

**Cabinet**

**3 April 2019**



**Proposal to change the Age Range of  
Cotsford Junior School from 7-11 to 4-11 from  
1 September 2019 to create a Primary School  
and to close Cotsford Infant School as a  
Registered School on 31 August 2019**

**Key Decision: CYPs/02/2018**

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**Report of Margaret Whellans, Corporate Director of Children and  
Young People's Services**

**Electoral division(s) affected:**

Hornden.

**Purpose of the Report**

- 1 To seek Cabinet approval to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a Primary School and to close Cotsford Infant School as a registered school on 31 August 2019 taking account of the Local Authority's duties as prescribed in the Education and Inspections Act 2006 to secure sufficient places and to ensure good outcomes for all children and young people in the local area.

**Executive summary**

- 2 In December 2016, Cabinet approved its overarching strategy for school organisation and the pattern and provision of schools across County Durham. One of the principles underlying the strategy is where practicable to do so, to move towards a pattern of 'all through' primary schools rather than separate infant and junior schools. In November 2017, Cabinet also approved a strategic review of school provision in County Durham to ensure the financial sustainability of schools. The outcome of this review aims to ensure that County Durham has an appropriate mix and the right number of high performing, financially sustainable schools. One of the options to be utilised to meet this aim is the amalgamation of schools.

- 3 In a report dated 14 November 2018, Cabinet agreed the outcomes to be taken that would lead to an amalgamation of Cotsford Infant and Junior Schools.
- 4 Initial non-statutory consultation on a proposal to amalgamate Cotsford Infant and Junior Schools was carried out between 19 November and 30 December 2018. 5 responses were received to this consultation, all of which were in support of the proposal.
- 5 In a report dated 7 January 2019, the Corporate Director, Children and Young People's Services used delegated powers to approve the issuing of a statutory notice proposing to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a primary school and to close Cotsford Infant School as a registered school on 31 August 2019. The proposed primary school would be located in Cotsford Junior School and part of Horden One Point building which is next to the junior school. The delegated decision report is attached as Appendix 2.
- 6 The statutory notice, attached as Appendix 3, was issued on 17 January 2019. Any person wishing to object or make comments on the proposal had four weeks from this date to do so. No comments were received to the proposal.

## **Recommendation**

- 7 The proposal to amalgamate Cotsford Infant and Junior Schools has both financial and educational benefits. Cabinet is therefore recommended to agree:
  - (a) that the age range of Cotsford Junior School is changed from 7-11 to 4-11 from 1 September 2019 to create a primary school using the existing Junior School building and part of Horden One Point; and
  - (b) that Cotsford Infant School should close as a registered school on 31 August 2019.

## Background

- 8 In December 2016, Cabinet approved its overarching strategy for school organisation and the pattern and provision of schools across County Durham. One of the principles underlying the strategy is where practicable to do so, to move towards a pattern of ‘all through’ primary schools rather than separate infant and junior schools. In November 2017, Cabinet also approved a strategic review of school provision in County Durham to ensure the financial sustainability of schools. This involved reviewing education provision in each local area across the County.
- 9 In general, based on pupil based forecasts, there is a need to consider the long term provision of Nursery/Primary provision in some pupil place planning areas. Horden is one of those areas, which is why it was included in the first phase of the area based reviews of school provision approved in November 2017.
- 10 Currently, there is a Nursery, Infant, Junior and two primary schools in Horden. With the exception of Horden Nursery School, pupil numbers across the schools are falling significantly. This is particularly the case at Cotsford Infant and Junior Schools as the table below demonstrates:

| School          | Capacity   | No on Roll as at February 2019 | Projected Rolls |            |            |            |            |
|-----------------|------------|--------------------------------|-----------------|------------|------------|------------|------------|
|                 |            |                                | 2019/20         | 2020/21    | 2021/22    | 2022/23    | 2023/24    |
| Cotsford Junior | 164        | 111                            | 88              | 97         | 89         | 89         | 88         |
| Cotsford Infant | 120        | 63                             | 70              | 57         | 59         | 50         | 52         |
| <b>TOTAL</b>    | <b>284</b> | <b>174</b>                     | <b>158</b>      | <b>154</b> | <b>148</b> | <b>139</b> | <b>141</b> |

- 11 In a situation of reducing pupil numbers, and where infant and junior schools have operated separately, it has been a general council approach to amalgamate schools where it is practicable to do so to form primary schools so children can benefit from primary education in one school rather than changing schools at age 7. An amalgamation of Cotsford Infant and Junior Schools would lead to a larger and more viable school being established rather than two small schools.
- 12 In a report dated 14 November 2018, Cabinet agreed the actions to be taken that would lead to an amalgamation of Cotsford Infant and Junior Schools. These actions were supported by the Governing Bodies of both schools.

## **Consultation**

- 13 An initial, non-statutory consultation on a proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school in the premises of Cotsford Junior School and part of Horden One Point was held between 19 November and 30 December 2018. This consultation included meetings with Governors and staff on 19 and 20 November 2018 and an information sharing meeting for parents, pupils and the local community on 21 November 2018, so that their views could be shared with the Council. Details of the consultation and a full summary of the consultation responses received is included in the delegated decision report dated 7 January 2019 attached as Appendix 2.
- 14 When considering responses to the consultation, the council has referred to the Department for Education (DFE) guidance – “Making significant changes (‘prescribed alterations’) to maintained schools. Statutory guidance for proposers and decision-makers”. This guidance states that the decision-maker (in this case the Council’s Cabinet) needs to be satisfied that the appropriate fair and open local consultation has been carried out and that the proposer (in this case the Council’s Education Service) has given full consideration to all the responses received. The decision-maker should not simply take account of the numbers of people expressing a particular view. Instead, they should give the greatest weight to responses from those stakeholders likely to be most affected by a proposal – especially parents of children at the affected school(s).
- 15 The responses to the consultation were received and considered by officers in the Council. Of the responses received, all were in support of the proposal. They were all of the view that a single ‘all through’ primary school would be a better use of resources which would lead to an enhanced education.

## **Decision to Issue a Statutory Notice**

- 16 After considering the responses, a summary of which is provided in the delegated decision report dated 7 January 2019, the Corporate Director, Children and Young People’s Services used delegated powers to agree to publish proposals to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a primary school and to close Cotsford Infant School as a registered school on 31 August 2019. The proposed primary school would run across the existing site of Cotsford Junior School and part of Horden One Point. A statutory notice was therefore published on 17 January 2019 (attached as Appendix 3).
- 17 Once a proposal is published there follows a statutory 4 week representation period during which comments can be made. These must be sent to the Local Authority. Any person can submit

representations, which can be objections as well as expressions of support. The representation period is the final opportunity for people and organisations to express their views about the proposal. Once the representation period has closed, a decision on the proposal must be made by the decision-maker (in this case the Council's Cabinet) within 2 months, i.e. by 14 April 2019.

## **Responses to the Proposal Published on 17 January 2019**

### *The Statutory Notice Period*

- 18 No responses were received by the end of the 4 week statutory notice period.

### *Decision-Making Process - Factors to be considered by Cabinet*

#### *(a) Consideration of Consultation and Representation Period*

- 19 Cabinet needs to be satisfied that the appropriate fair and open local consultation and representation period have been carried out and that the proposer (in this case the Local Authority) has given full consideration to all the responses received. If the proposer has failed to meet the statutory requirements, this proposal may be deemed invalid and therefore should be rejected. Consultation was carried out in accordance with Department for Education (DFE guidance).
- 20 Cabinet must consider all of the views submitted, including all support for, and objections to and comments on the proposal. Details of the consultation are included in paragraphs 12-15. The statutory notice published on 17 January 2019 and which expired on 14 February 2019 (the representation period) is attached as Appendix 3. Officers prepared the notice as set out in the regulations and complied with statutory requirements.
- 21 The delegated decision report attached as Appendix 2 provides full details of the response received during the consultation period from 19 November – 30 December 2018. In summary, 5 responses were received, all in support of the proposal.

#### *(b) Related Proposals*

- 22 Where proposals appear to be related to other proposals, the decision-maker must consider the related proposals together. A proposal should be regarded as related if its implementation (or non-implementation) would prevent or undermine the effective implementation of another proposal.
- 23 The proposal to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a primary school and to

close Cotsford Infant School as a registered school on 31 August 2019 are 'related' therefore they must be considered together.

(c) *Education Standards and Diversity Issues*

24 The Council believes that educationally the proposal to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a primary school and to close Cotsford Infant School as a registered school on 31 August 2019 is in the best interests of pupils and their families. There are a number of benefits that primary schools have including:

- continuity and progress of learning; there is strong evidence that continuity of learning has a significant impact on pupils' progress. The fewer moves children have during their school career, the better they tend to perform.
- unified leadership and management of the curriculum, teaching and learning and social development; this would mean that children had a consistent approach to the way in which they were taught.
- access to a curriculum planned and assessed across the whole primary range; this would enable staff to help children make progress from exactly where they left off at the end of the previous year rather than cover learning which has already taken place – continuity of learning and accurate measure of each child's progress would be easier.
- bringing the schools together would help all staff to safeguard the needs of all pupils.

25 Cotsford Junior School was inspected and judged to be 'Good' by Ofsted in November 2014. Teaching is good and sometimes outstanding and pupils are highly motivated and determined to succeed. Cotsford Infant School was inspected and judged to be 'Good' by Ofsted in April 2018. The school staff work hard to ensure that all pupils are happy and settled. The proposal for a single primary school will build on those strengths which will further assist learning and progress.

(d) *Proposed Admission Arrangements*

26 When deciding the proposal, Cabinet should confirm that the admission arrangements of the proposed primary school are compliant with the School Admissions Code. The proposed admission arrangements will be the same as those for all community and voluntary controlled schools in County Durham and these are compliant with the DFE's School Admission Code. The proposed number of pupils to be

admitted to Reception in the proposed primary school in September 2019 will be 30.

(e) *National Curriculum*

27 All maintained schools must follow the National Curriculum unless they have secured an exemption for groups of pupils or the school community. The proposed primary school will follow the National Curriculum.

(f) *Equal Opportunity Issues*

28 Cabinet must have regard to the Public Sector Equality Duty (PSED) which requires them to have 'due regard' to the need to:

- eliminate discrimination;
- advance quality of opportunity; and
- foster good relations

29 An equality impact assessment (part of Appendix 2) has been carried out on this proposal. There are no potential impacts in relation to age, gender, disability, sexual orientation or ethnicity for pupils and parents/carers. The current schools provide education for boys and girls aged between 4-11 years and the proposed primary school will continue to provide education for boys and girls across the same age range.

(g) *Travel and Accessibility*

30 The proposed primary school will be on the site of the existing Cotsford Junior School and part of Horden One Point which is next to Cotsford Junior School. Consequently there will be no increases to travel time.

(h) *Funding*

31 Cabinet must be satisfied that the necessary funding required to implement the proposal will be available. If the proposal is agreed, capital funding from the DFE Capital Maintenance Grant will be utilised to adapt Horden One Point building, change signage and upgrade IT systems if the proposal is agreed.

(i) *School Premises and Playing Fields*

32 Under the School Premises (England) Regulations 2012 all maintained schools are required to provide suitable outdoor space to enable physical education to be provided to pupils in accordance with the school curriculum; and for pupils to play outside safely. The site of Cotsford Junior School has suitable outdoor spaces.

## **Conclusion**

- 33 Officers believe that proceeding with the proposal will enhance education provision in Horden. Amalgamating Cotsford Infant and Junior Schools into one primary school will provide a more viable establishment for the long term and will provide educational benefits that separate infant and junior schools do not.
- 34 In the view of the Council, amalgamating infant and junior schools is in the best interests of children and their families. Primary Schools have more opportunity through daily contact, for those working within the school to work together in the best interests of pupils. They benefit from the consistency that working under the leadership of one Head Teacher and one Governing Body brings. A single primary school can reduce the potential for disruption, which some children experience, when they transfer from infant to junior school.
- 35 Although there has been limited response to the consultation and statutory notice, the responses received were all in favour of the proposal. The views expressed at the consultation meetings were also positive. The lack of objectives from Governors, parents and the community together with the rationale put forward by the Council for the proposed reorganisation illustrates that an amalgamation of Cotsford Infant and Junior Schools is the correct strategy to preserve and enhance education in Horden and the surrounding area.

## **Background Papers**

- Report to Cabinet – 14 December 2016.
- Strategy for School Organisation and the Pattern and Provision of Schools across County Durham.
- Report to Cabinet – 14 November 2018.
- Future Options for Schools in the Horden area, as part of the Education Review in County Durham.
- DFE Statutory Guidance – “Making significant changes (prescribed alterations) to maintained schools. Statutory guidance for proposers and decision-makers”.

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## Appendix 1: Implications

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### Legal Implications

The actions described in this report are intended to comply with the council's duty to exercise its education functions with a view to promoting high standards and the fulfilment of each pupil's learning potential in accordance with S13A of the Education Act 1996.

### Finance

Capital Funding from the DFE Capital Maintenance Grant will be utilised to adapt Horden One Point building, change signage and upgrade IT systems if the proposal is agreed. This will be in the region of £300,000.

The proposals contained in this report are to amalgamate Cotsford Infant and Junior Schools to form a new single Primary School. This will result in a single leadership arrangement, with cost-savings of c£63,000 per annum expected, with additional staffing reductions possible from having the school on a single site in future, bringing about a sustainable financial position. The amalgamation will however lead to the long-term loss of one lump sum from formula funding, which is likely to be £110,000 per year, once the National Funding Formula replaces local formulas. The amalgamated school would qualify for a split-site allowance, which in the local formula would be worth around £50,000, but it is not certain that it would qualify under the National Funding Formula, and if it did, how much this would be worth

### Consultation

Local ward councillors have been involved throughout the consultation process and have supported these arrangements from the outset.

Consultation has been carried out in accordance with DFE statutory guidance. The table below sets out the timescale for the whole process.

As paragraph 1 explains, there is a statutory requirement to consult on the proposal to amalgamate the Cotsford Schools. The table below sets out the expected timescales for the consultation which will be conducted in accordance with the Department for Education guidance:

| Date  | Stage   |
|---|---|
| 19 November 2018 - December 2018<br>(6 weeks) | <b>Consultation</b><br>All responses received by the closing date were considered and included in a report for the council to consider and decide whether to take the proposal forward. |
| January/February 2019                         | <b>Statutory Public Notice</b>  |

| Date                        | Stage   |
|-----------------------------|---|
| (4 weeks)                   | Statutory notices were published on 17 January 2019 in the local newspaper, posted on school gates and on the DCC website. These notices provided an opportunity for comments or objections to be made.   |
| April 2019                  | <b>Decision Making</b><br>Durham County Council's Cabinet would consider responses to the statutory notice and make the final decision whether to agree the proposal or not.  |
| April 2019 - September 2019 | Preparation for the primary school opening, if the proposal is approved. This includes adapting the Horden One Point Building, establishing a governing Body, appointing a head Teacher, consulting on a proposed staffing structure, deciding on opening and closing times, deciding on any changes to school uniform. |
| September 2019              | Single school opens.  |

### **Equality and Diversity / Public Sector Equality Duty**

The proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school will benefit pupils, staff and parents. Education will be provided in an improved environment to provide a positive learning experience for children and the amalgamation will enhance education provision in the area and provide equal access to all. Furthermore, creating a single primary school will enable more efficient use of resources with one Head Teacher and one leadership team.

The focus on improved education outcomes is seen as a positive experience in a child's education and ensures that children who are protected under the Equality and Diversity/Public Sector Equality Duty can maximise their potential. The main groups affected are children attending Cotsford Infant and Junior Schools, their families and staff.

An Equality Impact Assessment is included in Appendix 2 to this report.

### **Human Rights**

Human Rights are not affected by the recommendation in this report.

### **Crime and Disorder**

N/A

### **Staffing**

Potential impact on school staff. Staff from Cotsford Infant and Junior Schools would be ring-fenced for posts in the single primary school. A staffing structure will be produced for consultation with staff and Trade Unions.

**Accommodation**

The proposed primary school would be established using the existing Junior School building and part of Horden One Point building.

**Risk**

The risk of not proceeding with the proposal is that the opportunities of continuity of education in a single primary school are missed. Furthermore a key risk is that, as a consequence of actions taken by the County Council (including the failure to make timely interventions), pupils and students do not receive an adequate education. There is an additional risk of reputational damage if the Council does not appear to be able to resolve the problem of schools operating with significant and sometimes increasing budgetary difficulties, and allows some schools to continue to set deficit budgets whilst requiring other schools to balance their budgets.

**Procurement**

Capital works to the One Point and Junior School buildings will be procured in accordance with the council's procurement arrangements.

REF No.

**DECISION RECORD (Version August 2014)***Please complete all sections***DECISION MAKER**

Margaret Whellans  
Corporate Director  
Children and Young People's  
Services

**AUTHORITY BY REFERENCE TO  
SCHEME OF  
DELEGATION/COMMITTEE  
REPORT**

2. Table 5  
Paragraph 1.4

**SUBJECT**

3. To seek approval from the Corporate Director, Children and Young People's Services to issue a statutory notice proposing to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 and to close Cotsford Infant School as a registered school on 31 August 2019.

**DECISION**

4. **If Key Decision insert No.**  
Key Decision CYPS/02/2018.

**ELECTORAL DIVISION/S**

5. Horden.

**CONSULTATION – CABINET PORTFOLIO HOLDER, OTHER MEMBERS &  
DATE**

6. The Cabinet Portfolio Holder and Local Members were consulted on 4 January 2019.

**RECORD OF ANY CONFLICT OF INTEREST DECLARED BY AN  
EXECUTIVE MEMBER**

7. None.

**A NOTE OF DISPENSATION GRANTED BY THE HEAD OF PAID SERVICE  
IN RELATION TO THE ABOVE CONFLICT**

8. N/A.

**ACCESS TO THE REPORT**

Is the report open to the public (Part A)

Yes

9. Is the report exempt (Part B) – if so please specify the exemption paragraph and the reason for exemption applying the Public Interest Test

**CONTACT PERSON**

**CONTACT No.**

Graeme Plews

03000 265777

**AUTHORISED SIGNATORY**

**DATE**

10.



11. 07.01.19

This form must be sent electronically to [delegations@durham.gov.uk](mailto:delegations@durham.gov.uk) within 24 hours of the decision being made.

**NOTES**

1. The reference No. will be assigned by Democratic Services.
2. The relevant paragraph within the decision makers delegated powers should be identified.
3. A brief heading should be inserted.
4. Brief details of the decision should be inserted. This note must set out the substance of the decisions, options considered and the reasons for the chosen option. Take care not to divulge any commercially sensitive information. If it's a Key Decision insert the No.
5. List the electoral division/s that will be affected by the decision.
6. Set out the consultation you have undertaken with Cabinet portfolio holder and others.
7. See Guidance "Consultation with Portfolio Holder".
8. **See Guidance "Consultation with Portfolio Holder".**
9. Please refer to the Access to Information Requirements that came into force from 1 March 2006 and the internal guidance that has been issued in this respect.
10. Person authorised to make the decision. When sent to democratic services, this will be an electronic signature.
11. Enter the date the decision was made.

## **Delegated Decision**

**7 January 2019**



### **Outcome of Consultation on a Proposal to Change the Age Range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 and to close Cotsford Infant School as a Registered School on 31 August 2019**

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## **Report of Margaret Whellans, Corporate Director, Children and Young People's Services**

### **Electoral division(s) affected:**

Horden.

### **Purpose of the Report**

- 1 The purpose of this report is to provide details on the outcome of consultation that was undertaken between 19 November 2018 and 30 December 2018 proposing to amalgamate Cotsford Infant and Junior Schools into a single primary school in the premises of Cotsford Junior School and part of Horden One Point Building from 1 September 2019, and to seek approval to move to the next stage in the process which is to issue a statutory notice.

### **Executive summary**

- 2 Initial consultation on a proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school from 1 September 2019 was carried out between 19 November and 30 December 2018. This included meetings held between 26-28 November 2018 with the Governing Bodies and staff of both schools and parents and members of the local community at an Information Sharing Meeting.
- 3 5 responses were received to the consultation, all of which were in support of the proposal.

- 4 The key issues discussed at the meetings and included in the responses to the consultation can be summarised as follows:
- Views were expressed that it will be more effective from an educational perspective, as well as making it easier for parents to have the school on one site.
  - Questions were asked as to how the Head Teacher would be appointed and whether there would be any redundancies. Officers explained that a Working Party could be established comprising current Governors of Cotsford Infant and Junior Schools. The working party would be responsible for appointing a Head Teacher designate to the proposed primary school. Once the Head Teacher designate is appointed a proposed staffing structure would be produced for consultation with staff and Trade Unions. The proposed structure would need to meet the requirements of the proposed single primary school. Until that structure is produced it would not be possible to comment on the number of redundancies.
  - Questions were asked as to how those pupils in the Horden One Point Building would be segregated from other users of the building. Officers explained that the room used in the One Point Building would be partitioned from the other rooms and that an enclosed link corridor would be formed to the Junior Building.

### **Recommendation**

- 5 The responses received to the consultation support the proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school that has both educational and financial benefits. After full consideration of all responses to the consultation, the Corporate Director, Children and Young People's Services is recommended to give approval for officers to issue a statutory notice proposing to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019, and to close Cotsford Infant school as a registered school on 31 August 2019.

## **Background**

- 6 In a report dated 14 November 2018, Cabinet agreed the actions to be taken that would lead to an amalgamation of Cotsford Infant and Junior Schools.
- 7 An initial, non-statutory consultation on a proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school in the premises of Cotsford Junior School and part of Horden One Point was held between 19 November and 30 December 2018. The amalgamation would be achieved by changing the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019, and by closing Cotsford Infant School as a registered school on 31 August 2019. This would be the proposal on the statutory notice should permission be given to issue it.
- 8 Consultation documents (attached as Appendix 2) were distributed widely (distribution list attached as Appendix 3) and meetings were held between 26-28 November 2018 with the Governing Bodies and staff of both schools and parents and members of the local community at an Information Sharing meeting.

## **Issues Raised at Consultation Meetings**

- 9 At the meetings held between 26-28 November 2018 officers explained the reasons for the proposal and invited those present to express views and ask questions. The key issues discussed at the meetings can be summarised as follows:
  - Questions were asked as to how the Head Teacher would be appointed and whether there would be any redundancies. Officers explained that a Working Party could be established comprising current Governors of Cotsford Infant and Junior Schools. The first responsibility of the Working Party would be to appoint a Head Teacher designate to the proposed primary school. Once the Head Teacher designate is appointed, a proposed staffing structure would be produced for consultation with staff and Trade Unions. It was explained that the proposed staffing structure would need to meet the requirements of the proposed single primary school. Until that structure is produced it would not be possible to comment on the number of redundancies.
  - Questions were asked as to how those pupils located in Horden One Point Building would be segregated from other users of the building. Officers explained that the room used in the One Point Building would be partitioned from the other rooms and that an enclosed link corridor would be formed to the Junior Building.

- Concerns were expressed that Cotsford Infant School Governing Body would discontinue but Cotsford Junior School Governing Body would remain if the amalgamation is agreed. Officers explained that Cotsford Junior School's Governing Body would remain as it is the junior school's age range that would be changed and the infant school would cease to exist. Any vacancies on the Governing Body could be filled by Governors from Cotsford Infant School. The Governing Body of the proposed primary school could also decide to appoint Associate Governors who could attend and participate in any meeting of the Governing Body, but who would not have voting rights on some matters.
- Questions were asked if the Council had funding available for items such as new signage and school uniforms. Officers stated that funding was available for new signage and changes to IT.
- Questions were asked as to the plans for Cotsford Infant School building if the proposed primary school is agreed. Officers explained that the building would become the responsibility of the Council's Assets Team who would likely arrange for the building to be disposed of.
- Concerns were expressed that traffic congestion would be made worse as a result of more pupils being located in the junior school building. Officers stated that additional car parking was not part of the project, but the Council's Highways Department would be requested to visit the school to carry out an assessment to determine the scale of the problem.

## **Responses to the Consultation**

- 10 Stakeholders were also invited to respond in a variety of ways e.g. written responses using the response form attached to the consultation document, letter, email or completing the response form online via the Council's website.
- 11
- 3 responded in writing using the response form, letter and email
  - 2 responded using the online response form (DCC website)
  - 19 people attended the Information Sharing Evening
  - 14 Governors attended the joint Governing Body Meeting
  - 27 members of staff attended the Joint Staff Meeting

## Summary of Responses

12 The following information provides a summary of the 5 responses received to the consultation in writing or using the online response form:

- respondents support the proposal
- 0 respondents do not support the proposal
- A number of respondents felt that a single 'all through' primary school would be a better use of resources which would lead to an enhanced education being provided.

## Conclusion

18 Although there was a limited number of responses to the consultation, they were all in favour of the proposal to amalgamate Cotsford Infant and Junior Schools into a primary school. The views expressed at the consultation meetings were also positive. The lack of objections from Governors, parents and the community together with the rationale put forward by the council for the proposed reorganisation illustrate that an amalgamation of the two schools is the correct strategy to preserve and enhance education in Horden and the surrounding area.

## Background Papers

- Report to Cabinet - 14 December 2016
- Strategy for School Organisation and the Pattern and Provision of Schools across County Durham
- Report to Cabinet - 14 November 2018
- Future Options for Schools in the Horden area, as part of the Education Review in County Durham

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## Appendix 1: Implications

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### Legal Implications

The actions described in this report are intended to comply with the council's duty to exercise its education functions with a view to promoting high standards and the fulfilment of each pupil's learning potential in accordance with S13A of the Education Act 1996.

### Finance

Capital Funding from the DfE Capital Maintenance Grant will be utilised to adapt Horden One Point building, change signage and upgrade IT systems if the proposal is agreed. This will be in the region of £300,000.

### Consultation

Consultation has been carried out in accordance with DfE statutory guidance. The table below sets out the timescale for the whole process.

As paragraph 1 explains, there is a statutory requirement to consult on the proposal to amalgamate the Cotsford Schools. The table below sets out the expected timescales for the consultation which will be conducted in accordance with the Department for Education guidance:

| Date   | Stage   |
|--|---|
| 19 November 2018 - 30 December 2018<br>(6 weeks) | <b>Consultation</b><br>All responses received by the closing date will be considered and included in a report for the council to consider and decide whether to take the proposal forward.  |
| January/February 2019<br>(4 weeks)               | <b>Statutory Public Notice</b><br>If the council decides to proceed with the proposal, statutory notices would be published in the local newspaper, posted on school gates and on the DCC website. These notices would provide an opportunity for comments or objections to be made.                                    |
| April 2019                                       | <b>Decision Making</b><br>Durham County Council's Cabinet would consider responses to the statutory notice and make the final decision whether to agree the proposal or not.  |
| April 2019 - September 2019                      | Preparation for the primary school opening, if the proposal is approved. This includes adapting the Horden One Point Building, establishing a governing Body, appointing a head Teacher, consulting on a proposed staffing structure, deciding on opening and closing times, deciding on any changes to school uniform. |
| September 2019                                   | Single school opens.  |

## **Equality and Diversity / Public Sector Equality Duty**

The proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school will benefit pupils, staff and parents. Education will be provided in an improved environment to provide a positive learning experience for children and the amalgamation will enhance education provision in the area and provide equal access to all. Furthermore, creating a single primary school will enable more efficient use of resources with one Head Teacher and one leadership team.

The focus on improved education outcomes is seen as a positive experience in a child's education and ensures that children who are protected under the Equality and Diversity/Public Sector Equality Duty can maximise their potential. The main groups affected are children attending Cotsford Infant and Junior Schools, their families and staff.

An Equality Impact Assessment is attached as Appendix 4.

## **Human Rights**

Human Rights are not affected by the recommendation in this report.

## **Crime and Disorder**

N/A

## **Staffing**

Potential impact on school staff. Staff from Cotsford Infant and Junior Schools would be ring-fenced for posts in the single primary school. A staffing structure will be produced for consultation with staff and Trade Unions.

## **Accommodation**

The proposed primary school would be established using the existing Junior School building and part of Horden One Point building.

## **Risk**

The risk of not proceeding with the proposal is that the opportunities of continuity of education in a single primary school are missed. Furthermore a key risk is that, as a consequence of actions taken by the County Council (including the failure to make timely interventions), pupils and students do not receive an adequate education. There is an additional risk of reputational damage if the Council does not appear to be able to resolve the problem of schools operating with significant and sometimes increasing budgetary difficulties, and allows some schools to continue to set deficit budgets whilst requiring other schools to balance their budgets.

## **Procurement**

Capital works to the One Point and Junior School buildings will be procured in accordance with the council's procurement arrangements.



**Proposal to Amalgamate Cotsford Infant and Junior Schools into a Single Primary School in the existing premises of Cotsford Junior School and Horden One Point Hub from 1 September 2019**



## Introduction

Durham County Council recognises that the primary phase of education (age 0-11) is a critical part in developing children, as it is the foundation of future learning and growth. The council aims to move towards a model of all through Primary Schools instead of separate Infant and Junior Schools where it is practicable to do so. All schools must be viable and sustainable for the long term.

The council realises that school reorganisation can be an area of concern as local communities often see a school as being at the heart of the community and sometimes cannot immediately agree with the need for change. Taking this into account, the council must continue to have a system of education which will continue to bring about the highest possible standards of education for the children of County Durham for the short, medium and long term and in some cases 'keeping things as they are' may not achieve that in this rapidly changing educational landscape.

In line with that strategic objective, the council is consulting on a proposal to amalgamate Cotsford Infant and Junior Schools into one Primary School (age 4-11) on the sites of Cotsford Junior School and One Point Hub from 1 September 2019.

You may have some questions to ask. This document attempts to answer some of those questions and explains how you can let the County Council know what you think about the proposal.

### 1. Why is the Council proposing to amalgamate Cotsford Infant and Junior Schools?

The proposal reflects the work being done across County Durham to bring separate Infant and Junior schools together where appropriate and over time, to form primary schools so children can benefit from primary education in one school rather than changing schools at age 7. An amalgamation would lead to a larger and more viable school being established rather than two small schools.

Cotsford Infant and Junior Schools play a leading part in the education provision in Horden. However pupil numbers are falling and this makes it more difficult for the schools to stay as they are. There are expected to be fewer children in the area as the table below demonstrates. This means the two schools will become too small, with limited budgets to continue to provide a good quality of education for the children and their families in this area. The need to provide a good education, together with the benefits that primary schools have that separate infant and junior schools do not, are the reasons for this proposal to amalgamate the two schools.

| School          | Capacity   | Pupil Roll |            |            |            |            |            |
|-----------------|------------|------------|------------|------------|------------|------------|------------|
|                 |            | 2018/19    | 2019/20    | 2020/21    | 2021/22    | 2022/23    | 2023/24    |
| Cotsford Infant | 120        | 64         | 70         | 57         | 59         | 50         | 52         |
| Cotsford Junior | 164        | 110        | 88         | 97         | 88         | 89         | 88         |
| <b>Total</b>    | <b>284</b> | <b>174</b> | <b>158</b> | <b>154</b> | <b>147</b> | <b>139</b> | <b>140</b> |

If the proposal to amalgamate the schools is approved, the council would work closely with staff and Governors of the schools to provide support with governance, finance, personnel and curriculum issues.

## **2. What are the benefits of primary education?**

There are a number of benefits that Primary Schools have which are set out below:

### **Benefits for Children**

- Continuity and progress of learning between ages 4 and 11. There is strong evidence that continuity of learning has a significant impact on pupils' progress. The fewer moves children have during their school career, the better they perform.
- Unified leadership and management of the curriculum, teaching and learning and social development; this would mean that children had a consistent approach to the way in which they were taught.
- Access to a curriculum planned and assessed across the whole primary range; this would enable staff to help children make progress from exactly where they left off at the end of the previous year rather than cover learning which has already taken place – continuity of learning and accurate measure of each child's progress would be easier.
- Seven uninterrupted years of education without a potentially unsettling transition to another school.
- Bringing the schools together would help all staff to safeguard the needs of all pupils.

### **Benefits for Parents/Carers**

In an all through primary school, parents and carers are able to develop a longer term relationship with all of those involved in the school, including the Head Teacher and support staff. School policies are the same throughout the primary years. For example:

- How children with special needs are supported.
- Arrangements for open evenings and school events.
- School uniform.
- School closure days, etc.

This means parents and carers know what to expect. Over time the staff build up a good knowledge of children and their families as they progress through the school, creating a sense of the school as a 'family', which in turn helps develop trust and confidence.

### **Benefits for Staff**

In an all through primary school, there are greater opportunities for staff to build upon their professional knowledge and skills across a wider age range.

- Provide opportunities to increase the range of expertise and experience of teaching staff.

- Provide opportunities for improvement in the deployment and development of all staff.
- Provide opportunities for sharing good practice across the whole school.

### **General Benefits**

- A more efficient school leadership and management system enabling leaders to have the required overview to make the best decision for a school as a whole with finances and resources being shared more easily.
- A single Head Teacher, as part of a restructured Senior Leadership Team, would be able to make changes and take a whole school approach.
- School inspectors and school leaders would be able to make judgements more accurately about the education children receive when they can see 'the whole picture' rather than in separate schools.
- Greater financial security for the school, providing stability for pupils, staff and the local community.

### **3. What will the Admission Criteria be for the Proposed Primary School?**

If the proposed primary school is agreed, the planned admission number (PAN) at Reception age for the school will be 30. The oversubscription criteria for admission to the school will be the same as it is for the current infant and junior schools.

### **4. How will this Proposal affect Pupils?**

All pupils attending Cotsford Infant School would automatically transfer to the proposed primary school. This should have a positive impact for pupils as discussed above.

### **5. How will the Proposal affect Parents?**

If the proposal is agreed, parents would only have to apply for a place in Reception and will not need to apply for a Year 3 place. This will enable consistent engagement with parents across the primary phase, with no need to transfer information at the end of Key Stage 1.

### **6. How will this Proposal affect Governors?**

The Governing Body of Cotsford Infant School would cease to exist with effect from 31 August 2019. The existing Governing Body of Cotsford Junior School would become the Governing Body of the new primary school.

The Authority would encourage Cotsford Junior School Governing Body to consider all opportunities whereby Governors of the infant school could join the primary school Governing Body. This could be through reconstitution, not filling current vacancies, or appointment of Associate Members.

### **7. Where will the Proposed Primary School be Located?**

The proposed primary school would be located on the existing site of Cotsford Junior School. Reception children will be educated in the One Point Hub adjacent to the Junior School.

There will also be a covered walkway between the One Point Hub and Junior School building. The One Point Hub will be configured so that there is segregation between pupils and those who will use other parts of the building as required for community purposes. A distinct area will also be created for Reception/Early Years outdoor learning. These works will be paid for by the Council.

**8. Will the standard of education that the two schools currently provide be affected if they become one school?**

Cotsford Infant School was inspected and judged to be 'Good' by Ofsted in April 2018. The school has the respect of the local community and provides a nurturing environment in which staff work hard to ensure that all pupils are happy and settled. Consequently overall levels of attendance improved at a better rate than the national average. The inspection also acknowledged that since the previous inspection in 2013, the school had faced some difficulties caused by a falling roll that resulted in the need to lose some staff and to reorganise classes.

Cotsford Junior School was inspected and judged to be 'Good' by Ofsted in November 2014. Teaching is good and sometimes outstanding, pupils are highly motivated and determined to succeed, and the school is highly successful in engaging parents and carers in their children's development.

The two schools already work together for the benefit of all pupils and will continue to do this whether or not the proposed amalgamation takes place. The Council believes that learning and progress will be improved if the two schools are amalgamated to become a single 'all through' primary school. It is therefore believed that the proposal will have a positive impact on the standard of education provided.

**9. What other options have been considered?**

(a) The two schools could remain as they are now. Whilst this option would result in no change to existing education provision, it is not a viable solution given the continuing fall in pupil numbers that would no longer support the separate functioning of two schools, Infant and Junior, on two sites. The benefits of primary education which are set out in Section 2 of this document would not materialise.

(b) A Federation of schools in Horden could be considered. Under this option, one or more Horden schools would come together to form a single Federation, which would have the benefit of retaining lump sum funding for each separate school in the federation, but would not be justified in a situation of ongoing falling rolls. The viability of separate schools is at the heart of this decision, and the educational benefits of creating a single school by the amalgamation of Cotsford Infants and Juniors is outweighed by any financial advantage of retaining lump sums.

- (c) The preferred option of the council is for a single primary school to run on the sites of the existing Junior School site and One Point Hub. This would be achieved by closing Cotsford Infant School as a registered school and changing the age range of Cotsford Junior School from 7-11 to 4-11.

**10. Is it not possible to build a new school for all the primary age pupils in Horden?**

The council does not currently have sufficient funding to build a new primary school. If funding does become available in the future, a new build primary school could be considered.

**11. What is the timescale for the process?**

The table below sets out the expected timescales for the process.

| Date  | Stage  |
|---|--|
| 19 November - 30 December 2018<br><br>(6 weeks) | <b>Consultation</b><br><br>All responses received by the closing date will be considered and included in a report for the council to consider and decide whether to take the proposal forward.   |
| January/February 2019<br><br>(4 weeks)          | <b>Statutory Public Notice</b><br><br>If the council decides to proceed with the proposal, statutory notices would be published in the local newspaper, posted on school gates and on the DCC website. These notices would provide an opportunity for comments or objections to be made. |
| April 2019                                      | <b>Decision Making</b><br><br>Durham County Council's Cabinet would consider responses to the statutory notice and make the final decision whether to agree the proposal or not.   |
| April 2019 - September 2019                     | Preparation for the primary school opening, if the proposal is approved. This includes establishing a Governing Body, appointing a Head Teacher, consulting on a proposed staffing structure, deciding on opening and closing times, deciding on any changes to school uniform.          |
| 1 September 2019                                | Single school opens.   |

## 12. How do you respond to this consultation?

We would like to hear what you think about the proposal. To help you do that we are holding an Information Sharing Evening on:

**Wednesday 28 November 2018 @ 4.30 p.m. at Cotsford Junior School**

Officers from the County Council will be present to answer any questions you have and listen to your views.

You can respond in one of the following ways:

- (i) Send in the attached response form or write to: Adam Williams, School Places and Admissions Team, Children and Young People's Services, Business Reply Service, Licence No DU63 (Freepost), Durham County Council, County Hall, Durham, DH1 5BR by **30 December 2018**.
- (ii) Email your views to [schoolorganisation@durham.gov.uk](mailto:schoolorganisation@durham.gov.uk) or complete the response form online via the Current Consultation Section of the County Council's website [www.durham.gov.uk](http://www.durham.gov.uk) by **30 December 2018**.

## RESPONSE FORM

### CONSULTATION ON THE PROPOSAL TO AMALGAMATE COTSFORD INFANT AND JUNIOR SCHOOLS INTO A SINGLE PRIMARY SCHOOL IN THE EXISTING PREMISES OF COTSFORD JUNIOR SCHOOL AND HORDEN ONE POINT HUB FROM 1 SEPTEMBER 2019

1. Please tick **one** box from the list below to let us know if you are responding to this consultation **mainly** as a:

**Parent/Carer of a pupil(s) at**

Cotsford Infant School

Cotsford Junior School

\* Other School

\*Please state which school:

**OR a Pupil at**

Cotsford Infant School

Cotsford Junior School

\* Other School

\*Please state which school

**OR a Governor/Member of Staff** (circle to indicate which) at

Cotsford Infant School

Cotsford Junior School

\* Other School

\*Please state which school:

**OR a**

Resident

Councillor

Trade Union Representative

Parish/Town Council Representative

Community Group

Diocese

Neighbouring Authority

MP

Other (please state):

2. Looking at the information in this document do you support the proposal to amalgamate Cotsford Infant and Junior Schools into one primary school in the existing premises of Cotsford Junior School and Horden One Point Hub from 1 September 2019?

Yes  No

3. Do you have any comments on this proposal including any impact the changes would have on you?

**Please return this form by 30 December 2018 to:**

Mr Adam Williams, School Places and Admissions Team, Children and Young People's Services, Business Reply Service Licence No DU63 (Freepost), Durham County Council, County Hall, Durham DH1 5BR

**Name:** .....

**Address:** .....  
.....

**Signed:** ..... **Date:** .....

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <http://durham.gov.uk/dataprivacy>. The Education privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <http://www.durham.gov.uk/media/24878/privacy-notice-education-supported/pdf/privacynotice-educationsupport.pdf>. If you have any concerns about how our data is handled, please contact the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk).

**PROPOSAL TO AMALGAMATE COTSFORD INFANT AND COTSFORD JUNIOR SCHOOLS  
CONSULTATION DOCUMENT DISTRIBUTION LIST  
November-December 2018**

| School                                | Govs | Staff | Pupils | Total | How Delivered   | Date Delivered  |
|---------------------------------------|------|-------|--------|-------|-----------------|-----------------|
| Horden Nursery                        | N/A  | 10    | 60     | 80    | AW <sup>1</sup> | <b>15/11/18</b> |
| Cotsford Infant                       | 10*  | 25    | 80     | 130   | AW <sup>1</sup> |                 |
| Cotsford Junior                       | 11*  | 25    | 120    | 160   | AW <sup>1</sup> |                 |
| Blackhall Primary                     |      | N/A   |        |       | AW E-mail       | <b>19/11/18</b> |
| Dene House Primary                    |      | N/A   |        |       | AW E-mail       |                 |
| Hesleden Primary                      |      | N/A   |        |       | AW E-mail       |                 |
| Hutton Henry CE Primary               |      | N/A   |        |       | AW E-mail       |                 |
| Our Lady Star of the Sea RCVA Primary |      | N/A   |        |       | AW E-mail       |                 |
| St. Joseph's RCVA Primary, Blackhall  |      | N/A   |        |       | AW E-mail       |                 |
| Yohden Primary                        |      | N/A   |        |       | AW E-mail       |                 |
| Dene Community School                 |      | N/A   |        |       | AW E-mail       | <b>19/11/18</b> |
| St. Bede's Catholic Comprehensive     |      | N/A   |        |       | AW E-mail       |                 |

\*Governors consultation document posted first class (16/11/18).  
AW<sup>1</sup> – delivered by hand

**TOTAL number of hard copies of consultation documents printed = 500  
and also the consultation document was placed on the DCC website (19/11/18)**

|   |                             |
|---|-----------------------------|
| <b>Elected DCC Members</b>  |                             |
| Simon Henig, Olwyn Gunn, June Clark, Ian McLean   | <b>Emailed<br/>16/11/18</b> |
| <b>MPs</b>  |                             |
| Grahame Morris MP <a href="mailto:grahame.morris.mp@parliament.uk">grahame.morris.mp@parliament.uk</a>  | <b>Emailed<br/>16/11/18</b> |
| <b>INTERNAL</b>   |                             |
| CYPS SLT (Margaret Whellans, Phil Hodgson, Julien Kramer, Helen Fergusson), Julian Wilson, School Places & Admissions Team, Julie Arnett, Joan Scott, Paul Eilles, Linda Bailey, David Shirer, Adrian White, Jill Huntington, Janet Bennett, David Grimes, Jennifer Morris, Julie Cassidy, Anna Wills, Barbara Brown, Mark Kirkup, Donna Caterer, Zoey Ridley, Eve Rutherford, Simon Day, Angela Pearson, Jacqui Ridley, Julie Barnfarther  | <b>Emailed<br/>16/11/18</b> |
| <b>RC and CE Diocese and DfE</b>  |                             |
| RC Diocese Director <a href="mailto:education@diocesehn.org.uk">education@diocesehn.org.uk</a>  | <b>Emailed<br/>16/11/18</b> |
| CE Diocese Director <a href="mailto:paul.rickeard@drmnewcanglican.org">paul.rickeard@drmnewcanglican.org</a>  |                             |
| DfE <a href="mailto:SchoolOrganisation.NOTIFICATIONS@education.gsi.gov.uk">SchoolOrganisation.NOTIFICATIONS@education.gsi.gov.uk</a>  |                             |
| <b>Trade Unions</b>   |                             |
| <a href="mailto:gmb@durham.gov.uk">gmb@durham.gov.uk</a> (GMB)<br><a href="mailto:h.metcalf@unison.co.uk">h.metcalf@unison.co.uk</a> <a href="mailto:unison@durham.gov.uk">unison@durham.gov.uk</a> (UNISON)<br><a href="mailto:mike.routledge@unitetheunion.com">mike.routledge@unitetheunion.com</a> (UNITE)<br><a href="mailto:rc-northeast@mail.nasuwt.org.uk">rc-northeast@mail.nasuwt.org.uk</a> (NASUWT)<br><a href="mailto:john.kesterton@ascl.org.uk">john.kesterton@ascl.org.uk</a> (ASCL)<br><a href="mailto:kiaraclegg@voicetheunion.org.uk">kiaraclegg@voicetheunion.org.uk</a> (VOICE)<br><a href="mailto:p.lonsdale100@denehouse-pri.durham.sch.uk">p.lonsdale100@denehouse-pri.durham.sch.uk</a> (NAHT)<br><a href="mailto:ken.smith@neu.org.uk">ken.smith@neu.org.uk</a> (NEU – formerly ATL)<br><a href="mailto:secretary@durham.nut.org.uk">secretary@durham.nut.org.uk</a> (NEU – formerly NUT) | <b>Emailed<br/>16/11/18</b> |
| <b>Directors of CYPS of Neighbouring LAs</b>  |                             |
| Simon Marshall <b>SUNDERLAND</b> <a href="mailto:simon.marshall@sunderland.gov.uk">simon.marshall@sunderland.gov.uk</a>   | <b>Emailed<br/>16/11/18</b> |
| <b>Children's Centres (15 copies)</b>   |                             |
| Hornden One Point, Cotsford Junior School site  | <b>AW<br/>15/11/18</b>      |
| <b>Community Centres (10 each)</b>  |                             |
| Hornden Centennial Centre, Seventh Street, Hornden, Peterlee, SR8 4LX   | <b>Posted<br/>16/11/18</b>  |
| Hornden Community Centre & Nursery, Eden Street, Hornden, Peterlee, SR8 4LH   |                             |
| Hornden Hub House, 54 Seventh Street, Hornden, Peterlee, SR8 4LX  |                             |
| Roseby Road Community Centre, Roseby Road, Hornden, Peterlee, SR8 4RJ   |                             |
| <b>Parish Councils (JM passing on to Parish Councils/Community Groups in Hornden area)</b>  |                             |
| John Murphy <a href="mailto:john.murphy3@durham.gov.uk">john.murphy3@durham.gov.uk</a>  | <b>E-Mail<br/>16/11/18</b>  |

## Durham County Council Equality Impact Assessment

**NB:** The Public Sector Equality Duty (Equality Act 2010) requires Durham County Council to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people from different groups. Assessing impact on equality and recording this is one of the key ways in which we can show due regard.

### Section One: Description and Screening

|                                     |   |
|-------------------------------------|---|
| <b>Service/Team or Section</b>      | Education, School Places and Admissions |
| <b>Lead Officer</b>                 | Graeme Plews                            |
| <b>Title</b>                        | School Places and Admissions Manager    |
| <b>MTFP Reference (if relevant)</b> | N/A                                     |
| <b>Cabinet Date (if relevant)</b>   | April 2019                              |
| <b>Start Date</b>                   | November 2018                           |
| <b>Review Date</b>                  | April 2019                              |

### Subject of the Impact Assessment

**Please give a brief description of the policy, proposal or practice as appropriate (a copy of the subject can be attached or insert a web-link):**

Based on pupil planning forecasts, there is a need to consider the long term provision of Nursery/Primary provision in some public place planning areas. Horden is one of these areas and was included in the first phase of the area based reviews of schools provision launched in November 2017.

Proposal to amalgamate Cotsford Infant and Junior Schools into a single primary school in the premises of Cotsford Junior School and Horden One Point from 1 September 2019.

The proposal would see the closure of the current Infant School site. A room which is surplus to capacity in the One Point Centre (adjacent to the junior school site) would be adapted as a Reception teaching area. A covered walkway would be constructed to connect this room with the main junior school building which would be occupied by years 1 through 6.

**Who are the main stakeholders? (e.g. general public, staff members, specific clients/service users):**

General Public, governors, Staff, pupils, Cotsford Infant and Junior Schools, providers of Early Years Education, Elected Members, MPs, Neighbouring Schools, Trade Unions, Diocese, Department for Education, Community Groups, Parish Councils, Residents' Associations, AAP Board, CYPS/DCC Staff, Parents/Carers.

## Screening

| <b>Is there any actual or potential negative or positive impact on the following protected characteristics.</b> |   |   |
|---|---|---|
| Protected Characteristic  | Negative Impact<br>Indicate: Y = Yes, N = No,<br>? = Unsure | Positive Impact<br>Indicate: Y = Yes, N = No,<br>? = Unsure |
| Age   | ? - relating to staff                                       | N   |
| Disability  | ? - relating to staff                                       | N   |
| Marriage and civil partnership<br>(workplace only)  | N   | N   |
| Pregnancy and maternity   | N   | N   |
| Race (ethnicity)  | N   | N   |
| Religion or Belief  | N   | N   |
| Sex (gender)  | ? - relating to staff                                       | N   |
| Sexual Orientation  | N   | N   |
| Transgender   | N   | N   |

**Please provide brief details of any potential to cause adverse impact. Record full details and analysis in the following section of this assessment.**

The main groups affected by this proposal are pupils attending Cotsford Infant and Junior School, their families and staff. It is not expected that pupils and their families will be adversely affected.

A new staffing structure will be established for the single site school. This should enable efficiencies to be made, particularly in the business support and caretaking posts. Change management processes will be followed to ensure fair treatment of any affected staff.

**How will this policy/proposal/practice promote our commitment to our legal responsibilities under the public sector equality duty to:**

- **eliminate discrimination, harassment and victimisation**
- **advance equality of opportunity, and**
- **foster good relations between people from different groups?**

Amalgamating Cotsford Infant and Junior Schools into a single primary school will enhance education provision in the area and will lead to a more sustainable establishment for the long term that will bring about educational improvement and will continue to provide equal access for all. Furthermore, the amalgamation will lead to a more efficient use of resources.

A 6 week consultation was held during November and December 2018. Consultation documents will be distributed widely and meetings were held with Governors and Staff of Cotsford Infant and Junior Schools, parents and members of the local community at an Information Sharing Evening. Stakeholders were invited to respond in a variety of ways written responses using the response form attached to the consultation document, letter, email or completing the response form online via the County Council's website. Alternative formats were available on request. 5 responses were received to the consultation, all in support of the proposal.

## Evidence

### What evidence do you have to support your findings?

Please **outline** your data sets and/or proposed evidence sources, highlight any gaps and say whether or not you propose to carry out consultation. Record greater detail and analysis in the following section of this assessment.

The schools are experiencing a significant fall in pupil rolls and have had to make staffing reductions to balance the budget. Amalgamating Cotsford Infant and Junior Schools into a single primary school will lead to a larger and more viable school being established rather than two small schools.

## Screening Summary

|  |   |
|--|---|
| On the basis of the screening is there:  | Confirm which refers (Y/N)                          |
| Evidence of actual or potential impact on some/all of the protected characteristics which will proceed to full assessment? | <b>Yes</b> - relating to potential impacts on staff |
| No evidence of actual or potential impact on some/all of the protected characteristics?                                    | <b>Yes</b> - relating to pupils                     |

## Sign Off

|  |       |
|--|-------|
| Lead Officer sign off:  | Date: |
| Service equality representative sign off:  | Date: |

If not proceeding to full assessment please return completed screenings to your service equality representative and forward a copy to [equalities@durham.gov.uk](mailto:equalities@durham.gov.uk) If you are unsure of potential impact please contact the corporate research and equalities team for further advice at [equalities@durham.gov.uk](mailto:equalities@durham.gov.uk)

## Section Two: Data Analysis and Assessment of Impact

Please provide details on impacts for people with different protected characteristics relevant to your screening findings. You need to decide if there is or likely to be a differential impact for some. Highlight the positives e.g. benefits for certain groups, advancing equality, as well as the negatives e.g. barriers for and/or exclusion of particular groups. Record the evidence you have used to support or explain your conclusions. Devise and record mitigating actions where necessary.

| Protected Characteristic: <b>Age</b>  |  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
|---|--|--|-----------|-------|---|-------|---|------------------------|-----------|-------|---|-------|---|-------|----|--------------------|-----------|--|
| What is the actual or potential impact on stakeholders?   | Record of evidence to support or explain your conclusions on impact.   | What further action or mitigation is required? |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| Age profile of employees identifies a larger proportion of employees 45-64 at Cotsford Junior School. Therefore any future proposals may have a potential disproportionate impact on this group of employees. | <p><b>Count of Age Profile Row Labels</b></p> <table border="1"> <tbody> <tr> <td><b>Cotsford Infant</b></td> <td><b>17</b></td> </tr> <tr> <td>25-44</td> <td>8</td> </tr> <tr> <td>45-64</td> <td>9</td> </tr> <tr> <td><b>Cotsford Junior</b></td> <td><b>20</b></td> </tr> <tr> <td>16-24</td> <td>2</td> </tr> <tr> <td>25-44</td> <td>4</td> </tr> <tr> <td>45-64</td> <td>14</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>37</b></td> </tr> </tbody> </table> | <b>Cotsford Infant</b>                         | <b>17</b> | 25-44 | 8 | 45-64 | 9 | <b>Cotsford Junior</b> | <b>20</b> | 16-24 | 2 | 25-44 | 4 | 45-64 | 14 | <b>Grand Total</b> | <b>37</b> | Update of equality analysis based on forward plans |
| <b>Cotsford Infant</b>  | <b>17</b>  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| 25-44   | 8  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| 45-64   | 9  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| <b>Cotsford Junior</b>  | <b>20</b>  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| 16-24   | 2  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| 25-44   | 4  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| 45-64   | 14   |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |
| <b>Grand Total</b>  | <b>37</b>  |  |           |       |   |       |   |                        |           |       |   |       |   |       |    |                    |           |  |

| Protected Characteristic: <b>Disability</b>             |  |   |
|---|--|---|
| What is the actual or potential impact on stakeholders? | Record of evidence to support or explain your conclusions on impact.   | What further action or mitigation is required?      |
|   | Due to low number of employees disclosing whether or not they have disability it is difficult to determine whether the proposals will have a potential impact on disabled employees. | Reasonable adjustments will be made where required. |

| Protected Characteristic: <b>Marriage and civil partnership (workplace only)</b> |  |  |
|--|--|--|
| What is the actual or potential impact on stakeholders?                          | Record of evidence to support or explain your conclusions on impact. | What further action or mitigation is required? |
|  | Employee data not disclosed  |  |

| Protected Characteristic: <b>Pregnancy and Maternity</b> |  |  |
|--|--|--|
| What is the actual or potential impact on stakeholders?  | Record of evidence to support or explain your conclusions on impact. | What further action or mitigation is required? |
|  | Employee data not disclosed  |  |

| Protected Characteristic: <b>Race (ethnicity)</b>   |   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
|---|---|--|-----------|---------------|---|---------------|----|------------------------|-----------|---------------|---|---------------|----|-------------|---|--------------------|-----------|---|
| What is the actual or potential impact on stakeholders?   | Record of evidence to support or explain your conclusions on impact.  | What further action or mitigation is required? |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| Based on the ethnicity profile it is not thought that the proposals will have a significant impact as the larger proportion of staff have declared themselves as White British. | <b>Ethnic Origin Row Labels</b> <table border="1"> <tbody> <tr> <td><b>Cotsford Infant</b></td> <td><b>17</b></td> </tr> <tr> <td>Not Disclosed</td> <td>2</td> </tr> <tr> <td>White British</td> <td>15</td> </tr> <tr> <td><b>Cotsford Junior</b></td> <td><b>20</b></td> </tr> <tr> <td>Not Disclosed</td> <td>2</td> </tr> <tr> <td>White British</td> <td>17</td> </tr> <tr> <td>White Irish</td> <td>1</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>37</b></td> </tr> </tbody> </table> | <b>Cotsford Infant</b>                         | <b>17</b> | Not Disclosed | 2 | White British | 15 | <b>Cotsford Junior</b> | <b>20</b> | Not Disclosed | 2 | White British | 17 | White Irish | 1 | <b>Grand Total</b> | <b>37</b> | Update of equality analysis based on forward plans. |
| <b>Cotsford Infant</b>  | <b>17</b>   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| Not Disclosed   | 2   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| White British   | 15  |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| <b>Cotsford Junior</b>  | <b>20</b>   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| Not Disclosed   | 2   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| White British   | 17  |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| White Irish   | 1   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |
| <b>Grand Total</b>  | <b>37</b>   |  |           |               |   |               |    |                        |           |               |   |               |    |             |   |                    |           |   |

| Protected Characteristic: <b>Religion or Belief</b>     |  |  |
|---|--|--|
| What is the actual or potential impact on stakeholders? | Record of evidence to support or explain your conclusions on impact. | What further action or mitigation is required? |
|   | Employee data not disclosed  |  |

| Protected Characteristic: <b>Sex (gender)</b>  |   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
|--|---|--|-----------|--------|----|------|---|------------------------|-----------|--------|----|------|---|--------------------|-----------|---|
| What is the actual or potential impact on stakeholders?  | Record of evidence to support or explain your conclusions on impact.  | What further action or mitigation is required? |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| Gender profile of employees. The gender profile of all employees identifies a larger proportion of female employees. Therefore any future proposals may have a potential disproportionate impact on this group of employees. | <b>Gender Row Labels</b> <table border="1"> <tbody> <tr> <td><b>Cotsford Infant</b></td> <td><b>17</b></td> </tr> <tr> <td>Female</td> <td>16</td> </tr> <tr> <td>Male</td> <td>1</td> </tr> <tr> <td><b>Cotsford Junior</b></td> <td><b>20</b></td> </tr> <tr> <td>Female</td> <td>18</td> </tr> <tr> <td>Male</td> <td>2</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>37</b></td> </tr> </tbody> </table> | <b>Cotsford Infant</b>                         | <b>17</b> | Female | 16 | Male | 1 | <b>Cotsford Junior</b> | <b>20</b> | Female | 18 | Male | 2 | <b>Grand Total</b> | <b>37</b> | Update of equality analysis based on forward plans. |
| <b>Cotsford Infant</b>   | <b>17</b>   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| Female   | 16  |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| Male   | 1   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| <b>Cotsford Junior</b>   | <b>20</b>   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| Female   | 18  |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| Male   | 2   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |
| <b>Grand Total</b>   | <b>37</b>   |  |           |        |    |      |   |                        |           |        |    |      |   |                    |           |   |

| Protected Characteristic: <b>Sexual Orientation</b>     |  |  |
|---|--|--|
| What is the actual or potential impact on stakeholders? | Record of evidence to support or explain your conclusions on impact. | What further action or mitigation is required? |
|   | Employee data not disclosed  |  |

| Protected Characteristic: <b>Transgender</b>            |  |  |
|---|--|--|
| What is the actual or potential impact on stakeholders? | Record of evidence to support or explain your conclusions on impact. | What further action or mitigation is required? |
|   | Employee data not disclosed  |  |

### Section Three: Conclusion and Review

#### Summary

**Please provide a brief summary of your findings stating the main impacts, both positive and negative, across the protected characteristics.**

There is evidence that there would be potential or actual impact on protected groups of staff (teaching, support or caretaking) and governors. In particular there are potential impacts in relation to age and gender.

**Will this promote positive relationships between different communities? If so, how?**

There is evidence that there would be potential or actual impact on protected groups of staff (teaching, support or caretaking) and governors. In particular there are potential impacts in relation to age and gender.

#### Action Plan

| Action | Responsibility | Timescales for Implementation | In which plan will the action appear? |
|--------|----------------|-------------------------------|---------------------------------------|
|        |                |                               |                                       |
|        |                |                               |                                       |
|        |                |                               |                                       |
|        |                |                               |                                       |
|        |                |                               |                                       |
|        |                |                               |                                       |

#### Review

|  |  |
|--|--|
| Are there any additional assessments the need to be undertaken?<br>(Y/N)                                 |  |
| When will this assessment be reviewed?<br><br>Please also insert this date at the front of the template. |  |

#### Sign Off

|   |       |
|---|-------|
| Lead Officer sign off:                    | Date: |
| Service equality representative sign off: | Date: |

Please return the completed form to your service equality representative and forward a copy to [equalities@durham.gov.uk](mailto:equalities@durham.gov.uk)



## PUBLIC NOTICE

### **Proposal to change the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a Primary School and to close Cotsford Infant School as a Registered School on 31 August 2019.**

Notice is given in accordance with Section 19(1) of the Education and Inspections Act 2006 that Durham County Council intends to make a prescribed alteration to Cotsford Junior School (Community), Third Street, Horden, Peterlee, SR8 4EH and to close Cotsford Infant School (Community), Cotsford Park, Horden, Peterlee, SR8 4TB.

It is proposed to amalgamate Cotsford Infant and Junior Schools into a single primary school across the existing site of Cotsford Junior School and part of Horden One Point Building from 1 September 2019. This will be achieved by changing the age range of Cotsford Junior School from 7-11 to 4-11 from 1 September 2019 to create a primary school from that date and by closing Cotsford Infant School as a registered school on 31 August 2019.

The proposal reflects the work being done across County Durham to bring separate Infant and Junior Schools together where appropriate to form primary schools so children can benefit from primary education in one school rather than changing schools at age 7. Amalgamating the schools will lead to a larger and more viable education establishment to enhance education provision in the community of Horden for the long term.

The current capacity of Cotsford Infant School is for 120 pupils. The current capacity of Cotsford Junior School is for 164 pupils. The capacity of the proposed primary school will be for 210 pupils. The proposed admission number for the proposed primary school will be 30.

At present both schools are judged as 'Good' by Ofsted. The council believes that amalgamating the two schools will lead to a model of education that benefits children and their families and the proposal will therefore not have any negative impact on the standard of education provided to children in these schools.

All services from the existing schools for the local community will continue to be provided if the schools become a primary school.

This Notice is an extract from the full proposal. Copies of the complete proposal can be obtained from: Mr Graeme Plews, School Places and Admissions Team, Children and Young People's Services, Durham County Council, County Hall, Durham DH1 5UJ. It is also available on the County Council's website at [www.durham.gov.uk/consultations](http://www.durham.gov.uk/consultations).

Within four weeks from the date of publication of this proposal any person may object to or make comments on the proposal by sending them to Mr Adam Williams, School Places and Admissions Team, Children and Young People's Services, Business Reply Service, Licence No. DU63 (Freepost), Durham County Council, County Hall, Durham, DH1 5BR. Objections and comments can also be e-mailed to [schoolorganisation@durham.gov.uk](mailto:schoolorganisation@durham.gov.uk).

Signed:

*Margaret W. Whellans*

Margaret Whellans  
Corporate Director  
Children and Young People's Services

**Publication Date: 17 January 2019**