

MINUTES OF THE ADMISSIONS MEETING HELD ON 11 FEBRUARY 2016

1 Present: J Boyd-Lee, S Holmes, I Rumbelow, V Franklin, T Pollock

2 Apologies: N Epps

3 Conflicts of Interest: None

4 First Admissions List

40 admissions have been received, 12 of which are siblings, leaving 5 places. We understand of those admissions received 16 are first preference and 16 second preference. A draft spread sheet will be sent through at the beginning of the week of the 29 February 2016 ACTION: T POLLOCK

A return has to be sent to the LA by 12 March 2016. ACTION: I RUMBELOW

The outcome has to be sent out by 16 April 2016 electronically and 18 April 2016 by letter. ACTION: I RUMBELOW

Parents have 20 days to respond to offers.

The allocation summary, supplied by T Pollock, should appear on the school Website if the school remains over-subscribed when offers go out. ACTION: I RUMBELOW.

5 Admission Arrangements for 2017

The Consultation is now complete and no comments have been received.

T Pollock undertook to send a description to the Governors and a recommendation from the Admin Authority. ACTION: T POLLOCK

This should be circulated to all Governors before the next FGB meeting.

ACTION: I RUMBELOW/J HAM Following approval and ratification by FGB on 15 March 2016 the website should updated immediately. ACTION: I RUMBELOW/J HAM. Notification to the LA to inform them of publication is required, plus all consultees. ACTION: T POLLOCK/I RUMBELOW/J HAM

An Appeals Form has to appear on the school website by 28 February 2016.

ACTION: T POLLOCK/I RUMBELOW/J HAM

6 Appointment of New Chair

V Franklin was appointed as the new chair.

7 AOB

J Boyd-Lee agreed to stay on the committee in the event a forum was required for an emergency meeting.