

Small Schools Task and Finish Group: Draft Project Plan

N.B. shaded rows show key dates in the consultation and decision-making process

Date	Meeting/event
18 Sept 2019	First TFG meeting: <ul style="list-style-type: none"> • Agree Terms of Reference • Scrutinise Cabinet Member decision to go out to consultation on small schools' proposals: <ul style="list-style-type: none"> - Review submissions received from stakeholders - Agree comments to be forwarded to the Cabinet Member
4 October to 22 Nov 2019	Stage 1: Consultation on options
24 Oct 2019 (TBC)	Second TFG meeting: <ul style="list-style-type: none"> • Agree Project Plan • Update on consultation process • Hear stakeholder views on process (see suggested stakeholders to invite overleaf) • Explanation of admissions process • Identify stakeholders to be invited to its next meeting • Identify any additional evidence or advice required • Agree any comments/recommendations to be forwarded to the Cabinet Member (and reported back to CYPSSC)
Dec 2019 – (following close of consultation period)	Final TFG meeting: <ul style="list-style-type: none"> • To assess the analysis of the consultation and identify critical sources of evidence and how all the schools affected can be considered further (to inform scrutiny by CYPSSC) • To identify how CYPSSC can best scrutinise any decision that may be taken following the consultation process (to include stakeholder input)
9 Jan 2020	CYPSSC meeting <ul style="list-style-type: none"> • To consider outcomes of consultation process and TFG output/findings • To preview Cabinet Member decision (as appropriate) for any of the schools listed • To hear stakeholder representations as appropriate • Agree any recommendations to the Cabinet member • To consider whether any further scrutiny is required, and whether there is any further role for the TFG in this.
Jan 2020	Cabinet Member decision (TBC, depending on outcomes of consultation) on proposals for any of schools listed
Jan/Feb 2020	Stage 2: publication of proposals and 6-week representation period
4 March 2020	CYPSSC meeting <ul style="list-style-type: none"> • To preview Cabinet member decision (as appropriate) on specific proposals
February/ March 2020	Stage 3: Cabinet Member decision on specific proposals for each of the schools
April 2020	Stage 4: publication of statutory proposals (4-week representation period)
31 August 2020	Stage 5: implementation of proposals (if approved)