

# AGENDA

## Local Admissions Forum

Date: **Thursday 5 November 2009**

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Time: **6.30 pm**

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Place: **The Council Chamber, Brockington, 35 Hafod Road,  
Hereford**

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Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

**Paul Rogers, Democratic Services Officer**

Tel: 01432 383408

Email: [progers@herefordshire.gov.uk](mailto:progers@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format or language, please call Paul Rogers, Democratic Services Officer on 01432 383408 or e-mail [progers@herefordshire.gov.uk](mailto:progers@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Local Admissions Forum

## Membership

**Chairman**

**Councillor JW Hope MBE**

**Vice-Chairman**

**Councillor AM Toon**

**Mr AR Ross**

Primary School

**Mr P Box**

Primary School

**Mrs E Kearns**

Primary School

**Mr T Plumer**

Primary School

**Mrs C Shaw**

Local Community

**Mr P McKinnie**

Local Community

**Mrs O Denson**

Local Community

**Mrs C Weston**

Local Community

**Mr N Parker**

Secondary School

**Mrs S Catlow-Hawkins**

Secondary School

**Mr C Barker**

Secondary School

**Mrs A Robertson**

Roman Catholic Church

**Mr A Leach**

Church of England

**Mr T Mephram**

Steiner Academy

**Mr P Smith**

Independent Sector

## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

**AGENDA**

	<b>Pages</b>
<b>1. APPOINTMENT OF VICE-CHAIRMAN</b> To appoint a Vice-Chairman for the remainder of the ensuing year.	
<b>2. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>3. NAMED SUBSTITUTES</b> To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
<b>4. MINUTES</b> To approve and sign the Minutes of the Meeting held on 18 June 2009.	1 - 8
<b>5. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
<b>6. LATE ITEMS/ANY OTHER BUSINESS</b> To consider any issues that Forum Members may wish to raise.	
<b>7. AMENDMENTS TO SCHOOL PLANNED ADMISSION NUMBERS</b> To consider changes to the Planned Admission Numbers at Kingsland CE Primary, Aylestone High School and Fairfield High School.	9 - 14
<b>8. CO-ORDINATION OF IN YEAR TRANSFERS</b> To consider a proposed scheme for Co-ordinated In Year Transfers.	15 - 34
<b>9. IN YEAR FAIR ACCESS PROPOSALS</b> To consider a proposed In Year Fair Access Protocol.	35 - 54