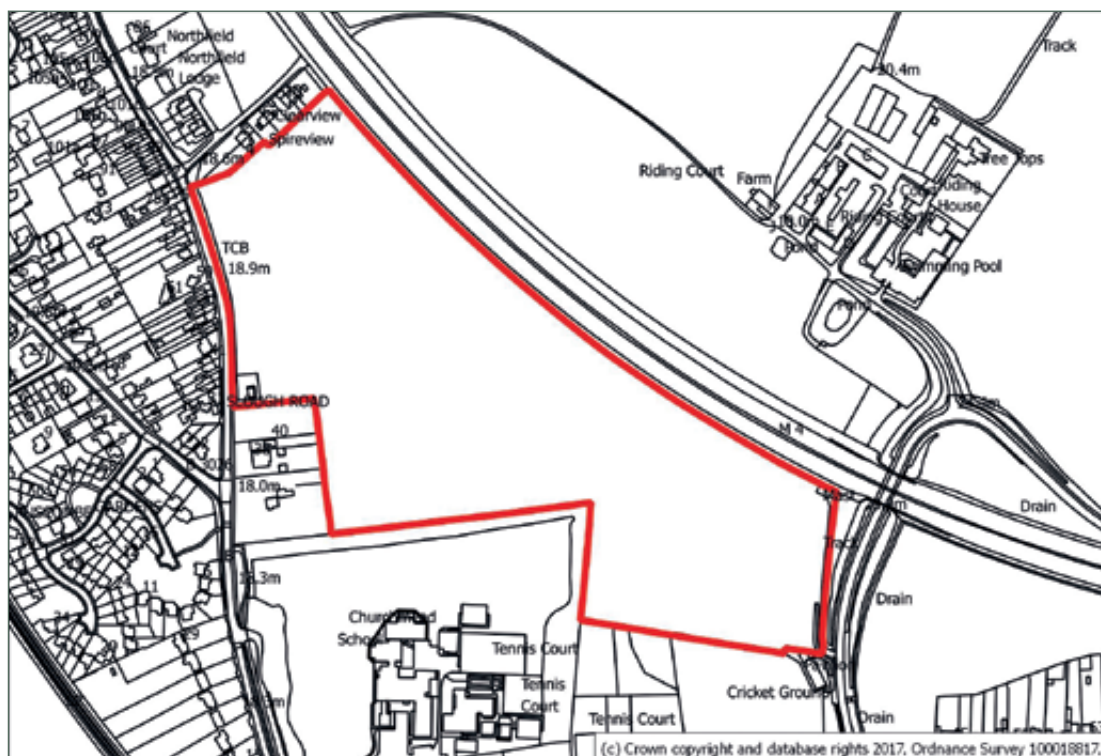
HA21: LAND KNOWN AS SPENCER’S FARM, NORTH OF LUTMAN LANE, MAIDENHEAD	
Allocation	<div><div></div> Approximately 300 residential units on Green Belt land</div> <div><div></div> Educational facilities and associated pitches</div>
Site size	<div><div></div> 19.94Ha</div>
Requirements	<div><div></div> Retain existing football pitch and provide changing facilities</div> <div><div></div> Consider providing junior football pitch</div> <div><div></div> Appropriate edge treatment and transition to the countryside</div> <div><div></div> Connectivity to the Public Rights of Way network</div> <div><div></div> Provide appropriate mitigation measures to address the impacts of noise from the railway line so to protect residential amenity</div>
Key considerations	<div><div></div> Topography</div> <div><div></div> Flooding and surface water</div> <div><div></div> Access</div> <div><div></div> Biodiversity</div>

Table HA21 Land known as Spencer’s Farm, north of Lutman Lane

D HOUSING SITE ALLOCATION PROFORMAS

Housing Site Allocation

HA41: Land north and east of Churchmead Secondary School, Priory Road, Datchet



HA41 Land north and east of Churchmead School, Datchet

HA41: LAND NORTH AND EAST OF CHURCHMEAD SECONDARY SCHOOL, PRIORY ROAD, DATCHET

Allocation	<ul style="list-style-type: none"> ▶ Approximately 175 residential units as part of a mixed use scheme on Green Belt land ▶ Educational facilities that may include an extension to Churchmead Secondary School or relocation of other educational facilities
Site size	▶ 11.71Ha
Requirements	<ul style="list-style-type: none"> ▶ Designed sensitively to consider the impact on long distance views ▶ Provide pedestrian and cycle links through the site to improve connectivity ▶ Designed to be of a high quality which supports the character and function of the area ▶ Retain valuable trees where possible, particularly at site boundaries ▶ Provide appropriate mitigation measures to address the impacts of noise to protect residential amenity ▶ Provide on site open space and play facilities ▶ Provide improve linkages to village centre
Key considerations	<ul style="list-style-type: none"> ▶ Heritage ▶ Noise

Table HA41 Land north and east of Churchmead School, Datchet

