



## Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet sitting in public. The meetings are also available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website.

The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the website. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

|                                      |                                                                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision</b>                      | A summary of the proposal.                                                                                                                                                                                  |
| <b>Decision By</b>                   | Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.                                                                                                               |
| <b>Date added</b>                    | The date the proposed decision was added to the Forward Plan.                                                                                                                                               |
| <b>Month</b>                         | The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.                                                  |
| <b>Consultation/ Representations</b> | How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.                                                            |
| <b>Background Documents</b>          | The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact. |
| <b>Author</b>                        | The contact details of the decision report author.                                                                                                                                                          |
| <b>Contact</b>                       | Who in Democratic Services you can contact about the entry.                                                                                                                                                 |

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Katherine De La Mora on 033 022 22535, email [katherine.delamora@westsussex.gov.uk](mailto:katherine.delamora@westsussex.gov.uk).

**Published: 3 January 2023**

# Children and Young People

## Director of Children, Young People and Learning

### Commissioning of specialist support staff to assist delivery of the Family Safeguarding Model for Children and Young People (Rolling Entry)

As part of the redesign of Children's Services the Council is implementing a Family Safeguarding Model of practice which requires specialist staff to deliver services to support adults in families open to Children's Social Care.

Whilst the County Council and Health provides some of these services, the Family Safeguarding Model is an integrated approach with co-located teams made up of all the services required to provide an effective intervention. Therefore, it will be necessary to work with partner service providers to contribute to delivering elements of the wrap-around support for families, particularly those facing issues with mental health, domestic abuse and substance misuse.

The partner service providers will be those already delivering mental health support (Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust), substance misuse support (Change, Grow, Live), and domestic abuse support (the Probation Service), in line with nationally recognised best practice.

In August 2022 the Director for Children, Young People and Learning approved the award of contracts to Change, Grow, Live and The Probation Service for the provision of specialist staff ([decision OKD24 \(22/23\)](#) refers).

The Director for Children, Young People and Learning will be asked to approve the direct award of contracts to Sussex Partnership Foundation Trust and/or Sussex Community Foundation Trust to source the provision of mental health support staff to support delivery of the Family Safeguarding Model.

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|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                           | Director of Children, Young People and Learning (Lucy Butler)                                                                                                                                                                  |
| <b>Date added</b>                            | 3 May 2022                                                                                                                                                                                                                     |
| <b>Month</b>                                 | Between July 2022 and January 2023                                                                                                                                                                                             |
| <b>Consultation/ Representations</b>         | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) |                                                                                                                                                                                                                                |
| <b>Author</b>                                | Stephen Humphries                                                                                                                                                                                                              |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                              |

**Director of Children, Young People and Learning**

| <b>Award of contract for refurbishment of Contact Centre at Orchard House Children's Home</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                        |
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| <p>Orchard House children’s home in Cuckfield is part of the County Council’s Residential Service. The buildings at the site provide a range of services including court-ordered supervised contact between children and families.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding for remodelling the wider Orchard House site and the launch of two separate procurement processes to undertake the works, with the refurbishment of the contact centre being one of these tender opportunities (decision <a href="#">CYP04(21/22)</a> refers)</p> <p>The Cabinet Member also delegated authority for the award of the contracts to carry out the works. Therefore, on completion of the procurement process the Director of Children, Young People and Learning will be requested to approve the award of a contract to carry out the refurbishment of the contact centre to the successful provider.</p> |                                                                                                                                                                                                                                                                        |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Director of Children, Young People and Learning (Lucy Butler)                                                                                                                                                                                                          |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 13 April 2022                                                                                                                                                                                                                                                          |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | January 2023                                                                                                                                                                                                                                                           |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Finance<br/>Legal<br/>Procurement</p> <p>Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cabinet Member Decision CYP04(21/22)                                                                                                                                                                                                                                   |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Thomas Strivens Tel: 033 022 22082                                                                                                                                                                                                                                     |
| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                                      |

**Director of Children, Young People and Learning**

| <b>Award of contract for remodelling and refurbishment of Orchard House Children's Home</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
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| <p>Orchard House children’s home in Cuckfield caters for residential placements and short breaks for children with disabilities, with capacity for up to 16 children at one time.</p> <p>The Cabinet Member for Children and Young People approved the allocation of funding and the launch of a procurement to undertake remodelling and refurbishment works to modernise the home and improve the facilities for those children resident there and those who undertake short breaks at the home (decision <a href="#">CYP04(21/22)</a> refers).</p> |  |

The Cabinet Member also delegated authority for the award of the contract to carry out the works. Therefore, on completion of the procurement process, the Director of Children, Young People and Learning will be requested to approve the award of a contract to the successful provider.

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| <b>Decision by</b>                           | Director of Children, Young People and Learning (Lucy Butler)                                                                                                                                                                                                 |
| <b>Date added</b>                            | 13 April 2022                                                                                                                                                                                                                                                 |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                                                                  |
| <b>Consultation/ Representations</b>         | Finance<br>Legal<br>Procurement<br><br>Representations concerning this proposed decision can be made to the Director of Children, Young People and Learning, via the contact officer, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | Cabinet Member Decision CYP04 (21/22)                                                                                                                                                                                                                         |
| <b>Author</b>                                | Thomas Strivens Tel: 033 022 22082                                                                                                                                                                                                                            |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                             |

### **Director of Children, Young People and Learning**

#### **Extension of the Child and Adolescent Multi-Disciplinary Psychological Service contract**

In March 2019 the Director of Children and Family Services approved the award of a contract for Integrated Child Psychology Services to Sussex Partnership Foundation Trust (SPFT) for an initial period of three years from 1 October 2019; the contract has an option for an extension of a further 2 years ([Decision OKD26 \(18/19\)](#) refers). A subsequent change of name for the contract to Child and Adolescent Multi-disciplinary Services (CHAMPS) was agreed in December 2019.

The CHAMPS contract delivers psychological services across a range of needs with the largest cohort being Children we Care For. As the initial period of the contract is due to expire soon, to ensure that these services can continue it is proposed to extend the contract. As part of the extension options for potential contract variations are also being explored.

The Director of Children, Young People and Learning will be asked to approve the extension of the CHAMPS contract and any agreed variations.

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|--------------------|---------------------------------------------------------------|
| <b>Decision by</b> | Director of Children, Young People and Learning (Lucy Butler) |
| <b>Date added</b>  | 29 September 2022                                             |
| <b>Month</b>       | January 2023                                                  |

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|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consultation/ Representations</b>         | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made to the decision-maker, via the report author, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                                           |
| <b>Author</b>                                | Matthew Thomas                                                                                                                                                                                                                 |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                              |

## Learning and Skills

### Cabinet Member for Learning and Skills

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                             |
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| <b>Proposed Expansion of Yapton CE Primary School - Allocation of Design Fees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                             |
| <p>The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. The Basic Need requirements are reviewed annually to identify the next tranches of projects and to ensure planned projects are still required following review of projection data of pupil numbers. The requirements across the county are set out in the annual update of the <a href="#">Planning School Places document</a>.</p> <p>Pupil projections for the Barnham/Westergate planning area are indicating there are insufficient places for children starting school which is in part due to the significant house building across the area. The County Council are often unable to offer local places to movers into the area outside of the annual admissions round as all schools are full. It is therefore proposed that Yapton CE Primary School is expanded from 1.5 form entry (FE) (315 places) to 2FE (420 places) to meet the current demand for places. Additional land has been secured through a S106 Agreement to support the expansion of the school.</p> <p>Following conclusion of a feasibility study to consider how best to expand the school to meet Department for Education (DfE) and West Sussex guidelines for school accommodation, further design work is now required to develop an expansion project that will meet the overall programme for delivery of places by 2024.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the allocation of funds to enable the design work to commence.</p> |                                                                                                                                             |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                              |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 24 November 2021                                                                                                                            |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | January 2023                                                                                                                                |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | School<br><br>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the author or |

|                                              |                                                                                         |
|----------------------------------------------|-----------------------------------------------------------------------------------------|
|                                              | officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background documents</b><br>(via website) | None                                                                                    |
| <b>Author</b>                                | Leigh Hunnikin Tel: 033 022 23051                                                       |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                       |

### **Assistant Director (Property and Assets)**

#### **Allocation of S106 Funding to create provision for accommodating bulge classes at Sir Robert Woodard Academy, Lancing**

Following a review of pupil projections for starting secondary school in Shoreham and Lancing in 2022, it is necessary to provide for two bulge classes of 30 pupils at Sir Robert Woodard Academy to ensure sufficient places are available for those starting secondary school.

The project will provide additional general teaching accommodation in modular accommodation and external dining facilities, enabling the school to accommodate a temporary increase in pupil numbers. This will be funded by monies from S106 funds which have been received specifically for creating additional secondary aged capacity within the planning area at Sir Robert Woodard Academy.

The Assistant Director (Property and Assets) will be asked to approve the budget required for delivering the expansion project at Sir Robert Woodard Academy in Lancing.

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|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                       |
| <b>Date added</b>                            | 13 April 2022                                                                                                                                                                                                   |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                    |
| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets), via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                            |
| <b>Author</b>                                | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                               |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                               |

**Cabinet Member for Learning and Skills**

**Allocation of Funding for Expansion of QEII Silver Jubilee School, Horsham**

The [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Following a review of current numbers on roll, projected needs and the existing accommodation at QEII School in Horsham the need for further additional accommodation has been identified, to enable the school to accommodate up to 65 additional young people in a phased approach. The school caters for 2 to 19 year olds with Special Educational Needs.

It is proposed that the additional provision is provided on a satellite site in Horsham, to be leased by the County Council. Refurbishment work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there. The additional physical space created through this work will enable QEII School to accommodate the most complex young people with SEND.

The feasibility work for the project to accommodate the pupils has been commissioned. Following detailed design and associated cost estimates the Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable the project to proceed.

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|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                            | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                       |
| <b>Date added</b>                             | 28 June 2022                                                                                                                                                                         |
| <b>Month</b>                                  | January 2023                                                                                                                                                                         |
| <b>Consultation/<br/>Representations</b>      | Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents<br/>(via website)</b> | None                                                                                                                                                                                 |
| <b>Author</b>                                 | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                    |
| <b>Contact</b>                                | Wendy Saunders Tel: 033 022 22553                                                                                                                                                    |

**Cabinet Member for Learning and Skills**

**Allocation of Funding for Schools Access Initiative**

The County Council encourages the inclusion, where appropriate, of all pupils with disabilities in mainstream schools. To assist in enabling this it is proposed that additional funds are approved for the Schools Access Initiative budget to fund adaptations and improvements to school buildings to ensure their accessibility to pupils

where reasonably practicable. This will improve the educational and social outcomes for children and their families and reduce the requirement for more costly specialist Special Educational Needs and Disabilities (SEND) provision. Works funded by the budget could include installing hygiene facilities, ramps and making acoustic improvements.

In February 2022 the County Council approved an allocation of £250,000 for the Schools Access Initiative for the 2022/23 financial year. The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional funding from Basic Need Capital Provision to provide a School Access Initiative budget for 2023/24 to 2026/27.

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|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                        | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                               |
| <b>Date added</b>                         | 26 July 2022                                                                                                                                                                                                 |
| <b>Month</b>                              | January 2023                                                                                                                                                                                                 |
| <b>Consultation/ Representations</b>      | Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents (via website)</b> | None                                                                                                                                                                                                         |
| <b>Author</b>                             | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                            |
| <b>Contact</b>                            | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                            |

### **Cabinet Member for Learning and Skills**

#### **Phase 2 Special Support Centre Programme - Warden Park Secondary Academy - Allocation of Additional Funding for Project Delivery**

There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.

In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes ([decision reference CAB03\(19/20\)](#)). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres (SSC) including expanding the SSC at Warden Park Academy to create additional places ([Decision reference ES09 \(20/21\)](#)).

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including education infrastructure at Warden Park Secondary Academy (decision [ES10 \(20/21\)](#) refers).

Since that approval further design work has been undertaken and costed in relation to expanding the SSC at Warden Park Academy. This indicates that additional funding will be required over and above the S106 allocation to deliver the works required.



The Cabinet Member for Learning and Skills will be asked to approve the allocation of additional capital funding from the Capital Programme to enable the project to create additional places at the Special Support Centre at Warden Park Academy to proceed.

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| <b>Decision by</b>                           | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                               |
| <b>Date added</b>                            | 26 July 2022                                                                                                                                                                                                 |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                 |
| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills, via the officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                         |
| <b>Author</b>                                | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                            |
| <b>Contact</b>                               |                                                                                                                                                                                                              |

### **Cabinet Member for Learning and Skills**

#### **Allocation of funding for creation of a Satellite Site for Fordwater School, Chichester**

The [Special Educational Needs and Disability \(SEND\) Strategy 2019-2024](#) aims to provide high quality local education provision for children and young people with SEND and optimise value for money from the High Needs Block of the Dedicated Schools Grant. As part of the development of the SEND Strategy, the County Council has identified an increased demand for extra provision in Special Schools across West Sussex to meet increasing needs.

Fordwater School in Chichester caters for 144 pupils aged 2 to 19 with severe and complex learning difficulties. To assist in managing the growing demand for places additional accommodation to enable the school to expand is required. In August 2022 a decision was taken by the Cabinet Member for Finance and Property (decision [FP06 \(22/23\)](#) refers) to lease a building at Chichester High School to create a satellite site for Fordwater School which will offer provision for secondary aged pupils. This will enable Fordwater's capacity to increase from 144 to 184 places in total in a phased approach.

Remodelling work will be required to ensure the accommodation at the satellite site is appropriate for the pupils who will be located there.

The Cabinet Member for Learning and Skills will be asked to approve the allocation of the funds required to enable a contractor to be appointed to undertake the remodelling works required.

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| <b>Decision by</b> | Cabinet Member for Learning and Skills (Councillor Nigel Jupp) |
| <b>Date added</b>  | 24 August 2022                                                 |

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| <b>Month</b>                                 | January 2023                                                                                                                                                                                                                 |
| <b>Consultation/ Representations</b>         | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made to the decision maker via the report author by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) |                                                                                                                                                                                                                              |
| <b>Author</b>                                | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                                            |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                            |

### **Assistant Director (Property and Assets)**

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| <b>Allocation of S106 funding to enable expansion of St Wilfrid's Catholic School, Crawley</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                              |
| <p>St Wilfrid's Catholic School in Crawley is currently a 5 form entry (5FE) 11-16 Secondary School. The school has grown in recent years to meet the demand for places, taking bulge classes of 30 pupils in each of the last three years. This has led to the requirement for additional accommodation to enable the school to become a 6FE 11-16 Secondary School in all year groups.</p> <p>It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.</p> <p>It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.</p> |                                                                                                                                                                                                                                                              |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                                                    |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 12 August 2022                                                                                                                                                                                                                                               |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | January 2023                                                                                                                                                                                                                                                 |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cabinet Member for Learning and Skills<br><br>Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                              |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                                                                            |

|                |                                   |
|----------------|-----------------------------------|
| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |
|----------------|-----------------------------------|

**Assistant Director (Property and Assets)**

| <b>Allocation of S106 funding to enable expansion of The Holy Trinity CE Secondary School, Crawley</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                     |
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| <p>The Holy Trinity CE Secondary School in Crawley is currently a 7 form entry (7FE) 11-18 Secondary School. To meet the increased need for pupil places in Crawley and the wider area, it is necessary to accommodate a bulge class of 30 pupils at the school in September 2022. Projections indicate an ongoing demand for additional Secondary places and therefore it is proposed that the school be expanded from 7FE to 8FE (210 to 240 per year) to meet the demand. Additional accommodation is required to enable the school to become an 8FE 11-18 Secondary School in all year groups.</p> <p>It is proposed that a new teaching block incorporating 6 classrooms, office space, toilets and storage is provided. The intention is to fund the expansion project using received Section 106 funds which must be spent on additional secondary educational infrastructure and/or equipment in Crawley.</p> <p>It is intended that the expansion is delivered as a school managed project. Therefore, following detailed design and associated cost estimates provided by the school, the Assistant Director (Property and Assets) will be asked to approve the allocation of the S106 funds to the school to enable the project to proceed.</p> |                                                                                                                                                                                                                                                                     |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                                                           |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12 August 2022                                                                                                                                                                                                                                                      |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | January 2023                                                                                                                                                                                                                                                        |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Cabinet Member for Learning and Skills</p> <p>Representations concerning this proposed decision can be made to the Assistant Director (Property and Assets) via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                     |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Leigh Hunnikin Tel: 033 022 23051                                                                                                                                                                                                                                   |
| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                                   |

**Assistant Director (Property and Assets)**

| <b>Award of Contract for delivery of the new Secondary School in Burgess Hill</b>                                                                                                                          |  |
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| <p>The new 6 form entry Secondary School and Special Support Centre to be built in the Brookleigh (formerly known as Northern Arc) development will provide 900 pupil places to the Burgess Hill area.</p> |  |

In July 2022 the Cabinet Member for Learning & Skills approved a budget allocation of £53.845m for delivery of the new school and delegated authority to the Assistant Director (Property & Assets) to enter into a contract or contracts to enable the progression of the project within the overall agreed budget ([decision LS04\(22/23\)](#) refers).

Procurement of this scheme is taking place using the Southern Construction Framework. On conclusion of the procurement, approval will be sought to appoint the main contractor under a Pre-Construction Services Agreement.

The Assistant Director (Property and Assets), in consultation with the Cabinet Member for Learning and Skills, will be asked to approve the appointment of and to enter into a Pre-construction Services Agreement with the successful contractor to deliver the Burgess Hill Northern Arc Secondary School project.

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| <b>Decision by</b>                           | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                          |
| <b>Date added</b>                            | 3 October 2022                                                                                                                                                                                                                     |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                                       |
| <b>Consultation/ Representations</b>         | Cabinet Member for Learning and Skills<br><br>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                                               |
| <b>Author</b>                                | Lydia Schilbach Tel: 033022 25832                                                                                                                                                                                                  |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                  |

#### **Assistant Director (Property and Assets)**

##### **Award of contract for the expansion project to accommodate bulge classes at Downlands Community School, Hassocks**

Following a review of pupil projections for starting secondary school in Mid Sussex, and particularly in Hassocks, due to increasing pupil numbers it is necessary to provide for a bulge class of 30 pupils at Downlands School in September 2022 and September 2023, creating a total of 60 additional places. To accommodate this temporary increase in pupil numbers a project will be delivered to invest in teaching and non-teaching areas at the school.

In September 2022, the Assistant Director (Property and Assets) approved the allocation of £2.3m of received S106 contributions to fund the expansion and to procure the delivery of works as set out in Decision [ODK26 \(22/23\)](#).

A procurement has been undertaken and the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the expansion project at Downlands Community School.

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| <b>Decision by</b> | Assistant Director (Property and Assets) (Andrew Edwards) |
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| <b>Date added</b>                            | 27 October 2022                                                                                                                                                                                                                 |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                                    |
| <b>Consultation/ Representations</b>         | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                                            |
| <b>Author</b>                                | Matthew Wakefield Tel: 07597 528007                                                                                                                                                                                             |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                               |

### **Assistant Director (Property and Assets)**

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| <b>Award of contract for the replacement of modular teaching accommodation at Slinfold CE Primary School</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                  |
| <p>Slinfold CE Primary School is a 140 place Primary School for 4-11-year-olds incorporating five classrooms and a pre-school on site. Two of the five classrooms are in 30-year-old modular classrooms, which have significant suitability and condition issues due to the age of the buildings, and are nearing the end of their life.</p> <p>In December 2021, the Cabinet Member for Learning and Skills approved the allocation of £1.158m funding to replace the modular classrooms with a two class extension and delegated authority to the then Director of Property and Assets to award the contract (<a href="#">Decision LS12 (21/22)</a> refers).</p> <p>A procurement has been undertaken and the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase of the project to replace the classrooms at Slinfold CE Primary School.</p> |                                                                                                                                                                                                                                  |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                        |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 27 October 2022                                                                                                                                                                                                                  |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | January 2023                                                                                                                                                                                                                     |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | No consultees currently identified.<br><br>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | None                                                                                                                                                                                                                             |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Matthew Wakefield Tel: 07597 528007                                                                                                                                                                                              |

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| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |
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### **Cabinet Member for Learning and Skills**

| <b>Commissioning of an Adult Community Education Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                    |
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| <p>Adult learning is a non-statutory provision, externally funded via the Department for Education through the Education Skills Funding Agency (ESFA). The County Council receive an Adult Education Budget each year from the ESFA which funds the provision of learning for adults to obtain skills or qualifications and/or enhance their wellbeing.</p> <p>The County Council currently provides adult education through a subcontracting model and the term of the current contract is due to expire during 2023. Future options for the delivery model for Adult Learning are therefore being considered to align with a new approach for Adult Community Education that is being developed to respond to the current context.</p> <p>The Cabinet Member for Learning and Skills will be asked to approve the new approach to Adult Community Education and the launch of a procurement exercise for the delivery of Adult Learning in readiness for the new curriculum in 2023. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contract/s to the successful provider/s working across the authority and with multiple stakeholders.</p> |                                                                                                                                                                                                                                                                                                                                    |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                                                                                                                                                     |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 August 2022                                                                                                                                                                                                                                                                                                                      |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | January 2023                                                                                                                                                                                                                                                                                                                       |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Adult Education Providers<br/>Children and Young People's Services Scrutiny Committee – 18 January 2023</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Learning and Skills via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | None                                                                                                                                                                                                                                                                                                                               |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Derry Richardson Tel: 033022 27652                                                                                                                                                                                                                                                                                                 |
| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                                                                                                  |

### **Cabinet Member for Learning and Skills**

| <b>Education and Learning Strategy 2023 - 2025</b>                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The <a href="#">School Effectiveness Strategy</a>, agreed in 2018, set out the vision for Education in West Sussex until 2022. Implementing this strategy has led to the highest proportion of schools achieving Ofsted Good or Outstanding and improvements in pupil outcomes, but there is still much more to do.</p> |

The strategy expires this year and it is proposed to implement a new Education and Learning Strategy that determines key priorities to support education and learning in West Sussex for the next three years. The aim is for the new strategy to be closely linked with the Council's Strategic Corporate Plan, the commitment to tackling climate change and other key plans in place to support children.

Engagement with key stakeholders has been undertaken to develop the new strategy. The combination of the feedback from this and detailed analysis of the County Council's performance data relating to education and learning has been fundamental to informing and shaping the final Strategy.

The Cabinet Member for Learning and Skills will be asked to approve the Education and Learning Strategy 2023 – 2025 and the implementation timeline for embedding the key themes and workstreams into practice.

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|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                           | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                                                                                                                                                                                                                                      |
| <b>Date added</b>                            | 23 November 2022                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Consultation/<br/>Representations</b>     | Schools<br>Parents<br>Church of England and Catholic Dioceses<br><br>Children and Young People's Services Scrutiny Committee (CYPSSC) Task and Finish Group - 6th October 2022.<br><br>CYPSSC meeting – 18 January 2023<br><br>Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Author</b>                                | Derry Richardson Tel: 033022 27652                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                                                                                                                                                                                   |

### **Cabinet Member for Learning and Skills**

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| <b>School Funding 2023/24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>West Sussex County Council is required, under national funding regulations, to consult schools and the Schools Forum on proposed changes to funding arrangements affecting mainstream school budgets.</p> <p>Since much of the West Sussex local funding formula is now at the National Funding Formula factor values, and given the strong steer from schools in the responses to the 2022/23 schools funding consultation, with Schools Forum's approval no consultation document was sent out to mainstream schools for 2023/24. Feedback from Schools</p> |

Forum has been taken into account in the development of the local funding formula for mainstream schools in 2023/24.

Despite continuing pressures within the High Needs Dedicated Schools Grant (DSG) block a one-off transfer from the Schools DSG block to help reduce the DSG deficit is not being considered for 2023/24.

Following consideration of the feedback from Schools Forum the Cabinet Member for Learning and Skills will be asked to approve the 2023/24 local funding formula for all mainstream schools in the county.

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| <b>Decision by</b>                            | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                                               |
| <b>Date added</b>                             | 23 November 2022                                                                                                                                                                                                             |
| <b>Month</b>                                  | January 2023                                                                                                                                                                                                                 |
| <b>Consultation/<br/>Representations</b>      | Schools Forum – 24 November 2022<br><br>Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents<br/>(via website)</b> | None                                                                                                                                                                                                                         |
| <b>Author</b>                                 | Andy Thorne Tel: 03302223349                                                                                                                                                                                                 |
| <b>Contact</b>                                | Wendy Saunders - Tel: 033 022 22553                                                                                                                                                                                          |

### **Cabinet Member for Learning and Skills**

#### **Procurement for delivery of years 2 and 3 of the Multiply adult numeracy programme**

West Sussex County Council (WSCC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE) to deliver "Multiply". Funding is phased over 3-years, up to 31 March 2025.

[Multiply](#) is for those aged 19+ who do not have a level 2 maths qualification (GCSE 4-9 / A\*-C). It aims to help people improve their ability to understand and use maths in daily life, home, and work - whether that be improving household finances, helping children with homework, making more sense of the facts in the media, or improving numeracy skills specific to a line of work.

In year 1, following a competitive expression of interest commissioning process, grants were awarded to a range of organisations to deliver a raft of new and innovative interventions to engage adults and support them to improve their numeracy. (Key Decision [OKD35 \(22/23\)](#) refers, October 2022).

It is now proposed to proceed with commissioning provision for years 2 and 3 of the Multiply Programme.

The Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to enable delivery of the Multiply Programme for the period April



2023 to March 2025. The Cabinet Member will also be asked to delegate authority to the Assistant Director (Education and Skills) to approve the award of contracts to successful providers.

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| <b>Decision by</b>                           | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                     |
| <b>Date added</b>                            | 15 December 2022                                                                                                                                                                                   |
| <b>Month</b>                                 | January 2023                                                                                                                                                                                       |
| <b>Consultation/ Representations</b>         | Providers<br>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                               |
| <b>Author</b>                                | Andrew Bishop Tel: 033 022 25399                                                                                                                                                                   |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                  |

#### **Assistant Director (Education and Skills)**

##### **Award of contract to deliver years 2 and 3 of the Multiply adult numeracy programme**

West Sussex County Council (WSCC) has been awarded an allocation of £3,689,038 by the Department for Education (DfE) to deliver "Multiply". [Multiply](#) aims to help people improve their ability to understand and use maths in daily life. Funding is phased over 3-years, up to 31 March 2025, and grants have been awarded to a range of organisations to deliver the first year of the programme (decision [OKD35 \(22/23\)](#) refers).

As part of a separate decision process the Cabinet Member for Learning and Skills will be asked to approve the launch of a procurement process to commission provision for years 2 and 3 of the Multiply Programme. The Cabinet Member will also be asked to approve the delegation of authority to the Assistant Director (Education and Skills) to award the contracts.

On conclusion of the procurement process the Assistant Director (Education and Skills) will be asked to approve the award of contracts to the successful organisations to deliver the Multiply Programme for the period April 2023 to March 2025.

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| <b>Decision by</b> | Assistant Director (Education and Skills) (Paul Wagstaff) |
| <b>Date added</b>  | 15 December 2022                                          |
| <b>Month</b>       | February 2023                                             |

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| <b>Consultation/ Representations</b>         | Representations concerning this proposed decision can be made to the decision maker via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                 |
| <b>Author</b>                                | Andrew Bishop Tel: 033 022 25399                                                                                                                                                     |
| <b>Contact</b>                               | Wendy Saunders - Tel: 033 022 22553                                                                                                                                                  |

### **Assistant Director (Property and Assets)**

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| <b>Award of contract for construction of an All Weather Pitch at The Forest School, Horsham</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                      |
| <p>In July 2020 the Cabinet Member for Education and Skills approved the siting of additional accommodation for QEII School on some of the existing playing field at The Forest School (Decision reference <a href="#">ES02(20/21)</a>). In order to mitigate the impact of the loss of the playing field an All Weather Pitch will be constructed at The Forest School.</p> <p>The All-Weather pitch will enable pupils to undertake outside sport activities all year round whilst also providing the school the ability to generate additional income through letting.</p> <p>As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding from Section 106 contributions to undertake a project to provide an All Weather Pitch at The Forest School (<a href="#">Decision LS05(21/22)</a> refers). The Cabinet Member also delegated authority to the then Director of Property and Assets to award the contract for the project.</p> <p>The Assistant Director (Property and Assets) will be asked to approve the award of contract for the proposed project at The Forest School.</p> |                                                                                                                                                                                                                                                      |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                                            |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 11 January 2021                                                                                                                                                                                                                                      |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | February 2023                                                                                                                                                                                                                                        |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Procurement<br>Legal<br>Finance<br><br>Representations concerning this proposed decision can be made to the Assistant Director (Property & Assets), via the contact officer, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None                                                                                                                                                                                                                                                 |

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|----------------|-----------------------------------|
| <b>Author</b>  | Liam Hayward Tel: 033 022 22002   |
| <b>Contact</b> | Wendy Saunders Tel: 033 022 22553 |

### **Assistant Director (Property and Assets)**

| <b>Award of contract for delivery of a Special Support Centre at Maidenbower Infants School, Crawley</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                            |
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| <p>There is a need to increase provision for children and young people with Special Educational Needs and Disabilities (SEND) through the creation of additional places in Specialist Support Centres that are attached to mainstream schools and academies. This will assist with the aim of enabling children to attend school locally.</p> <p>In December 2019 Cabinet approved the proposal to develop Phase two of the project for opening additional Special Support Centres in accordance with capital governance processes (<a href="#">decision CAB03(19/20)</a> refers). In October 2020 the Cabinet Member for Education and Skills approved the allocation of design fees to progress 6 of the Special Support Centres (SSCs) including Maidenbower Infants School in Crawley (<a href="#">Decision reference ES09 (20/21)</a>)</p> <p>Since that approval further design work has been undertaken and costed in relation to delivery of the SSC at Maidenbower Infants School.</p> <p>As part of a separate key decision process the Cabinet Member for Learning and Skills approved the allocation of capital funding for delivery of the SSC and delegated authority to launch a procurement for the necessary works (decision <a href="#">LS07(22/23)</a> refers).</p> <p>Following completion of the procurement exercise the Assistant Director (Property and Assets) will be asked to approve the award of the construction contract to the preferred provider for the construction phase, of the project to provide a Special Support Centre at Maidenbower Infants School.</p> |                                                                                                                                                                                                                                                            |
| <b>Decision by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                                                                  |
| <b>Date added</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 25 May 2022                                                                                                                                                                                                                                                |
| <b>Month</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | February 2023                                                                                                                                                                                                                                              |
| <b>Consultation/ Representations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Maidenbower Infant School<br/>Maidenbower Junior School</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken</p> |
| <b>Background documents</b><br>(via website)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | None                                                                                                                                                                                                                                                       |
| <b>Author</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Katerina Evans-Makrakis Tel: 07597 526870                                                                                                                                                                                                                  |
| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                          |

## Assistant Director (Property and Assets)

### Award of contract for works to expand Lindfield Primary Academy, Haywards Heath

Following a review of pupil projections for the North of the County, and in particular the Haywards Heath/Lindfield areas, it was necessary to provide for a bulge class of 30 pupils at Lindfield Primary Academy. The additional pupils started at the school in September 2021 with temporary arrangements in place to accommodate the extra children.

It is proposed to expand the school by creating 1 additional classroom as an extension to the existing school buildings, along with other necessary associated works, to provide permanent provision for this bulge class.

In November 2020 the Cabinet Member for Education and Skills approved the allocation of Section 106 funding for education infrastructure capital projects, including the expansion of Lindfield Primary ([decision ES10 \(20/21\)](#) refers). As part of the decision the Cabinet Member also delegated authority to the then Director of Property and Assets to undertake a procurement exercise and to enter into contracts for delivery of the projects. At the time of this decision it was not considered that an individual project would require an allocation in excess of £500,000; following a feasibility study the works required at Lindfield Primary will exceed this value, meeting the criteria for an individual officer key decision.

The Assistant Director (Property and Assets) will be asked to approve the award of contract for the expansion project.

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|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                            | Assistant Director (Property and Assets) (Andrew Edwards)                                                                                                                                                              |
| <b>Date added</b>                             | 3 October 2022                                                                                                                                                                                                         |
| <b>Month</b>                                  | February 2023                                                                                                                                                                                                          |
| <b>Consultation/<br/>Representations</b>      | None currently identified<br><br>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken. |
| <b>Background documents<br/>(via website)</b> | None                                                                                                                                                                                                                   |
| <b>Author</b>                                 | Katerina Evans-Makrakis Tel: 07597 526870                                                                                                                                                                              |
| <b>Contact</b>                                | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                      |

## Cabinet Member for Learning and Skills

### Review of primary age pupil provision across the Worthing & Durrington area - Publication of Statutory Notices

The County Council has a statutory duty to ensure there are sufficient primary and secondary school places for all children who need a place. Pupil projections for the Worthing and Durrington locality of schools shows there is a significant surplus provision

of places at primary schools in the borough. After engagement with headteachers and the school governing bodies across the Worthing and Durrington area a number of planned changes in admission numbers and school organisation are proposed, with effect from September 2024 entry, to reduce this surplus.

In November the Cabinet Member for Learning and Skills approved the launch of a public consultation, in accordance with Department for Education (DfE) guidance, on proposed solutions to reduce the number of primary school places across the Worthing and Durrington area (decision [LS08\(22/23\)](#) refers). The consultation is open until 20 January 2023 and views and comments are invited from interested parties to assist in further shaping the proposals.

Following the conclusion of the consultation the feedback received will be reviewed; should it be determined that any of the proposals should proceed, the appropriate method for formalising the changes, as set out in decision LS08(22/23), will be undertaken.

For the re-organisation proposals related to three schools this would mean progressing the publication of statutory notices, in accordance with [DfE guidance for making prescribed alterations to maintained schools](#). Therefore, following a review of the consultation feedback, the Cabinet Member for Learning and Skills will be asked to consider whether to proceed with approving the publication of statutory notices for the reorganisation of primary education across the school sites of Lyndhurst Infants, Springfield Infants and Chesswood Junior. Should this proceed the Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

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|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision by</b>                            | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                                                                                                                                 |
| <b>Date added</b>                             | 15 December 2022                                                                                                                                                                                                                                                                                               |
| <b>Month</b>                                  | February 2023                                                                                                                                                                                                                                                                                                  |
| <b>Consultation/<br/>Representations</b>      | Parents, pupils, governing bodies and local school communities<br>Church of England and Catholic Diocese.<br><br>Representations concerning this proposed decision can be made to the decision maker via the author or officer contact, by the beginning of the month in which the decision is due to be taken |
| <b>Background documents<br/>(via website)</b> | None                                                                                                                                                                                                                                                                                                           |
| <b>Author</b>                                 | Graham Olway Tel: 033 022 23029                                                                                                                                                                                                                                                                                |
| <b>Contact</b>                                | Wendy Saunders - Tel: 033 022 22553                                                                                                                                                                                                                                                                            |

### **Cabinet Member for Learning and Skills**

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| <b>Proposed change of age range at Woodgate Primary School, Pease Pottage</b>                                                                                                                                           |
| Woodgate Primary School in Pease Pottage is a school that caters for children aged four to eleven-year-olds. There is also a pre-school nursery at the site offering provision for children aged two to four years old. |

The Assistant Director (Education and Skills) has agreed to consult on a proposed change of age range to alter provision, so the school serves two to eleven-year-olds, from 1st May 2023. The proposed change means the school would incorporate the current pre-school provision within the age range of the maintained primary school, extending the age range by two years.

This age range change would assist in simplifying the transfer of the entire school to the Sussex Learning Trust which is taking over the sponsorship of the school as an academy from early May 2023.

In accordance with the Department for Education's [statutory guidance for making prescribed alterations to maintained schools](#) a four-week informal consultation with all major stakeholders will be undertaken during January 2023, to obtain feedback regarding the proposals.

Following assessment of the outcome of the consultation, should it be determined that the proposals should proceed, the Cabinet Member for Learning and Skills will be asked to consider whether to approve the publication of statutory notices for a four-week period, seeking representations on the proposed change of age range. The Cabinet Member will also be asked to consider delegating authority to the Assistant Director (Education and Skills) to determine the outcome following conclusion of the statutory notice period.

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| <b>Decision by</b>                           | Cabinet Member for Learning and Skills (Councillor Nigel Jupp)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date added</b>                            | 22 December 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Month</b>                                 | February 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Consultation/<br/>Representations</b>     | <p>Parents and carers from the school community of Woodgate Primary<br/> Governors, Leadership Team and Staff of Woodgate Primary<br/> Sussex Learning Trust Chief Executive<br/> Diocese of Chichester and Diocese of Arundel and Brighton<br/> Members of the public<br/> Local MP<br/> Local Member<br/> Mid Sussex District Council, Crawley Borough Council and<br/> Horsham District Council<br/> Neighbouring Schools</p> <p>Representations concerning this proposed decision can be made to the decision maker, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p> |
| <b>Background documents</b><br>(via website) | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Author</b>                                | Vanessa Cummins Tel: 033 022 23046                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Contact</b>                               | Wendy Saunders Tel: 033 022 22553                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |