

WALTHAM FOREST SCHOOL ORGANISATION ADMISSIONS BOARD (SOAB)
Terms of Reference

Version control: Updated August 2021 – complete refresh
Updated October 2022 – Head Teacher membership:
Updated September 2023 – Head Teacher membership:
Updated September 2024 – Head Teacher types / school names

Secondary Reps:

- Nigel Armsby - Highams Park School (Academy)
- Juan Hernandez - Norlington School and 6th Form (Academy)
- Jenny Smith – Frederick Bremer School (Maintained)

Primary Reps:

- Colin Jeffery - Chase Lane Primary School (Maintained)
- Deena Chetty – Downsell Primary School (Maintained)
- Jackie Bowers-Broadbent - Buxton School (Maintained All-through)

1. Objective:

To provide advice and inform the strategic planning and management on the implementation and recommendations to the delivery of school admissions, term dates, pupil place planning and planned capital programmes.

Feedback from SOAB will be reported to PLM, as appropriate.

2. Responsibilities of Board and members:

- Consider and comment on statutory or non-statutory school organisation proposals.
- Consider and comment on statutory or non-statutory admissions proposals.
- Consider and comment on capital development as determined.
- To be part of any task and finish group of School Forum to discuss Growth Funding and/or Falling Rolls Funding.
- To represent views of the group they represent and feedback on questions and disseminate information.

3. Core Membership:

SOAB will comprise no more than 15 members, appointed by the authority and must include:

AD Post 16 and School Operations – Chair
Commissioning Manager for School Places – Secretary
Head of Commissioning Admissions – Vice Chair
Head of Schools Delivery, as required
Business Hub Manager
Head of primary school x 3*
Head of secondary x 3*
Representative from SEND, as required
Representative from BACME, as required

*To be at least 1 maintained and 1 academy per phase, and 1 all-through rep

4. Attendance:

- SOAB members are to notify the coordinator in advance if they are unable to attend a Board meeting and should delegate properly briefed deputies to attend in

their place (where appropriate).

- SOAB meetings will be quorate if three Head Teachers (or named deputies) are in attendance.
- SOAB, through the Chair, may invite people with expertise or interests, as appropriate, to speak at a meeting but these people will not be considered members.
- Acceptance confirmation should be received as early as possible to ensure attendance is known.

5. Substitute members:

Any member may nominate a substitute member to attend meetings of SOAB in their absence with the following provisos:

- a) LA members may only nominate a substitute member who is an officer of the LA.
- b) A School member may only nominate an alternate representative who is a Head from the same sector and phase as the school of which the Member in question is a Head.

Written notice (email admissible) of the attendance of a substitute member must be provided to the LA's nominated officers prior to any meeting.

6. Terms of Office:

Members are expected to commit to a term of 2 years, subject to them remaining eligible and subject to the terms of appointment of the LA. However, membership will be reviewed annually in line with the TORs in the autumn term.

At the end of their term of appointment membership must be reviewed and an individual may stand down or be re-nominated and / or reappointed.

Members will become ineligible for membership in the following circumstances:

- LA members – if they cease to be an officer of the LA.
- School representatives – if they cease to be a Head teacher in Waltham Forest.

Any school member may resign at any time by giving written notice to SOAB.

It will be a condition of appointment for all members that a member may be required to leave if they do not attend 4 consecutive meetings unless they have sought and been given permission by the Chair of SOAB to be absent.

7. Chair and Vice Chair

Meetings will be chaired by the AD of post-16 and school operations, in case of absence meetings will be chaired by the Head of Commissioning Admissions.

8. Administrative support

The members shall appoint a person/persons, nominated by the **LA**, to provide administrative support to SOAB by preparing agendas, producing minutes and circulating all relevant papers, within a minimum of 5 working days in advance of the meetings to allow members sufficient time to read them.

This person will also share minutes of any agreed actions within 10 working days of the meeting and ensure that these are held on SOAB page on The Hub website.

9. Meetings:

The agenda for each meeting will be agreed by the Chair. The agenda and supporting papers will be sent to members 5 working days before the date of the meeting.

The agendas for each half termly meetings will be as per the agreed schedule (appendix A) standing agenda items will include:

- 1) An update from the Head of Admissions (verbal / paper)
- 2) An update from the Business Hub with updates on service provision (Paper)
- 3) An update on pupil place planning (verbal / paper)
- 4) An update from schools delivery on the capital proposed programme as required

Papers for all the above will be distributed 5 days in advance to enable members to read and digest the information.

Members of SOAB can submit items for inclusion on the Agenda, but are requested to submit these to the Secretary at least 10 working days prior to the meeting. The Chair will prioritise agenda items.

Items brought to SOAB for information purposes only will be noted as such, all other items brought to SOAB will be for discussion.

Minutes of each meeting shall be shared with members and published on The Hub website by the Administrative Support of SOAB as soon as practicable after the meeting within at least 10 working days of the meeting.

10. Frequency of meeting:

SOAB will be held virtually on a half-termly for a maximum of 2 hours.

SOAB meetings will be held, as far as reasonably possible, a minimum of two weeks prior to PLM meetings in order for minutes, feedback and recommendations from SOAB to be shared with the PLM.

Extra-ordinary meetings of SOAB can be convened by the Chair.

11. Conflict of interests:

Board members are required to declare any conflict of interest with issues which may be discussed at the School Organisation and Admissions Board.

Appendix A

Schedule of Key Works

Month	Key Focus of meeting	Data for review at meeting – current	Agreed items
Spring Term 1	<ul style="list-style-type: none"> • Draft Annual Consultation and Determined Arrangements report to be discussed in advance of Cabinet approval being sought • Update of Capital development 	Business Hub Update – to discuss by exception	
Spring term 2	<ul style="list-style-type: none"> • Update on Year 7 offer day • Admission arrangements determined • Update on Reception offer day • Review layout of admissions booklet • Strategic Plans for SEND and AP commissioning 	Business Hub Update – to discuss by exception	
Summer term 1	<ul style="list-style-type: none"> • Update for Capital developments 	Business Hub Update – to discuss by exception	
Summer term 2	<ul style="list-style-type: none"> • Review of Growth Fund and Falling Roll Funding received by schools for past year in preparation of recommendations to Schools Forum – Rep from Education Finance to be invited to present • Social and Medical Panel Report 	Business Hub Update – to discuss by exception	
Autumn term 1	<ul style="list-style-type: none"> • Review of SOAB TORs • Review of proposed term dates prior to wider school consultation • Review of SCAP return and potential impact to funding • Update of Capital development • Delayed Start Panel Report 	Business Hub Update – to discuss by exception	
Autumn Term 2	<ul style="list-style-type: none"> • Review Pupil Place Plan 2022-2035 and potential impacts on PAN, capital investment, SEND places, etc • Report on PAN and any Proposed changes to school PAN • Report on trends and resulting actions / improvements to service based on complaints (parental and other) received to Admissions in the previous academic year 	Business Hub Update – to discuss by exception	

	<ul style="list-style-type: none">• Review draft consultation for admission arrangements, if required• Provide comment and advice on Capital Delivery Plan in advance of submission to SEAM		
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