

Consultation & Engagement Initial Request Form

This form is to be completed in partnership with the BI&PM Engagement, Participation and Involvement Team to detail the framework of your consultation / engagement: Consultation and engagement guidance documents including the SORP are available on the intranet: <http://intranet.northamptonshire.gov.uk/Services/policy/consultation/Pages/default.aspx> The Engagement, Participation and Involvement Team will review the contents of this form and then discuss how the consultation / engagement can be delivered and what resources the team are able to provide to support.

Full name of consultation / engagement:	Proposal to close Great Creaton Primary School
Internal information	
Step 1 – Aim and Outcome <ul style="list-style-type: none"> • Why is the consultation / engagement being carried out? • What are the outcomes required? • In what context is the consultation / engagement being carried out? • How will the feedback be used to inform decision-making? • Who will be the recipient of the results? 	<p>Cabinet approval on the 13th March 2018 to begin the period of consultation to consider the possible closure of Great Creaton Primary School.</p> <p>Commence consultation on possible closure of Great Creaton Primary School from 22nd March to 17th May, to obtain the feedback from stakeholders on views and opinions on the possible closure of Great Creaton Primary School.</p> <p>Consultation will be carried out via several methods as listed below;</p> <ul style="list-style-type: none"> - A public meeting for all stakeholders - A meeting for staff and their representatives - Via email - Via bespoke consultation feedback forms - Via an online survey https://www.surveymonkey.co.uk/r/GreatCreatonProposedClosure <p>Feedback will be collated and presented to Cabinet for a final discussion whether to progress further.</p>
Step 2 –Definition of the consultation? <ul style="list-style-type: none"> • Service area? • Subject? • What areas can be influenced? • What are the parameters and constraints? • When is the desired start date consultation / engagement? • How long do you want the consultation / engagement to run for? • When are the results required? • What resources and staff time do you have to support the delivery of the consultation / engagement? 	<p>Service area - Place and Health</p> <p>Subject – Proposal to close Great Creaton Primary School</p> <p>Consultation is to run from the 22nd March – 17th May 2018 as agreed in Cabinet. Recommendation is for consultation to run for 6 weeks, however due to the easter holiday 8 weeks has been allowed.</p> <p>Results required – A true relection of the views and thought from the schools stakeholders to present to cabinet for a decision to be made on whether to issue statutory notice of closure.</p> <p>Sufficient resource to support the delivery of the consultation within Strategic Planning and the School Improvement team.</p> <p>Budget - There are no financial implications relating to the proposal to begin a consultation on a potential closure of</p>

<ul style="list-style-type: none"> • What is the budget? 	<p>Great Creaton Primary School, bar small costs, (less than £200) associated with producing the relevant consultation literature. These costs would be met from the Strategic Planning Team’s revenue budget.</p>
<p>Step 3 – Stakeholder mapping</p> <ul style="list-style-type: none"> • Who are your stakeholders - which client groups need to be involved? Please specify: <ul style="list-style-type: none"> ○ Users of Services/Potential users/past users ○ Parents / Carers ○ Providers ○ Staff ○ Members of the public ○ Voluntary Sector ○ Partners ○ District / Borough Councils ○ Parish Councils / Town Councils ○ CCGs ○ Other, please state • Where are the databases held to access the above? • Has an equalities impact assessment been completed YES/ NO. If no, why not? <ul style="list-style-type: none"> ○ What does the equalities impact assessment state that needs to be investigated further? ○ Could the outcome of this consultation / engagement affect vulnerable groups as outlined under the equalities impact assessments? Yes/No 	<p>Following the DfE guidance relating to school closure, a number of statutory consultees have been listed below.</p> <ul style="list-style-type: none"> - The governing body; - Pupils at the school; - Teachers and other staff at the school; - Any other LA that may be affected; - The governing bodies, teachers and other staff of any other school that may be affected; - Parents of any pupils at other schools that may be affected; - Any trade unions who represent staff at the school; - MPs whose constituencies include the school subject to the proposal or whose constituents are likely to be affected by the proposal; - Any other interested organisation/person that the proposer thinks are appropriate. <p>NCC databases will be used to gather required information, along with school input where required.</p> <p>An EQIA is not needed in this instance as the consultation seeks to gather information on the proposed closure of Great Creaton Primary School, not a decision for action.</p>

<p>Step 4 – Location:</p> <ul style="list-style-type: none"> • Where are the stakeholders? • Do they meet on a regular basis? • Which geographical areas do you need to cover? 	<p>Stakeholders are mainly those who attend the school and those who live in the local area – teachers, pupils, parents, governors and local residents.</p>
<p>Step 5 – How will the consultation / engagement be carried out?</p> <ul style="list-style-type: none"> • What existing information/data is already held? • Is there any previous consultation / engagement that may already have captured information? • Any supporting research, either local or national? • What level of feedback is required? 	<p>Detailed information about take-up of places at this, and surrounding schools in the area as well as projections of forecast growth.</p> <p>An analysis of educational need in the relevant area(s).</p> <p>Feedback which represents the feelings of those using the school, or likely to use the school will actively be sought.</p>
<p>Step 6 –Awareness</p> <ul style="list-style-type: none"> • All consultations carried out by or on behalf of NCC are to be registered on NCC’s website/ consultation register. If this is not applicable to your consultation, please tell us why. • Has a communications plan been developed? 	<p>Consultation will be published on NCC Consultation Register in line with corporate requirements.</p> <p>Yes.</p>
<p>Step 7 – Feedback:</p> <ul style="list-style-type: none"> • How will results of consultation / engagement be fed back to participants? • What will be the timescales for feedback? 	<p>All consultation received will form the basis of a cabinet paper for a decision on whether to issue a statutory notice of closure on the 21st June 2018. This paper will be available to the public via the councillors and committee web page (CMIS).</p> <p>The outcome of the Cabinet Decision will be shared through the appropriate channels.</p>

Step 8 – Your information:

- Name
- Team
- Directorate / organisation
- Contact Details
- Name of officer responsible for signing off consultation materials (if different from the above)

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Publicly facing information

Please complete the below if the consultation is due to be published on NCC's Consultation Register

This section contains all of the information that will be published on NCC's [Consultation Register](#). Please ensure the language is appropriate and accessible for any web visitor viewing the consultation. Please note the below text may need to change slightly depending if the scope of the consultation alters during the planning stages prior to it launching.

Start date: End date: Results expected by:	22 nd March 2018 17 th May 2019 21 st June 2018
Consultation overview:	<p>Great Creaton Primary School has been consistently undersubscribed for a number of years and the number of pupils on roll has reduced steadily for some time. There are currently 29 pupils on roll at the school, 10 of whom form part of the school's Year 6 cohort and will be leaving the school at the end of the 2017/2018 academic year. In addition to this, only seven of the pupils attending the school reside in the school's linked area of Creaton.</p> <p>The small number of pupils on roll at the school has presented the school with a number of challenges (see below) which, in addition to the fact that the school can no longer be considered to be primarily serving the community it is intended to i.e. the village of Creaton, resulted in the Headteacher and Chair of Governors questioning the long term viability of the school.</p> <p>Northamptonshire County Council is now seeking the views of relevant stakeholders to see how the possible closure of Great Creaton Primary School is viewed.</p>

How to take part:	Consultation will be carried out via several methods as listed below; <ul style="list-style-type: none">- A public meeting for all stakeholders at Great Creaton Primary School on 19th April 2018- A meeting for staff and their representatives at Great Creaton Primary School on 27th March 2018- Via email Schoolconsultation@northamptonshire.gov.uk- Via bespoke consultation feedback forms- Via Survey Monkey https://www.surveymonkey.co.uk/r/GreatCreatonProposedClosure
<u>Contact details</u> Directorate: Team name: Email address:	PLACE – Commisioning Stratgeic Planning schoolconsultation@northamptonshire.gov.uk

Please send completed forms to epit@northamptonshire.gov.uk