

SEND PRIMARY SCHOOL – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

The application before the Council represents a capital contribution towards the costs of creating a sensory and reflection garden for the pupils and visitors to Send Primary School. If funded, the maintenance of the garden will be incorporated into the School's grounds maintenance budget. The garden plans have been drawn up by a local Garden Designer who attended the School as a child. Where possible, the materials for the new garden will be sourced from local businesses (e.g. plants from the local nursery and the gardening society of Send).

The reflection garden will have a significant impact on the school children which will remain with them throughout their lives. It will enable them to develop an understanding of nature as a calming space in which they can nurture (the garden) and be nurtured. The different surroundings of the garden from classrooms and the busy playground will give an alternative space in which to learn, which will allow for different learning skills to be harnessed. For those children with Special Educational Needs (SEND), the benefits of a quiet, reflection garden will be significant as often they are overwhelmed by the constant stimuli of a school environment.

It is considered that the proposals by the School will be a valuable additional resource for the pupils, many of whom come from the Borough of Woking. The garden will lend itself to greater interaction between the local community and the School and it is in view of these benefits that it is recommended that the application is supported with a grant of 50% of the costs is awarded up to a maximum of £3,750. The funding will be met through the Council's Community Fund.

Recommendations

The Executive is requested to:

RESOLVE That a grant of 50% of the costs of creating a garden for the pupils and visitors to Send Primary School be awarded up to a maximum of £3,750 from the Community Fund.

Reason for Decision

To support the School in its aspiration to create a reflection garden for the pupils of and visitors to Send Primary School.

Legal Authority

S137 Local Government Act 1972

Conditions

Monitoring Information. The Organisation must submit monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.

Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.

Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.

Payment Period. Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date

Send CofE Primary School – Application For Financial Assistance

	<p>unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Invoices / Receipts. In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none">○ Basic details should be recorded to include speakers address, mobile phone number & organisation details.○ Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you?○ Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event?○ Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.○ How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>

The Executive has authority to determine the above recommendations.

Background Papers:

2019/20 Application Form.

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Send CofE Primary School – Application For Financial Assistance

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Date Published:

4 December 2018

Send CofE Primary School – Application For Financial Assistance

Send CofE Primary School – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>Send C of E Primary School is located in Surrey on the border between Woking and Guildford. The School has 413 pupils at present aged 3-11. Approximately 10% of these children qualify for Pupil Premium funding, coming from families who are experiencing financial hardship or have experienced financial hardship over the last 6 years.</p> <p>Send Primary School was formed when Send First School and St Bedes Junior School were joined in September 2016 to become one school. Up to this point, both schools had been categorised as requiring Special Measures and had a significant budget deficit. By August 2016, both schools had received a Good OFSTED grading and the deficit had been significantly reduced. The Department of Education had also announced that a new Key Stage 2 building would be constructed by January 2017 on the site of Send First School.</p> <p>The objective of the School is to provide the children with the best possible educational experience, fully committed to ensuring that every child reaches their full potential, develops a love of learning and becomes a resilient, curious and independent member of society.</p>
1.2 Employees	50, including the Executive Headteacher, the Deputy Headteacher, two Assistant Headteachers, 14 Class teachers, three unqualified teachers, a specialist sports teacher P/T and a specialist language teacher. There are 17 learning support assistants, a Home School Link Worker and a School business manager.
1.3 Volunteers	<p>Yes, varying in number, whose activities include</p> <ul style="list-style-type: none"> ○ Membership of the governing body ○ reading with children ○ the gardening club ○ Parent Teacher and Friends association
1.4 Clients/Users	<p>Approximately 413, comprising:</p> <p>50% male</p> <p>50% female</p> <p>11% disabled</p> <p>10% ethnic minority</p> <p>320 resident in Woking</p> <p>81 aged 0-5</p> <p>278 aged 5-10</p> <p>55 aged 11-18</p>
1.5 Members	None.
1.6 Sum Requested	£7,500 (Revenue/Capital)
1.7 Project	The purpose of this bid is to seek funding to help the School to continue to develop the school grounds with the aim of offering a quiet space for children, parents, members of the community and staff to

Send CofE Primary School – Application For Financial Assistance

reflect, pray and be calm – a School reflection garden. The garden will comprise features that will embrace all the senses :

- **Hearing:** The garden will have features to encourage wildlife. There will be a water feature as the sound of running water has been established as soothing and relaxing.
- **Sight:** Light and colour will be prominent through reflective media and planting.
- **Touch:** Different textures and surfaces will be introduced e.g. smooth benches, stone pathways, and pebbles.
- **Taste:** The School will incorporate edible plants into the garden, particularly herbs.
- **Smell:** The School will incorporate many different smelling flowers and herbs as research has shown that scents have a significant role to play in wellbeing as they have been shown to allow the brain to calm down, refocus and boost mood.

The garden will also assist in promoting the values of the School, including respect and responsibility, wisdom, gentleness and kindness, curiosity and community. These values will be woven into the fabric of the garden, being incorporated into the pathways, naming the different areas of the garden and culminating in a values tree sculpture.

The children will help to maintain the garden to develop their own respect and responsibility, with the garden to be used as an area to encourage curiosity, gentleness and kindness. Members of the local community will be encouraged to visit the School to share in and benefit from the garden with the children and to teach them about gardening and the importance of caring for the environment.

Small group lessons will be taught in the garden as a way of integrating outdoor learning with classroom based learning. For example science through observation, mathematics through measurement and literacy via creative writing and poetry. The garden will provide stimuli for all of these subjects and encourage the development of curiosity.

The garden will be developed in an unused area of the School which runs alongside the new school building as it is easily accessible to the children from the playground and from the dinner hall and is safe and secure. There is enough distance from the playground however for the space to be considerably quieter and separated from the bustle and more robust activities available on the main playground.

1.8 Cost breakdown:

Labour costs: £3,000

Equipment: £2,000

Furniture: £1,500

Planting: £1,000

Total costs: 7,500

Note: The applicant has advised that the breakdown is a guide and is derived from estimates provided by the Garden Designer. Due to all items being small spend and funding pressures, the School will purchase items when funding is available using best value principles.

Send CofE Primary School – Application For Financial Assistance

	The School will research those items individually, getting at least 3 quotes. No items will be purchased if the funding is not available and will continue to fundraise to complete the project.
1.9 Community Benefit	All of the children (approx. 420) will benefit from the Garden as the School will ensure that all are able to participate in its creation and development. They will also be able to access it throughout the school year as part of their learning and play. The School will encourage members of the community to help maintain the garden and interact with the children.

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £123,732 in the bank. The sum is reserved for salaries, building maintenance and curriculum resources already allocated for the academic year.</p> <p>The School's budget share is set at the beginning of each year by Surrey County Council, based largely on the delegated formula funding. It is on the basis of the County Council's figures that the School draws up its own budget. A copy of the County Council's calculations has been submitted as part of the funding application. It indicates that the total delegated funding, less loan repayment and excluding pupil premium and other additional grants, is £1,473,953 for 2018/19. The figures for 2019/2020 will not be available until February 2019.</p>
2.2 Accounts	The School has submitted the budget accounts for the current year which show an anticipated income of £1,640,922 revenue funding and £136,009 revenue income. Expenditure includes staffing costs (£1,368,359), premises costs (£113,483), and supplies and services costs (£265,653).
2.3 Support over the past five years	New application.

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council 	<ul style="list-style-type: none"> No No No No Yes No Yes Yes No

Send CofE Primary School – Application For Financial Assistance

	<ul style="list-style-type: none"> ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>Note:</p> <ul style="list-style-type: none"> i. As a School, the applicant does not have a constitution. ii. The Financial Monitoring Report from year end has been provided, showing income and expenditure. iii. The School does not hold a reserves policy. iv. The 18/19 budget has been provided; a 19/20 budget has not yet been drawn up. v. The management committee is the School's Governing Body. vi. The School does not have an equal opportunities policy but complies with Surrey CC policy where possible. vii. The School recently achieved the School Values award. viii. Quotes will be sourced on individual items using best value principles and according to funding available. 	<p>Yes</p> <p>No</p> <p>N/A</p>
<p>3.2 Consultee Comments</p>	<p><u>Sylvie Marshall, Community Development Manager</u></p> <p>Send C of E Primary School is located in Surrey on the border between Woking and Guildford. Since 2015, the School has made great strides in improving the facilities and educational experience for its pupils, achieving a 'Good' OFSTED rating in 2016.</p> <p>The capital funding requested £7,500 would be used to develop a reflection and sensory garden within the grounds of the School for everybody who accesses the School to reflect, pray and embrace a sensory environment. The space would be accessible by all during playtimes but specifically structured lessons would also take place here, making use of the various environment stimuli.</p> <p>I would be happy to support Send C of E Primary School to the sum of £3,750 as this projects reflects well the Council's Health and Wellbeing priorities, baring in mind not all students will reside in the Woking Borough.</p>	
<p>3.3 Assessment</p>	<p>The application before the Council represents a capital contribution towards the costs of creating a sensory and reflection garden for the pupils and visitors to Send Primary School. If funded, the maintenance of the garden will be incorporated into the School's grounds maintenance budget. The garden plans have been drawn up by a local Garden Designer who attended the School as a child. Where possible, the materials for the new garden will be sourced from local businesses (e.g. plants from the local nursery and the gardening society of Send).</p>	

Send CofE Primary School – Application For Financial Assistance

Send C of E Primary School is a two form entry school with a thriving nursery in the heart of Send Village. A significant proportion of the pupils who attend the School are resident in the Borough of Woking. The School was judged Good by OFSTED in 2016 after some challenging years and recently achieved the School Values award.

The School works hard to develop links with community groups such as the Parish Council, local businesses and services, local churches etc. with the objective of developing greater community interaction. Part of the proposals centres around the role the community can play in volunteering to help to maintain the garden, encouraging parents and residents to visit the School and its grounds. The intention is also to encourage the reading volunteers to use the new space to read with children.

The reflection garden will have a significant impact on the school children which will remain with them throughout their lives. It will enable them to develop an understanding of nature as a calming space in which they can nurture (the garden) and be nurtured. The different surroundings of the garden from classrooms and the busy playground will give an alternative space in which to learn, which will allow for different learning skills to be harnessed, encouraging the development of different mindsets. For those children with Special Educational Needs (SEND), the benefits of a quiet, reflection garden will be significant as often they are overwhelmed by the constant stimuli of a school environment.

The School's PTFA works extensively on a range of fundraising activities to allow them to donate to a variety of school projects such as technology and a climbing frame. Their focus at present is fundraising to allow the School to purchase stage curtains to allow the provision of drama to be developed. The School itself has completed fundraising for various charities including Childline, red nose day and guide dogs for the blind.

The applicant has advised that, as a school, Send Primary School has to direct its delegated budget to the curriculum and managing staff and buildings. The projects for which the School bids for funding are supplementary projects to enhance the statutory provision of education and the educational experience for the pupils.

It is considered that the proposals by the School will be a valuable additional resource for the pupils, many of whom come from the Borough of Woking. Furthermore, the garden will lend itself to greater interaction between the local community and the School. In view of the benefits the project will bring, and in recognition of the number of pupils from the Borough of Woking, it is recommended that the application is supported. The Council's grant scheme allows for capital awards up to a maximum of 50% of the overall costs, unless exceptional circumstances can be justified. In the case of the application before the Executive, it is not felt that exceptional circumstances can be demonstrated and accordingly it is recommended that a grant of 50% of the costs is awarded up to a maximum of £3,750. The funding will be met through the Council's Community Fund.