

Consultation to Amalgamate Cefn & Craig yr Hesg Primary Schools
Meeting with staff and governors of Cefn and Craig yr Hesg Primary Schools
Tuesday 18th January 2022 @ 4:30pm
via MS Teams

Present:

Gaynor Davies	GD	Director of Education & Inclusion Services
Andrea Richards	AR	Service Director - 21 st Century Schools & Transformation
Lisa Howell	LH	21 st Century Schools Business and School Organisation Manager
Non Morgan	NM	School Organisation and Governance Team Leader
Nicola Goodman	NG	21 st Century Schools - Lead for Strategic Planning & MIM
Catherine Williams	CW	21 st Century Schools - Project Officer
Richard Bowen	RB	21 st Century Schools - Project Officer
Sarah Nicholls	SN	21 st Century Schools - Graduate Officer
Bethan Davies	BD	Human Resources Manager
Ellen Williams	EW	Human Resources Manager
Mrs Sarah Haggett	SH	Executive Headteacher- Cefn and Craig yr Hesg Primary Schools
Mrs Emma Byers	EB	Cefn Primary School – Head of School
Miss Carrie Thomas	CT	Craig yr Hesg Primary School – Head of School
Staff and Governors		Staff and Governors from Cefn and Craig yr Hesg Primary Schools

1. Welcome & Introductions

GD welcomed everyone and thanked them for attending the meeting. Introductions were made.

2. Consultation Overview

GD provided the meeting with an overview of the proposal being made and the consultation process to be followed, as set out in the consultation document.

3. Staff and Governor Questions

Staff and Governors of Cefn and Craig yr Hesg Primary Schools were invited to submit questions to SH prior to the meeting, which were subsequently shared with Council officers in preparation for the meeting. LH and NG read out the questions provided prior to the meeting and RCT Officers responded in turn. Attendees were also invited to interject with additional questions throughout this section of the meeting. The questions from staff / governors and responses provided by RCT officers are summarised below.

No.	Topic / Question	RCT Response
Staffing Structure		
1	What will the SLT structure of the new school be? i.e. what will happen to heads of school and executive headteacher roles?	<p>The structure of the new school will be proposed by the Headteacher and the temporary governing body. Once the budget is settled, the draft structure will be drawn up and then shared with governors / trade union representatives / staff through consultation meetings.</p> <p>The first stage of the process will be to appoint to the Headteacher role.</p>
2	What will staff structure look like at all levels?	As above – this will be determined as part of the managing change process.
3	Will all current staff keep their jobs? Will we be moved year groups? (And across phases)	The structure will be proposed by the Headteacher and agreed by governors. A change management process will be agreed. The structure will be shared with governors / trade union representatives / staff through consultation meetings.
4	Will staff have to re-apply for their jobs?	Staff will be expected to apply for positions on the new structure. In past processes, this has been ring fenced to internal staff in the first instance. Appointments will be made by the temporary governing body.
5	Will extra teaching staff be required?	This will depend on the number of pupils in the new school at the time of opening.
6	Will there be any retirement/redundancy offers/packages available?	HR will undertake individual consultation meetings with staff to consider their personal situations and the options available to them.
7	Are we in control of how the staff are structured?	HR would advise that a change management process is followed – to ensure fairness and consistency of approach – however it is the

No.	Topic / Question	RCT Response
		Governing Body's decision as to whether they take this advice.
8	Will the new school have a new governing body?	A temporary governing body would be created out of current serving governors at the school, who would need to request to be part of the temporary governing body. The Local Education Authority would then appoint parent governors. This temporary body will then undertake the work on the staffing structure mentioned earlier.
9	When would the temporary governing body be established, and when would it become permanent?	The new permanent governing body would be appointed when the new school opens. Federated and temporary governing bodies will need to run in tandem for those governors who request to be part of the temporary governing body.
School Organisation		
10	What will be the capacity of the new school? Will it be single or two form entry?	360 plus 45 nursery places plus 2 Learning Support Classes – admission number of 51.
11	Will children have to apply for a place in the new school?	No, children in the existing 2 schools will automatically transfer – no application process is needed for these pupils.
12	Will the school have a catchment area with pupils from Glyncoch having first choice?	Catchment area will be the same as the current catchment areas for Cefn and Craig yr Hesg primary schools.
13	How will the name, colours and logo of the school be determined?	These will be decisions for the temporary governing body. It would be great if pupils could contribute to these discussions. The name will need to be submitted to the Council for approval.
14	Will it just be Cefn and Craig yr Hesg or will more schools be joining us?	Yes, it will be only Cefn and Craig yr Hesg primary schools.

No.	Topic / Question	RCT Response
15	Will there be mixed year groups or 1 form entry?)	Admission number is 51 so likely to be mixed year groups but this will be dependent on the number of children per year group within the school.
16	Will there be a full-time nursery setting like we have now or a morning session then an afternoon session?	The school will determine whether full or part time nursery provision is established.
17	What is the estimated time for opening of the new school?	No later than September 2026 but hopefully sooner.
18	Is the new capacity of 360 plus 45 nursery places big enough?	Based on research by the 21 st Century Schools Team and the Data Team who look at pupil number projections, the proposed capacity of the new school is suitable to meet future demand.
19	Is the proposed capacity future proofed? Cefn site could be used for housing following its closure which would have an impact on the new school.	The new school has been scoped with future housing developments in mind. Given the sloping topography of the Cefn site this would not be attractive to developers for large scale development. To provide context, for every 100 houses built, we estimate 25 pupils requiring a school place.
Transition Arrangements		
20	How will children be placed as the development takes shape?	It is hoped that children will stay in their existing school buildings and transfer into the new building once it is complete.
21	How will disruption be kept to a minimum when the schools move into the new school building?	We try to target handover dates to coincide with school holiday periods with skips and packing crates being provided a while in advance to assist with early transition. A removals contractor undertakes the physical relocations.
22	Will there be money available to resource the school, do we start again	New furniture and ICT equipment is provided using Welsh Government funding formulae and RCT

No.	Topic / Question	RCT Response
	or bring existing equipment and resources with us?	standardised furniture schedule. Curriculum materials and resources should be packed and transferred.
23	How much time will be given to the schools to move into the building? Will inset days be provided?	To be agreed between the schools and the Director of Education and Inclusion Services at the time. A maximum of 2 days has been provided in previous schemes to avoid adversely impacting the education provision offered to learners.
24	The proposed opening date of September 2026 suggests the summer holiday would be used for moving resources across. Even with new furniture, the new building will feel like a sterile environment. Will there be an opportunity to make classrooms homely for the children?	<p>The use of colour in new 21st Century Schools is powerful and doesn't feel sterile. The time allowed for moving across will be dependent on how well progress is going with the construction of the new school.</p> <p>It was suggested that recently completed 21st Century Schools projects could be visited by staff. Images will also be shared with the Headteacher for wider circulation thereafter.</p> <p>There will need to be work done over the summer holiday to ensure the school is ready to accept children.</p>
Design of the New School		
25	Will there be sufficient outdoor space providing forest areas together with new state of the art equipment.	Due to use of the adjoining former Ty Gwyn site, the additional land available will give lots of opportunities for outdoor activities / spaces which will be developed by a landscape architect.
26	How will SEBD and Nurture children be catered for? -Will staff be involved in the designing of the classes etc	SEBD and Nurture classes currently at Cefn Primary School will transfer to the new building and designs will be developed in consultation with the school and RCT's Access and Inclusion Service in due course.

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27	Will each class have designated storage for resources this can be lacking for resources within the foundation phase?	All RCT 21 st Century Schools projects have storage walls within each classroom space, providing plentiful storage. Additional storage provision is also provided via the loose furniture budget as required.
28	Who will get an input into the design of the new school?	RCT does have a 21 st Century Schools design standard. However, there will be regular meetings with the Headteacher and others to discuss design proposals from the outset of the design process to ensure it captures the requirements of the school.
29	Will the new school be more secure? i.e., Will it be harder for unwanted people to get in and cause damage?	One of the funding conditions is Secured by Design accreditation, which requires a 2.4-metre-high fence to secure the entire perimeter of the school site. Any spaces made available for community use would be self-contained to ensure the security of the rest of the school site.
30	Will the new school have a CCTV system that is monitored 24 hours a day?	CCTV will be installed on site and Sardis House central monitoring office is in operation 24 hours a day - some schools have chosen to buy into this service. Procuring this service for the new school would be a decision for the new governing body.
31	How will issues identified in previous new schools be addressed with this school?	Lessons have been learned from previous schemes and the 21 st Century Schools standard design has been improved over many years. This new school will be net zero carbon in operation which places emphasis on natural ventilation. Images of new schools were shared to illustrate how designs have developed.

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32	Will each classroom have its own storage space?	All of RCT's new 21 st Century Schools include storage walls which are a storage solution within the classroom space that utilises fitted furniture. We no longer provide a separate storeroom per classroom. However, there will also be storage provided within the loose furniture and around the school building.
33	Will all classes have a door to access to the outdoors?	RCT standard design requirements request direct external access from all ground floor classroom spaces. This will be developed with the Headteacher as the design process starts.
34	Will there be intervention rooms for each key stage in mainstream?	RCT standard design requirements request a 'heart space' for each school which can operate as a flexible intervention space.
35	Where there are additional learning needs involved, an open space isn't suitable for intervention. How will children needing a quiet space be catered for in the new building?	Some children will need a quieter environment in some cases. There will be an opportunity to discuss these issues during design development. LSC provision will also offer additional support for children who require it. The use of furniture in other schools does allow for quiet areas within heart spaces.
36	Will the design be similar to that in Williamstown Primary School?	No, designs have developed considerably since the construction of Williamstown Primary School. We will also share images of our new schools following the meeting.
37	Will we have an ICT suite?	RCT standard design requirements request a 'heart space' for each school which will include flexible ICT provision. The entire building will also be Wi-Fi enabled, therefore each classroom will be able to operate as much ICT equipment as it requires. There will also be a C-

No.	Topic / Question	RCT Response
		Touch type provision in each classroom.
38	What sport facilities will we have?	Wherever possible, RCT 21 st Century Schools include a Multi-Use Games Area (MUGA) and grass pitch. There will also be a multi-purpose main hall for dining, assemblies, and P.E. We will provide photos of these facilities at some of our new schools following the meeting.
Highways / Transport		
39	How will traffic and parking be managed?	This will be looked at as the design is developed. Where possible, parent pick up/drop off provision is provided.
40	I read that there will be a drive-in drop off and pick up point. How is this going to be monitored? Are school staff going to be expected to monitor the situation?	As above, where parent pick up/drop off provision is included within a school site, school staff are expected to monitor the area.
41	Will there be an entrance Glyncoch side and the main roadside?	Entrance arrangements will be looked at as the design develops.
42	How will children walking from top of Glyncoch be catered for (pupil question)? / will there be school buses for the bigger catchment area?	Transport is only provided where children live more than 1.5 miles from their catchment school (or nearest suitable school).
Community Use		
43	Will Sure start and Flying start be involved in the build? if yes, who will be responsible for the day to day running?	Flying Start will remain in its current location, however links with the school are key and can be further forged with the Headteacher and Flying Start management in relation to the new school.
44	If school facilities are being made available to the public who is responsible for this?	The governing body will decide on community use of the facilities and be responsible for the management of these arrangements. Risk assessments and booking agreements will need to be agreed

No.	Topic / Question	RCT Response
		between the governing body and any community organisations wishing to use facilities on the school site. This will create an opportunity for remuneration through facility hire fees.
45	Will there be any sort of wrap around childcare facility provided?	This is for the governing body to determine but a childcare facility will not be included within the design of the school.
Other		
46	If you are going to the expense of building a new school- on what is already a large site - why not build a swimming pool and leisure complex at the same time? It would benefit the community - plus it would save children having to spend so much time on buses going to swimming lessons!	The funding available is via Welsh Government's 21 st Century Schools and Colleges Programme which provides funding for new education provision only.
47	The school has really turned around recently, see recent Estyn report. We need to not lose sight of how the school has been turned around.	GD (Director of Education and Inclusion Services) has sat in on the progress meetings and commented that she was really pleased to see Estyn's recent report which is testament to the hard work of staff. The new school will allow the staff and school to go from strength to strength, creating an environment for children to thrive and build on progress to date.
48	When will staff be notified of processes such as the need to apply for roles in the new school?	Work will commence on developing the new staffing structure 18 months prior to the opening of the new school.
49	How involved will trade unions be in the change management process?	We have tried and tested processes in place that unions are aware of, such as appointment of new headteacher and development of staffing structure. During this process we will be able to advise the governing body but decisions rest with them.

No.	Topic / Question	RCT Response
		GD commented that the Local Authority does keep in regular contact with trade unions and keep them updated on our 21 st Century Schools Programme, so they are fully aware of developments.
50	Will building materials be of good quality and not of the type used in Grenfell Tower?	The construction industry globally has learned lessons and flammable cladding won't be used. We will engage with the fire service as part of the secured by design process to lend their expertise.

4. Closing remarks

SH informed the meeting that staff and governors will be offered the opportunity over the coming weeks to reflect on the responses provided by officers and submit additional questions where required.

AR encouraged engagement in the consultation process from staff, governors, parents/carers and the local community through completing the online survey or putting comments in writing to schoolplanning@rctcbc.gov.uk.

GD thanked all attendees for participating in the meeting.

Meeting closed.

Consultation to Amalgamate Cefn & Craig yr Hesg Primary Schools

Meeting with Cefn School Council

Wednesday 19th January 2022 @ 11.00am

via MS Teams

Present:

Gaynor Davies	GD	Director of Education & Inclusion Services
Andrea Richards	AR	Service Director - 21 st Century Schools & Transformation
Nicola Goodman	NG	21 st Century Schools - Lead for Strategic Planning & MIM
Catherine Williams	CW	21 st Century Schools - Project Officer
Richard Bowen	RB	21 st Century Schools - Project Officer
Sarah Nicholls	SN	21 st Century Schools - Graduate Officer
Mrs E Byers	EB	Cefn Primary School – Head of School
Mrs C Reynolds	CR	Cefn Primary School – Class Teacher
Pupil 1		Cefn Primary School – Member of School Council
Pupil 2		Cefn Primary School – Member of School Council
Pupil 3		Cefn Primary School – Member of School Council

5. Welcome & Introductions

GD welcomed everyone and thanked them for attending the meeting. Introductions were made.

6. Consultation Overview

AR provided an explanation of the proposal being made and the consultation process to be followed, as set out in the consultation document. It was also confirmed that the pupils had all received a hard copy of the children's version of the consultation document.

7. Consultation Video

RB shared a video that had been prepared to explain the proposal and consultation process further. NG agreed to forward a copy of the video, along with some photographs of recently completed new primary schools, to Mrs Haggett (Executive Headteacher) and asked that they be shared with all pupils.

8. Pupil Questions

Each year group at Cefn Primary School had prepared questions about the proposal in advance of the meeting. The three School Council members asked these questions on the pupils' behalf. The questions, and the responses provided by the RCT Officers, are summarised in the table below.

	Question	Response
1.	Will there be a new kitchen for the pupils to use as part of a cookery class/club?	There will be no kitchen for the children's use at the new school, however, the new facilities and curriculum will allow for some catering related activities by the pupils. It would be possible for someone from the Council's Catering Team to come to the new school and conduct 'healthy eating' classes with the pupils.
2.	Will there be a new school logo?	A new logo will be designed with input from the pupils – they could possibly hold a competition to design the new logo. Once the Council approves the logo, the Council's Design Team will professionally design a new school logo based on the input given from the pupils and teachers.
3.	What resources will there be on the yard?	The new school will be built on a flat site, which will allow for a secure Multi-Use Games Area (used for football, netball, tennis etc.). There will also be a grass pitch, a woodland area which can be used for 'forest schools' purposes, and possibly planter beds/gardening facilities for the pupils. The play areas will be colourful and exciting and will encourage outdoor learning. As this will be a community school, some of these facilities, for example the MUGA, can be available after school hours for people who don't attend the school (with the school's permission).
4.	Will there be a library in the new school?	The new school will include a 'Heart Space'. This is an area at the centre of the school which will include furniture such as seating, tables, ICT equipment, bookshelves. As the 'Heart Space' is a flexible area, it can be used for many different things, and can provide quiet areas for reading.

	Question	Response
		The 'Heart Space' will be designed as a modern and colourful area for all children in all year groups to enjoy.
5.	Will there be a lollipop man/woman at the new school?	A Traffic Impact Assessment will be conducted for the new school in Glyncoch. This Impact Assessment will explain what needs to be done to make sure pupils are safe when travelling to school. It is possible that a lollipop person may be needed, but it will depend on what the Road Safety team suggest as the most appropriate measures.
6.	Will the new school have a dining hall?	The new school will have a spacious hall which can be used for assemblies, PE lessons and there will be sufficient tables and chairs available for dining in the hall. The hall will be next to the kitchen so that it is easy for all pupils to have their meals in the open space of the hall.
7.	Will the pupils' timetables change after moving to the new school?	If the current timetables work for both the teachers and pupils, then this will be considered. However, the new school will include pupils from both Cefn and Craig yr Hesg primary schools, and so the timetables would need to reflect that and work for pupils from both schools. This will be decided by your teachers.
8.	In the new school, will there be room for children with difficulties?	All children will be welcome in the new school, and it will be designed so that it is inclusive and accessible for all. The new school will be designed to meet the additional needs of some pupils, and there will be two Learning Support Classes in the new school.
9.	Will the new school have an art room?	There will be no dedicated art room in the new building. Each classroom will have the necessary facilities, resources and technology for different types of activities and lessons, including art. There will also be enough storage in the

	Question	Response
		classrooms to keep the resources and artwork safe. The flexible 'Heart Space' can also be used for things such as art lessons.
10.	Will the pupils have new teachers, or will the same teachers be at the new school?	Bringing the two schools together will mean that there will need to be some little changes, but nothing too big. There will need to be at least the same number of teachers in the new building, and there is even the possibility that some new roles will be needed. The decisions on staff will be made later by the Temporary Governing Body.
11.	Will there be any sensory rooms at the new school?	The two Learning Support Classes currently at Cefn will move to the new school. Teachers will be able to give input as to what the children will need, so that the school will be inclusive to all pupils.
12.	Will the new school have new resources?	The school will have new furniture and ICT equipment. Curriculum materials (pens / books / toys etc.) can be moved across to the new building and continued to be used in the new school, if possible.
13.	What will happen to the resources that are not transferred to the new building?	It is important that any resources that are still in good condition are re-used somewhere else – nothing goes to waste if it can be used.
14.	Where will the children store their bags and coats?	Wherever possible, classrooms will be arranged in pairs, with shared toilets and cloakrooms directly off the classrooms, so that all the coats and bags can be kept safe and tidy.
15.	Will there be any after-school clubs in the new school?	The new school will have a Multi-Use Games Area and other spaces that could be used after school and by the community in the evenings. Any after-school clubs that run will be a decision for your teachers.
16.	Can people use the facilities even if they don't attend the school?	Yes, there is a possibility that some of the school facilities could be used by the community, with permission from the school. It is important that any community use is managed safely.

9. Meeting Close

GD thanked the pupils and staff for their valuable contributions at today's meeting. She requested that all pupils and parents/carers be encouraged to respond to the consultation, whether their feedback is good or bad, by the closing date of 21st February 2022.

Consultation to Amalgamate Cefn & Craig yr Hesg Primary Schools

Meeting with Craig yr Hesg School Council

Wednesday 19th January 2022 @ 10.00am

via MS Teams

Present:

Gaynor Davies	GD	Director of Education & Inclusion Services
Andrea Richards	AR	Service Director - 21 st Century Schools & Transformation
Nicola Goodman	NG	21 st Century Schools - Lead for Strategic Planning & MIM
Catherine Williams	CW	21 st Century Schools - Project Officer
Richard Bowen	RB	21 st Century Schools - Project Officer
Sarah Nicholls	SN	21 st Century Schools - Graduate Officer
Miss C Thomas	CT	Craig yr Hesg Primary School – Head of School
Miss C Andrews	CA	Craig yr Hesg Primary School – Class Teacher
Pupil 1		Craig yr Hesg Primary School – Head Boy
Pupil 2		Craig yr Hesg Primary School – Head Girl
Pupil 3		Craig yr Hesg Primary School – Member of School Council

10. Welcome & Introductions

GD welcomed everyone and thanked them for attending the meeting. Introductions were made.

11. Consultation Overview

AR provided the meeting with an overview of the proposal being made and the consultation process to be followed, as set out in the consultation document. It was also confirmed that the pupils had all received a hard copy of the children's version of the consultation document.

12. Consultation Video

RB shared a video that had been prepared to explain the proposal and consultation process further. NG agreed to forward a copy of the video, along with some photographs of recently completed new primary schools, to Mrs Haggett (Executive Headteacher) and asked that they be shared with all pupils.

13. Pupil Questions

All classes at Craig yr Hesg Primary School had prepared questions about the proposal in advance of the meeting. The three School Council members asked these questions on the pupils' behalf. The questions, and the responses provided by the RCT Officers, are summarised in the table below.

	Question	Response
1.	Will the nursery class have new toys?	We will have a set budget to buy new furniture and equipment for the new school. All of the furniture and ICT equipment will be new, and there may be some new toys and equipment. The school might also decide to use some of their funds to buy new things too.
2.	How big will the school be?	The school will be big enough for up to 360 pupils, plus a nursery class. The nursery and reception classes will be 70m ² , and the classrooms for the older children that have less toys and equipment in them will be 60m ² . All the classrooms will be spacious, bright and colourful spaces for you to learn in.
3.	Will there be two floors?	<p>This hasn't been decided yet. We will need to use machinery to explore what the land at the site is like for us to know how much of the land can be built on.</p> <p>If we can build a single storey school, all classrooms will have direct access to the outdoors. If we need to build a two-storey school, the younger children's classrooms will be on the ground floor, and the older children's classrooms will be on the upper floor.</p> <p>The new school will be accessible and inclusive. We will make sure that everyone can reach and use all areas and facilities in the school easily.</p>
4.	Will we have new teachers?	There are already lots of good teachers at Cefn and Craig yr Hesg Primary Schools, and we will need at least as many teachers in the new school. There could be some small changes and movements, but we don't think that there will be many big changes.
5.	Will we have a park in the yard?	There won't be a park, but there will be lots of exciting play and learning opportunities in the outdoor area. These will include a colourful Multi-Use Games Area (MUGA) to play lots of different sports on, a grass pitch, and forest schools areas.
6.	How many classrooms will we have?	The school will have 12 classrooms, a nursery and two Learning Support Classes.

	Question	Response
		Not all of the classrooms will be needed when the school opens, but they will give the school room to grow if more pupils want to come to the new school.
7.	What colour will the uniform be?	This will be for the Governing Body to decide, who will discuss this with the Headteacher, staff and pupils. The new school will also need a new logo. Perhaps the school could run a competition for pupils to design this. The Council's Design Team could then produce a professional graphically design logo from your ideas.
8.	Will you make sure there are quiet reading areas, and maybe even a library?	Whilst there won't be a dedicated library, there will be a big open space in the middle of the school called a "Heart Space". This can be used for lots of different purposes. Furniture, which could include bookshelves, will be used in a clever way to create lots of different areas, including quiet areas which will be ideal for reading.
9.	How will the transition from Craig yr Hesg to the new school work, and will we be disrupted?	It will all be planned very carefully to ensure that any disruption is kept to an absolute minimum. We will use a removal company to move everything into the new school.
10.	Older pupils will have moved to high school by the time the new school is opened. Will they be able to use the facilities after school?	An important element of our new schools is that they are community schools. They will include a community room and outdoor facilities that older children and the wider community can use in the evenings. For example, in other community schools, the community facilities are used by Brownies, Scouts, choirs, sports teams and for Welsh evening classes. Community use will be agreed by and safely managed by the school.

14. Meeting Close

GD thanked the pupils and staff for their valuable contributions at today's meeting. She requested that all pupils and parents/carers be encouraged to respond to the consultation, whether their feedback is good or bad, by the closing date of 21st February 2022.