

1. Context

Ealing produces pupil forecasts for mainstream and specialist provision based upon actual and anticipated demand and demographic trends. These projections form the basis for the Working Group's consideration of potential responses to projected changes in demand.

The wider context within which the Working Group will operate is discussed in [Ealing's School Organisation Principles Document](#) which sets out Ealing's approach to management of changes in demand.

2. Confidentiality

The data shared with and the discussions of the Working Group are highly confidential. All members of the Working Group will respect this confidentiality at all times.

3. Purpose

The purpose of the group is to inform the development and delivery of responses to changes in demand for mainstream, specialist, and / or alternative provision.

4. Responsibilities

This group will be impartial and:

1. Consider the implications of the latest information regarding school places projections, school census, net capacity, SEND, Published Admission Numbers (PANs), admission preferences and offers, and the capital programme.
2. Consider any relevant new or changed Government, Regional Director, Diocesan or Local Authority legislation, guidance or policies.
3. Contribute to developing responses to projected or actual changes in demand with regards to Ealing's school organisation principles.
4. Consider school organisation proposals that affect Ealing residents or schools in the context of Ealing's school organisation principles to help inform the relevant decision-making authority.
5. Consider, or if appropriate help develop, proposals for formalised collaborative structures.
6. Contribute to the development and review of longer-term scenarios (including the impact of significant housing developments).
7. Advise on overall risks and challenges for schools arising from projected or actual changes in demand.

8. Agree communications from the Working Group to be shared across forums, stakeholders, and boards

5. Membership

Membership will comprise of key figures from the local authority, school representation across the borough as well as other figures brought in when required.

The Working Group will seek to ensure that school representatives collectively reasonably reflect schools in Ealing – i.e. by phase (including special / AP), size, geography, faith, academy.

Local Authority representation	Schools Representation
Assistant Director Planning and Resources (Chair)	Secondary Headteacher representatives
Planning and Resources Strategic Lead	Special School Headteacher representative
School Performance and Intelligence Manager	Acton Primary Schools Quadrant representatives
Head of Admissions and Fair Access	Ealing Primary Schools Quadrant representatives
Assistant Director ESCAN/SEND/Inclusion or Head of SEND Strategy and Development	GNP Primary Schools Quadrant representatives
Director of Learning Standards and School Partnerships	Southall Primary Schools Quadrant representatives
School Workforce and Governance Adviser *	Diocesan Board or nominated school representatives
Assistant Director Early Help and Prevention * (Early Years)	
Strategic Lead Equalities, Access and Inclusion * (Alternative Provision)	
Head of Schools HR Consultancy *	

* *Specific agenda items by exception*

6. Meetings and operating structure

Meetings will generally be scheduled for 90 minutes, and will be held at least termly (in the second half of term) with additional meetings as required.

The LA will prepare the agenda and relevant papers for circulation (aiming to issue a week before the meeting), and will provide notes with action log after each meeting that focuses upon actions and summarising key areas of discussion rather than a detailed transcript.

7. Communication with other groups

1. Portfolio Holder and Ealing Cabinet
2. Schools Consultative Group and Quadrants
3. Schools Forum
4. ELP (Ealing Learning Partnership)
5. Diocesans Boards

8. Review of ToR

Terms of reference will be reviewed on an annual basis by this group at the summer term meeting.

Local Authority Representation	
Tamara Quinn	Assistant Director Planning, Resources and Service Development
Kim Price	Planning and Resources Strategic Lead
Jennifer Bull	School Performance and Intelligence Manager
Joanne Bradley	Head of Admissions and Fair Access
Madhu Bhachu / Chike Nnalue	Assistant Director ESCAN, SEND and Inclusion / Head of SEND Strategy and Development
Julie Lewis	Director of Learning Standards and School Partnerships
David Groves	School Organisation Adviser
Therese McNulty	School Workforce and Governance Adviser *
Angie Dennison	Assistant Director Early Help and Prevention * (Early Years)
Marian Cullen	Strategic Lead Equalities, Access and Inclusion * (Alternative Provision)
Mark Nelson	Head of Schools HR Consultancy *
Schools Representation	
Charlotte Hames (Brentside High)	Secondary Headteacher representative
Rachel Kruger (Ellen Wilkinson School for Girls)	Secondary Headteacher representative
Roisin Walsh (Dormers Wells Learning Trust)	Secondary Headteacher representative and Southall Primary Schools Quadrant representative
Timmy Holdsworth (St Ann's special)	Special School Headteacher representative
Vacancy	Acton Primary Schools Quadrant representative
Caroline Crossdale (Brentside Primary – Ealing)	Ealing Primary Schools Quadrant representative
Jamie Maloy (Grange primary - Ealing)	Ealing Primary Schools Quadrant representative
James McCormack (Oldfield primary - GNP)	GNP Primary Schools Quadrant representative
Kate Moyse (Coston primary - GNP)	GNP Primary Schools Quadrant representative
Sarah Wilson (Gifford primary - GNP)	GNP Primary Schools Quadrant representative
Lori Greenglass (Clifton primary - Southall)	Southall Primary Schools Quadrant representative
TBC	Diocesan Board or nominated school representatives