

PROPOSAL TO RELOCATE HOLY FAMILY PRIMARY SCHOOL WINCHBURGH

A REPORT OF THE STATUTORY CONSULTATION

Thursday 26 September to Friday 15 November 2019

CONTENTS

1.	INTRODUCTION	Page
	1.1 Purpose of Report	3
	1.2 Summary of Proposal	3
	1.3 Background	4
	1.4 Timelines	5
	1.5 Consultees	5
	1.6 Consultation Process	5
2.	CONSULTEE RESPONSES TO PROPOSAL	
	2.1 Responses Received	7
	2.1.1 Email Responses	7
3.	NOTE OF PUBLIC MEETINGS	
	3.1 Holy Family PS, Winchburgh Thursday 10 October 2019	7
4.	ANALYSIS OR CONSULTATION RESPONSES	10
5.	REPORT BY EDUCATION SCOTLAND	10
Appendix A	Letter to Consultees	11
Appendix B	Consultation Document	
Appendix C	Education Scotland Report	

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

The purpose of this report is to give information on:

- West Lothian Council's proposal to relocate Holy Family Primary School, Winchburgh as part of West Lothian Council commitment to providing quality and long term sustainable educational provisions for all pupils.
- the Consultation Process
- Consultee Responses
- Notes of Public Meeting

1.2 SUMMARY OF PROPOSAL

West Lothian Council, Education Services proposes to relocate Holy Family Primary School, Winchburgh to a proposed identified site west of Winchburgh town centre.

This will address the demand ongoing housing developments will have on predicted school capacity in Winchburgh and ensure West Lothian Council meet statutory educational responsibilities.

1.3 BACKGROUND

Holy Family Primary School is currently in shared premises with Winchburgh Primary School.

The continuing expansion of the Winchburgh Core Development Area means there is requirement to provide a purpose built education establishment and relocate the existing Holy Family Primary School as well as make effective use of existing and future school capacity.

1.4 TIMELINE

The following timeline was established and incorporates the organisation of a public meeting, Education Scotland involvement, the preparation and publication of the report on the outcomes of the consultation and subsequent submission to West Lothian Council Education Executive for its decision in January 2020.

Date	Event	Description
April 2019	Education Executive Meeting	Meeting to discuss proposal and agree continuation to pre consultation phase
May 2019	Pre Consultation	Gather and share information in advance of statutory consultation
September 2019	Education Executive Meeting	Meeting to review proposal and Consultations Document and agree commencement of Statutory Consultation phase.
26 September 2019	Start of Statutory Consultation	Beginning of formal public consultation (min 6 continuous weeks consultation period including min of 30 school days)
15 November 2019	Public Meetings	Public Meetings to discuss proposal
30 October 2019	End of Consultation	End of Public Consultation
November 2019	Submit report to Education Scotland	West Lothian Council Education Services relays report on proposal and consultation findings to Education Scotland
Mid December 2019	Offer Education Scotland at least 5 days notice prior to publishing final report	Upon receipt of response from Education Scotland and on consideration of previous consultation period representations, Authority will prepare and publish final consultation report
20 December 2019	Publication of final consultation report	A minimum of three weeks after publication of consultation report Authority will make final decision
21 January 2020`	Education Executive Meeting	Decision made

1.5 CONSULTEES

In terms of the Schools (Consultation) (Scotland) Act 2010, any proposal to make amendments to the school estate in this case, relocation of a school, requires a formal consultation.

The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements.

The statutory consultees for a proposal to relocate an education establishment are prescribed as follows:

- the Parent Council or Combined Parent Council of any affected school
- the parents of the pupils at any affected school
- the parents of any children expected by the education authority to attend any affected school within two years of the date of publication of the proposal paper
- the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity)
- the staff (teaching and other) at any affected school
- any trade union which appears to the education authority to be representative of the persons mentioned in bullet point above
- the community council (if any)
- the Community Planning Partnership (within the meaning of section 4(5) of the Community Empowerment (Scotland) Act 2015 for the area of the local authority in which affected school is situated.
- any other community planning partnerships considered relevant by the Authority.
- any other education authority that the education authority considers relevant
- any other users of any affected school that the education authority considers relevant
- in relation to any relevant proposal which affects a denominational school, the Church, Denominational Body or Scottish Hierarchy of the Roman Catholic Church

1.6 CONSULTATION PROCESS

The consultation period incorporated a period of 30 school days (excluding any school holiday) from Thursday 26 September 2019 until Friday 15 November 2019. This timescale adheres to the statutory consultation period for such circumstances which is a minimum of 6 consecutive weeks and include at least 30 school days.

To communicate, the Education Service proposal information was delivered through the undernoted

media avenues:

- West Lothian Council Website <https://www.westlothian.gov.uk/HolyFamily-Relocation-Consultation>
- West Lothian Council digital media products
- Local Press
- Available in hard copy via central locations within West Lothian
- Hard copy available for postal distribution on request

In order to ensure all parties had the same opportunity to access the consultation information, facilities were put in place to communicate the proposal in a manner best suited to the needs of the individual. To this regard, the Consultation Document was made available through the following means as and when requested:

- Translation Services
- Provision for deaf and hearing impaired, blind and visually impaired

A copy of the Consultation Document is attached as Appendix B.

Public meetings were conducted at Holy Family Primary School, Winchburgh, on Thursday 10 October 2019. Council officers outlined the key elements of the proposed relocation of Holy Family Primary School and answered question from meeting attendees. Comprehensive minutes of the public meetings are detailed in Section 3 of this report.

During the consultation period views on the proposal were welcomed in writing to the address given below:

Melanie Laurie, Education Services, Civic Centre, Howden Road South, EH54 6FF

Responses by e-mail were directed to Education.Consultation@westlothian.gov.uk

All interested parties were invited to submit their comments by close of business Friday 15 November 2019.

2. CONSULTEE RESPONSES TO PROPOSAL

West Lothian Council Education Services noted comments made through a variety of means however only those official representations submitted in the terms of the **Consultation Document SECTION 5: Consultation Process and How To Have Your Say (Appendix B)** have been recorded for reporting purposes.

No hard copy written representations were received during the consultation period. All responses from consultees were received either in electronic format (email) or by oral representation at the statutory public meetings.

2.1 RESPONSES RECEIVED

2.1.1. Email Responses:

There were no individual electronic responses received.

3 NOTES OF PUBLIC MEETING

3.1 Holy Family School:

**MINUTE OF PUBLIC MEETING HELD IN HOLY FAMILY PRIMARY SCHOOL,
WINCHBURGH
10 OCTOBER 2019, TO DISCUSS PUBLIC CONSULTATION DOCUMENT:
"Relocation of Holy Family Primary School, Winchburgh"**

WEST LOTHIAN COUNCIL

PROPOSED RELOCATION OF HOLY FAMILY PRIMARY SCHOOL

MINUTES OF STATUTORY CONSULTATION MEETING

THURSDAY 10 OCTOBER 2019, 6.30pm

Present:

Panel Members:

Cllr Davis Dodds, Executive Councillor for Education

James Cameron, Head of Education (Learning, Policy and Resources)

Andrew Cotton, Senior Education Planning Officer

Catherine Campbell, Senior Education Development Officer

Melanie Laurie, Education Project Officer

**Representation from:
Head Teacher, Holy Family Primary School**

Attendees – 6 Parents

Introductions and Overview

Aims of Statutory Consultation Exercise:

Formal consultation required in accordance with Schools (Consultation)(Scotland) Act 2010
Information sharing opportunity – details the specifics and the reasoning behind the proposal
Opportunity to capture the views of consultees
Invaluable research approach

Summary of Proposal:

Relocate Holy Family Primary School to a proposed identified site west of Winchburgh town centre.

Delivery of a viable and sustainable educational establishment equipped with modern provisions
To optimise the educational experience for all pupils.

Rationale:

West Lothian commitment to providing quality and long term sustainable educational provisions for all pupils

Review of current and projected pupil roll indicators for Holy Family Primary School and Winchburgh Primary School

Consider implications arising from new housing developments

Ensure new housing developments have specified catchment schools

Holy Family Primary currently in shared premises with Winchburgh Primary School

Group Discussion

James Cameron commenced discussions by advising that by offering due regard to the positive and informative dialogue conducted as part of the previous pre-consultation exercise, Council officers have made no change to the initial proposal of relocation of Holy Family Primary School to an identified site on the B9080 to the west of Winchburgh village centre.

Response:

Meeting attendees warmly received this information.

When advised by Council officers that the new school will initially be constructed as a single stream school a meeting attendee asked for a further explanation as to what exactly a single stream school will entail.

Response:

It was explained that a single stream school has capacity to accommodate 231 pupils. Whilst this is based on the scenario of 33 pupils per class it was further explained that class sizes will vary in accordance to statutory guidelines i.e. a max of 33 pupils per class is permitted for year stages P4-P7 however guidelines dictate smaller pupils numbers for year stages P1-P3 (25 in P1 and 30 in P2-3) and a maximum of 25 pupils per class for any composite class arrangements.

It was further explained that whilst the current pupil roll at Holy Family Primary is not at the 231 maximum, the provision of a new single stream school allows reasonable opportunity for growth.

A question was raised in relation to start and finishing times at the new Holy Family Primary School and the implications this will have on childcare arrangements. It being explained to officers that current childcare assistance involves collection of pupils from both Holy Family and Winchburgh Primary Schools. Concern was raised as to how this will be possible if located on different sites?

Response:

Council officers acknowledged this comment.

If there was an identified requirement to alter school start and finishing times this would be something that the Head Teacher would take responsibility for and initiate a local consultation. This consultation would review the impact a change to the school day may have on matters such as nurse provision, school crossing patrols, school transport and teaching hours. Details of any proposed community consultation in relation to change to the school day must be relayed to the Authority in the first instance.

Having reviewed proposed design of the new school, a meeting attendee raised a small concern in relation to the allocated space in the cloakroom areas and asked whether it was felt this proposed allocated space was sufficient?

Response:

Again, this comment was welcomed.

Council officers offers drawings of the planning design intentions and indicated that the area in question conforms to legislative requirements and that all design intentions conform with standard size requirements.

It was further explained that in depth dialogue had already taken place and is indeed ongoing with Space Zero, the company assigned to ensure all elements of the proposed new school allow a vibrant and sustainable learning hub for all school users.

Meeting attendees, on review of the design schedule, proceeded to ask a number of questions in relation to the specifics of the design i.e. access to upper floor levels, access to outside space

Response:

Council officers welcomed each question and with the aid of displayed design specifications responded accordingly.

Road infrastructure and traffic management was highlighted by an attendee for discussion and clarification.

Response:

It was advised that traffic management considerations are ongoing. Meeting attendees were offered a visual whereby proposed access points, crossing points and traffic management provisions were detailed.

It was further explained that Roads and Transportation have already and continue to conduct assessments to determine suitable walking routes.

Next Steps

Collate and review feedback received from Statutory Consultation discussions

November 2019 – West Lothian Council will submit report on findings of Statutory Consultation to Education Scotland for review

December 2019 – On receipt of response from Education Scotland, West Lothian Council will prepare and publish Final Consultation Paper

January 2020 - West Lothian Council Education Executive review Final Consultation Paper and make final decision on proposal.

Close

Cllr David Dodds concluded the meeting by thanking attendees for their attendance and participation in discussions.

4. ANALYSIS OF CONSULTATION RESPONSES

The attendees at the Statutory Consultation Meeting warmly received the consultation proposal, and sought clarification of various aspects of them. Concerns regarding detailed aspects including childcare and cloakroom space were responded to and taken on board

No expression of opposition to the proposal was received during the statutory consultation.

5. REPORT BY EDUCATION SCOTLAND

Education Scotland has written a report on West Lothian Council's proposal to relocate Holy Family Primary School, Winchburgh.

Education Scotland agrees that the proposal, should it be approved, will bring educational benefit to the children in Holy Family Primary School, Winchburgh. All members of the school communities of Holy Family and Winchburgh Primary Schools expressed their wish for the strong joint work to continue in future. Stakeholders welcome West Lothian Council's Commitment to continue to engage with staff, pupils and parents throughout the development of the proposed new building.

The full Education Scotland report is attached as Appendix C.

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Contact: James Cameron

Tel 01506 281680

E-mail: james.cameron@westlothian.gov.uk

26 September 2019

Dear Consultee

West Lothian Council Education Services

Proposal to Relocate Holy Family Primary School, Winchburgh

West Lothian Council's Education Executive at its meeting on 23 April 2019 authorised West Lothian Council's Education Services to commence statutory consultation on the proposed relocation of Holy Family Primary School, Winchburgh.

The consultation document outlining the proposal is available online from 26 September 2019 on the following webpage: www.westlothian.gov.uk/HolyFamily-Relocation-Consultation

Hard copies of the consultation document are also available for uplift from the Civic Centre, Howden South Road, Livingston, EH54 6FF or can be requested in writing from:

Melanie Laurie, Project Officer, West Lothian Council Education Services, Civic Centre, Howden South Road, Livingston, EH54 6FF.

The consultation period is from Thursday 26 September 2019 to Friday 15 November 2019.

A public meeting to discuss the consultation document will be held at:

- Holy Family Primary School, Thursday 10 October 6.30-8.00pm

You are also invited to submit your comments on the consultation in writing to Melanie Laurie at the above address or by e-mail to Education.Consultation@westlothian.gov.uk

For written representations to be considered they must be received no later than 5pm on Friday 15 November 2019.

A decision on the proposal is planned to be made in January 2020 by the Council's Education Executive. This decision will be based on feedback received from all stakeholders through written responses and feedback from meetings and from feedback received from Education Scotland.

Yours sincerely



James Cameron
Head of Education (Learning, Policy and Resources)