



CHILDREN AND YOUNG PEOPLE'S SERVICES

PUBLIC CONSULTATION DOCUMENT

STATUTORY CONSULTATION ON THE PROPOSED CLOSURE OF ST MARGARET'S RC PRIMARY SCHOOL IN HAWICK

CONSULTATION PERIOD:

22 NOVEMBER 2017 TO 22 JANUARY 2018

PUBLIC MEETING :

ST MARGARET'S RC PRIMARY SCHOOL

BUCCLEUCH STREET,

HAWICK,

TD9 0HU

ON 5 DECEMBER 2017 AT 7PM

This Consultation Proposal Document has been prepared by Scottish Borders Council Children and Young People's Services in terms of the Schools (Consultation) (Scotland) Act 2010 as amended

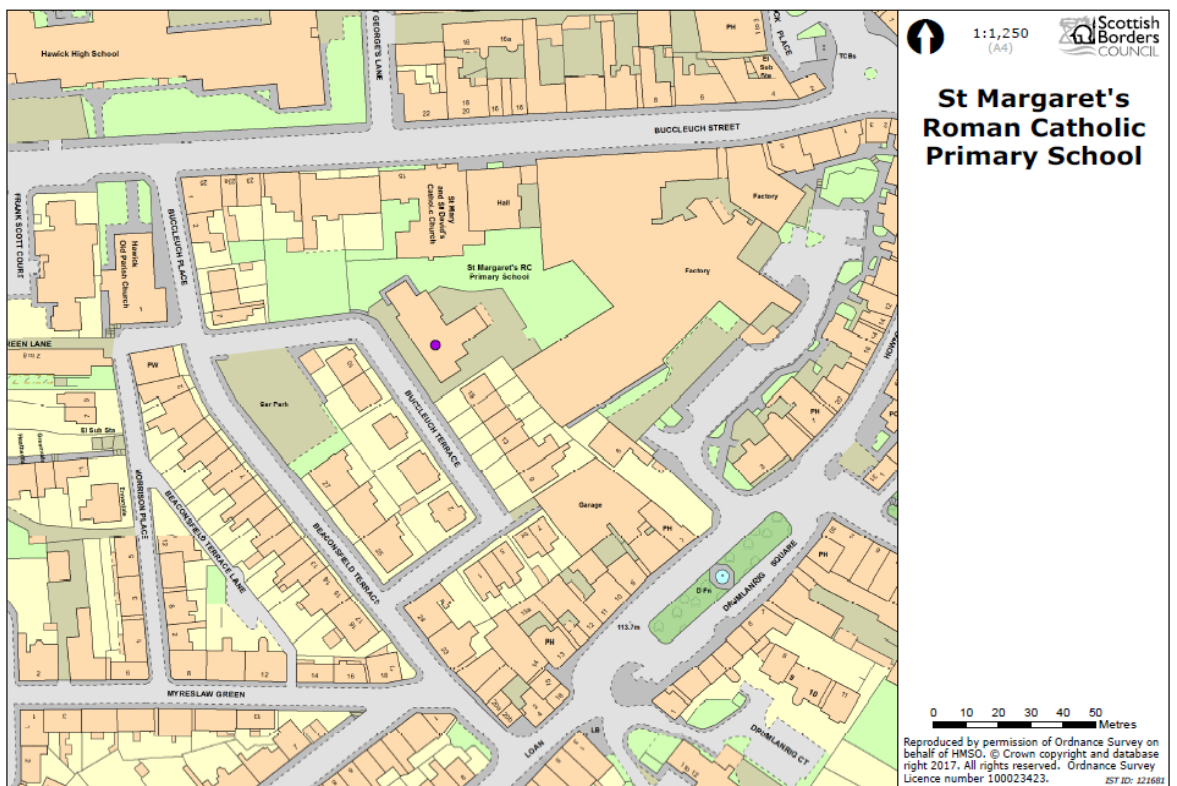
1. THE PROPOSAL

It is proposed that, subject to the outcome of this statutory consultation process, St Margaret's RC Primary School in Hawick (**St Margaret's**) is closed and the children that currently attend the school are offered places within a catchment area primary school, based on their home address.

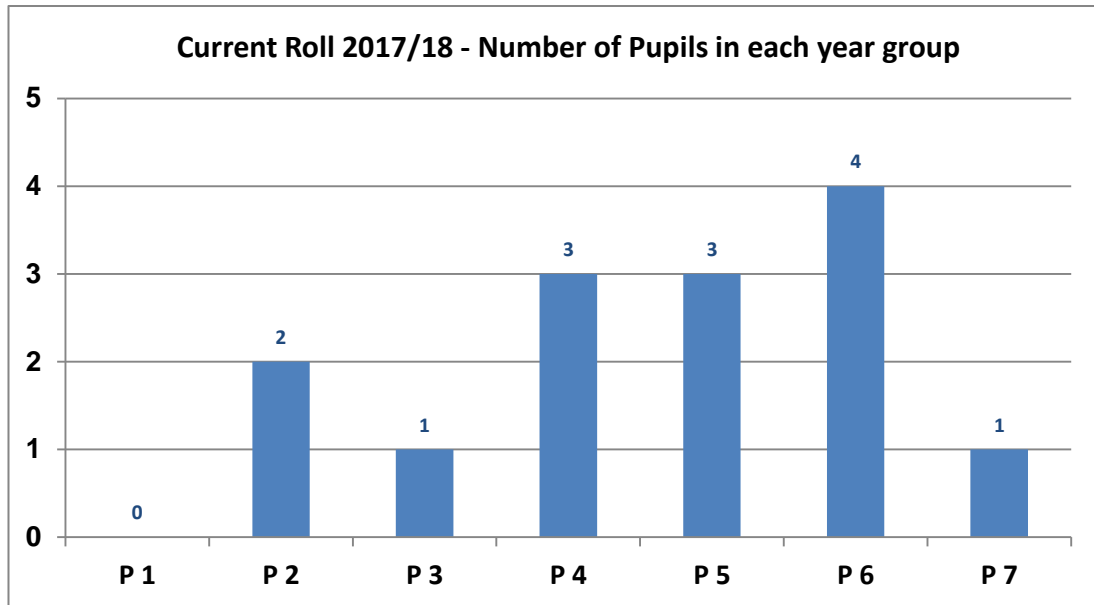
2. BACKGROUND TO THE PROPOSAL

2.1 St Margaret's is a Catholic denominational primary school in Hawick and is within Hawick High School's catchment zone. There is no Early Learning and Childcare setting at the school.

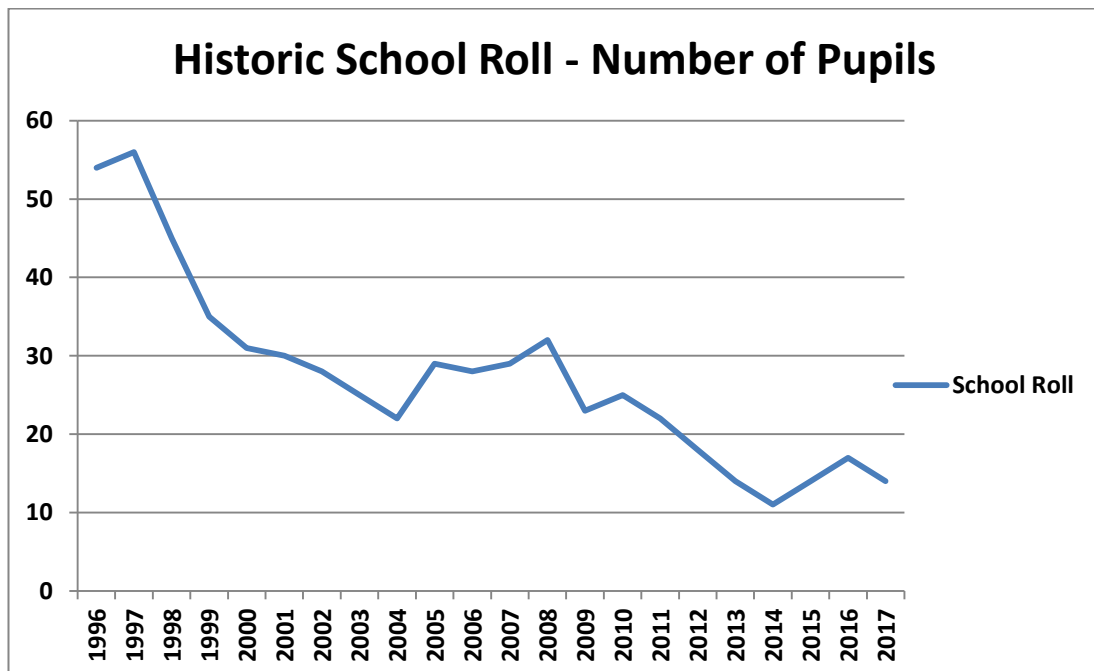
2.2 St Margaret's location is shown below:-



2.3 The school has capacity for 100 pupils. There are currently 14 children attending the school. 10 of the children are currently registered as being baptised Catholic. There were no admissions into Primary 1 for the current school year. Over the last 3 years only 3 pupils have been admitted into Primary 1. The current roll comprises the following:



- 2.4 St Margaret's currently operates with a P2-P7 class and has a full time teacher. There is a Manager of Learning who is Headteacher of St Margaret's, jointly with the RC Primary Schools in Galashiels and Selkirk. Other teachers visit St Margaret's during the week to provide lessons in music, PE etc. and support with English as an additional language. There is also a number of staff supporting the school. In total there are 5.22 Full Time Equivalent employees supporting the school.
- 2.5 The roll has been falling significantly over recent years and St Margaret's has consistently operated below capacity. Over the last 10 years the school has operated at an average capacity of 22%; and is currently operating at 14% of capacity. This is not projected to change as current projections indicate that the school roll will not exceed the current numbers in the next 2 years.



REASONS FOR FORMULATING THE PROPOSAL

3 PRE-CONSULTATION AND STAKEHOLDER ENGAGEMENT

- 3.1 In February 2016 Scottish Border Council's Executive (Education) Committee agreed to commence a pre-consultation process regarding the current school estate provision and what it should aspire to look like across the region. The Council undertook to engage with all stakeholders to obtain information and opinions regarding the current school estate and to seek views and ideas in respect of the vision of the future school estate.
- 3.2 The five strategic principles that were adopted when reviewing the school estate were:-
 - 3.2.1 Increased educational opportunities;
 - 3.2.2 Improved outcomes for children and young people;
 - 3.2.3 Sustainability;
 - 3.2.4 Future proofing the school estate;
 - 3.2.5 Affordability.
- 3.3 The pre-consultation was promoted through letters, school mail, press releases, social media, posters and newsletters with consultation events held across the region.
- 3.4 As part of the School Estate Review engagement, Council officers met with parents of St Margaret's pupils, who indicated that they were happy with the learning provision at the school but did highlight some concerns regarding challenges their children can face integrating into the community. Council officers expressed concerns regarding inclusion in the community, as a large proportion of the pupils speak English as an additional language and also the limitations that a smaller roll presents in respect of the ability to fully provide the Curriculum of Excellence and the breadth of experiences for the children in terms of friendships and socialisation, teaching and learning.
- 3.5 As the school roll further declined in the 2017/18 school year by a further 17%, the Council's Children and Young People's Services team wish to engage again with parents, staff and pupils of St Margaret's and meet with the Catholic Church to discuss the future of St Margaret's and Catholic denominational education in Hawick.

4 PROPOSAL AND REASONS FOR THE PROPOSAL

- 4.1. The Council wishes to consult with parents, pupils, staff and the community on the proposal to close St Margaret's as a primary school within the town of Hawick. Pupils will be offered places within a catchment area primary school, based on their home address, with RC pupils being provided with religious instruction in a form agreed during the Consultation process with parents and the Church.
- 4.2 There are a number of reasons why the Council wishes to consult on this proposal:-
 - 4.2.1 The school roll has diminished significantly over a number of years and is not projected to increase. The fall in roll over the last 20 years may indicate that there may be insufficient demand for a denominational school in the town;
 - 4.2.2 A diminishing roll can limit the ability to offer a full range of curricular and learning opportunities to all the children. The size of the school roll limits the children's access to a wider range of peers' views and ideas for collaborative working and skills development which allows children to support each other's

learning and learn how to challenge thinking. This also limits the children's exposure to different teaching styles and methods. A small school roll can also result in children at key stages having a limited age related peer group.

- 4.2.3 The Council has concerns that there may be issues regarding inclusion and integration into the community for the St Margaret's pupils. Parents have also expressed concerns regarding the challenges their children can face integrating into the community.
- 4.2.4 St Margaret's does not have facilities for PE requiring specialist equipment. The children therefore have to travel to attend Drumlanrig St Cuthbert's Primary School for some PE lessons.
- 4.2.5 A small school roll restricts opportunities for team sports and other active recreational activities. This also applies to individual sports, where the successful learning of skills can also be supported by talking about and sharing experiences. This further applies to the health and wellbeing element of the curriculum which involves discussion and debate between pupils about healthy lifestyle choices.
- 4.2.6 The school is large enough for 100 pupils but has only 14 pupils; with such a diminished roll this is not efficient or effective use of space and may present issues for the children and staff as they cannot make full use of the building. There is capacity in all the primary schools within Hawick which would allow the St Margaret's pupils to attend their catchment school. More information about the catchment schools is given in **Section 5**.

5 SCHOOLS IN HAWICK

- 5.1 The proposal is that pupils will be able to attend their local catchment school. There are currently 6 primary schools (5 of which are non-denominational) and 1 secondary school in Hawick. These are indicated in the catchment map attached in **Appendix 1**.

<u>2016/17</u>	Capacity	Pupil Roll	Occupancy
St Margaret's RC Primary School	100	14	14%
Burnfoot Community School	373	236	63%
Drumlanrig St Cuthbert's Primary School	340	279	82%
Stirches Primary School	150	110	73%
Trinity Primary School	307	215	70%
Wilton Primary School	307	190	62%
Hawick High School	1339	887	66%

- 5.2 In line with the Council's asset management strategy condition surveys are undertaken on a rolling programme by a team led by a chartered building surveyor. The suitability assessment is undertaken by the Head Teacher and validated by Senior Managers within Children and Young People's Services. These assessments are undertaken approximately every five years unless significant building or operational change has occurred within the school requiring additional assessment.

The definition and assessment categorisations are set by the Scottish Government as follows:

Condition - an assessment of the physical condition of the school and its grounds.

A: Good	Performing well and operating efficiently
B: Satisfactory	Performing adequately but showing minor deterioration
C: Poor	Showing major defect and/or not operating adequately
D: Bad	Life expired and/or serious risk of imminent failure

Suitability - an assessment of the school as a whole, its buildings and its grounds and of the impact these have on learning and teaching, leisure and social activities and the health and well-being of all users.

A: Good	Performing well and operating efficiently
B: Satisfactory	Performing well but with minor problems
C: Poor	Showing major problems and/or not operating optimally
D: Bad	Does not support the delivery of services to children and communities

5.3 The schools in Hawick are rated:-

Hawick School Ratings			
	Survey Date	Condition	Suitability
St Margaret's RC Primary School	2014	B	B
Burnfoot Community School	2014	B	B
Drumlanrig St Cuthbert's Primary School	2014	C	C
Stirches Primary School	2014	C	C
Trinity Primary School	2014	C	B
Wilton Primary School	2014	B	B
Hawick High School	2014	B	B

5.4 The most recent inspection reports for each of the non-denominational schools in Hawick can be accessed on the Education Scotland website at <https://education.gov.scot/>

Or accessed here:

[**Burnfoot Community School Inspection Report 2010**](#)

[**Drumlanrig St Cuthbert's Primary School Inspection Report August 2016**](#)

[**Stirches Inspection Report 2009**](#)

[**Trinity School Inspection Report 2011**](#)

[**Wilton Primary School Inspection Report 2014**](#)

6 PRE CONSULTATION WITH THE CATHOLIC CHURCH

- 6.1 Council officers have maintained a strong working relationship with representatives of the Catholic Church throughout the Schools Estate Review process; working together to achieve positive outcomes for the denominational schools in the Scottish Borders.
- 6.2 Meetings have been held between Council officers and Church representatives regarding the proposal to close St Margaret's and the educational benefits have been fully discussed. Council officers and the Church representatives will continue to work together during the consultation process.

7 EDUCATIONAL BENEFITS STATEMENT OVERVIEW

- 7.1 The Council has statutory duties relating to the provision of Education in the Scottish Borders. The Council's key priorities, within the context of national and local policies, regarding (1) raising levels of achievement and attainment and (2) improving educational outcomes for all children and young people are set out in the Council's Business Plan and our Children and Young People's Services Plan. The key priority is to improve attainment and achievement levels for all our children and young people, both within and outwith the formal curriculum. As part of a multi-agency partnership, the following priorities have been identified within the Children and Young People's Services Plan:
 - 7.1.1 Raising attainment and achievement for all and closing the gap between the lowest and highest achievers;
 - 7.1.2 Promoting the health and well-being of all children and young people and reducing health inequalities;
 - 7.1.3 Keeping children and young people safe;
 - 7.1.4 Improving the well-being and life chances for our most vulnerable children and young people;
 - 7.1.5 Increasing participation and engagement.
- 7.2 The Curriculum for Excellence is the national curriculum for Scottish schools. It aims to ensure that all children and young people in Scotland develop the knowledge, skills and attributes they will need if they are to flourish in life, learning and work now and in the future. The Council has a further duty to deliver a service which meets the criteria for best value, in terms of efficiency, effectiveness, economy and equal opportunities, and which meets the agreed priorities in the Single Outcome Agreement and Scottish Borders Council's Corporate Plan.
- 7.3 The purpose of the Curriculum for Excellence is encapsulated in the four capacities to enable each child or young person to be:
 - 7.3.1 a successful learner;
 - 7.3.2 a confident individual;
 - 7.3.3 a responsible citizen; and
 - 7.3.4 an effective contributor.
- 7.4 The Educational Benefits of the Proposal have been assessed taking account of the requirements under legislation and the priorities and aims of both the Council's

Corporate Plan and Children and Young People's Services Plan and having regard to the terms and guidance of the Schools (Consultation) (Scotland) Act 2010.

EDUCATIONAL BENEFITS FOR THE PUPILS

- 7.5 The Council considers that there are strong educational benefits associated with the proposal which will positively impact upon the pupils currently and likely to attend St Margaret's:-
- 7.5.1 Being part of a larger school community will provide pupils with the opportunity to develop a wider more diverse peer group within the community. The forging of close friendships and the development of self-esteem will be enhanced by each pupil being enabled to be part of an age appropriate peer group of a sufficient size to allow a range of interactions and relationships to form and reform. This should also assist with both the children's integration into the community that they live in and with the children's transition through the stages of education from nursery to secondary; as children will support each other with the social and emotional aspect of transitions.
- 7.5.2 Being part of a larger school community will provide opportunity for interaction with a larger number of their peers, which will allow children to access a wider range of views and ideas for collaborative working and enable the children to support each other's learning and learn how to challenge thinking.
- 7.5.3 Being part of a larger school community will provide the pupils with the opportunity to experience a wider range of teachers and learning experiences. Some of the educational benefits will arise not just from larger pupil numbers but also because a larger staff and parent body increases the likelihood of greater community involvement in a range of activities that will support the provision of a richer and higher quality curriculum.
- 7.5.4 The Curriculum for Excellence places significant emphases on collaborative working and skills development in wider settings as it is recognised that a pupil's social and emotional development is essential to delivery of the curriculum. Being part of the larger school community will enhance their learning and will provide all pupils with opportunities to experience more aspects of the Curriculum for Excellence as the size of the current roll limits the extent of the Curriculum on offer.
- 7.5.5 Each of the non-denominational primary schools within the town of Hawick has an Early Learning and Childcare setting which will allow attending children the opportunity to learn from an early age with their peers, smoothing their transition into Primary stage education.
- 7.5.6 Attending a larger catchment school will provide more opportunities for team sports and other active recreational activities. This applies even to individual sports, where successful learning of skills is helped by talking and sharing experiences. It further applies to the health and wellbeing element of the

curriculum which involves discussion and debate between pupils regarding healthy lifestyle choices. Whilst these problems can currently be partially overcome by taking the pupils to participate in activities in a neighbouring school, that in itself involves time out of school travelling there and back.

7.5.7 As with sports, a larger roll would also provide a greater likelihood of pupils benefitting from a wider range of solo and group musical and artistic opportunities.

7.5.8 As part of the Curriculum of Excellence, one of the aims of Developing Scotland's Young Workforce is to develop increased awareness of the world of work, social skills and employability skills. Such knowledge and understanding and skills acquisition very much benefit from discussions and dialogue with peers of the same age/stage and through increased opportunities for interaction with the community.

7.6 IMPACT ON STAFF

7.6.1 The staff will be supported by the HR Support Processes in the Council to ensure a smooth transition in their roles.

7.6.2 In a larger school staff will be able to receive support in providing an inclusive curriculum and work together to provide support to children who may have additional support needs. Being part of a larger team will enable staff to share planning and curricular resources and work more collaboratively and can also learn from each other to provide improved approaches to learning and teaching.

7.7 IMPACT ON PUPILS AT OTHER SCHOOLS IN THE COUNCIL AREA

7.7.1 The pupils at the other schools within the Hawick School cluster will benefit from the increased diversity in their schools and from the opportunity to expand both their social and educational peer group. This will allow children to access a wider range of views and ideas for collaborative working and allow the children to support each other's learning and learn how to challenge thinking.

7.7.2 St Margaret's is one of 4 denominational schools in the Scottish Borders and shares a Headteacher with St Joseph's RC Primary School, Selkirk and St Margaret's RC Primary School, Galashiels. If the proposal proceeds the children and staff at St Joseph's and St Margaret's in Galashiels will benefit from the Headteacher having more time to concentrate and work with them to continue to raise standards, close the attainment gap and improve the learning experience.

8 TRANSITION PLANNING

If the outcome of this statutory consultation process is that St Margaret's is to close it is proposed that this will come into effect from August 2018. The Council recognises that in the event the proposal proceeds that the transition process for the children, parents and staff will require to be carefully planned and managed. Each

pupil will require an individualised transition programme to assist and support them before, during and after their transition.

9 EQUALITY OF OPPORTUNITY

This proposal will assist in ensuring that children across Hawick will have parity of access to learning, opportunities and facilities in their communities. All children will have access to the same early years' experience, primary and secondary schools as those in their community which should assist with transition throughout their learning journey.

10. FINANCIAL IMPACT

- 10.1 The 2010 Act, requires the Council to provide information regarding the financial implications of a school closure proposal. A template has been provided by the Scottish Government, following consultation with the Commission on the Delivery of Rural Education. The template has been completed in respect of St Margaret's utilising the projected figures in the Devolved School Management Budgets for 2017/18.
- 10.2 As the pupils currently enrolled at St Margaret's fall within more than one catchment area we have for the purpose of the financial template assumed that all the current pupils transfer to one school. As illustrated in the template the addition of a further 14 pupils will not have significant financial impact on the receiving school.
- 10.3 The completed template highlights that the current cost of educating pupils at St Margaret's Hawick at £10,300 per annum is significantly above the Scottish Borders average cost per pupil of £3,696 per annum.

11. SUMMARY OF THE PROCESS FOR THIS PROPOSAL PAPER

- 11.1 This Proposal Paper has been prepared by the Council's Children and Young People's Services in accordance with the Schools (Consultation) (Scotland) Act 2010, as amended (**2010 Act**). The 2010 Act sets out a consultation procedure that a Local Authority must follow for certain proposals affecting schools in their area. The 2010 Act and its explanatory notes are available for reference at the following websites, respectively:

[Schools \(Consultation\) \(Scotland\) Act 2010](#)

[Schools \(Consultation\) \(Scotland\) Act 2010 - Explanatory Notes](#)

- 11.2 The proposal to close St Margaret's is deemed a relevant proposal in terms of the 2010 Act (the **Proposal**) and is therefore subject to the statutory consultation procedure specified in the 2010 Act.
- 11.3 The proposal paper will be available for inspection, free of charge, at:
- Council Headquarters, Newtown St Boswells, TD6 0SA
 - St Margaret's RC Primary School, Buccleuch Street, Hawick, TD9 0HU
 - Hawick Library, North Bridge Street, Hawick TD9 9QT

and published in both English and Polish on the Scottish Borders Council website:
www.scotborders.gov.uk/stmargarets

- 11.4 Copies of this Proposal Paper are available in both English and Polish (and other languages upon request) from:

St Margaret's RC Hawick School Consultation
Children and Young People's Services
Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA
Telephone: 01835 825080
E-mail: schoolestates@scotborders.gov.uk

- 11.5 Formal notice of the Proposal and relevant information will be given and be made available, free of charge, to the consultees listed as follows:

- the parents/carers of the children who attend an affected school;
- the Parent Council of an affected school;
- the parent/carers of any children likely to attend an affected school within two years of the date of the publication of the Proposal Paper;
- the pupils attending an affected school;
- the Staff (teaching and non-teaching) at an affected school;
- any Trade Union which is representative of the staff;
- Hawick Community Council;
- the community planning partnership (as defined in section 4(5) of the Community Empowerment (Scotland) Act 2015) for the area where an affected school is situated or any other community planning partnership that the Education Authority considers relevant;
- the constituency Member of the Scottish Parliament;
- the constituency Member of Parliament;
- the List Members of the Scottish Parliament.

11.6 **Advertisement in Local Media**

Advertisements were placed in the relevant local media the week beginning 13 November 2017, giving the dates for the consultation period and for the public meeting.

11.7 **Consultation Period**

The consultation for this Proposal will run from 22 November 2017 and will end on 22 January 2018. This period allows for the statutory minimum of six weeks, including at least thirty school days.

11.8 **Public Meetings**

A public meeting will be held, the details of which are set out below:

Tuesday 5 December 2017 at 7pm at
St Margaret's RC Primary School
Buccleuch Street
Hawick
TD9 0HU

11.9 Format of Public Meeting

Anyone wishing to attend the public meeting is invited to do so. The meeting, which will be convened by Scottish Borders Council, will be addressed by the Director of Children and Young People's Services and other relevant parties.

The meetings will provide an opportunity to:

- Hear more about the Proposal
- Ask questions about the Proposal
- Have your views recorded so that they can be taken into account as part of the Proposal process.

A note will be taken at the meeting of comments, questions and officer responses. These notes will be published on the Council website and a copy will be made available on request. These notes will be forwarded to Education Scotland, along with other submissions and comments received by the Council during the consultation process.

11.10 Meetings with Pupils and Staff

Meetings will be held with pupils and staff in St Margaret's. A record of questions, responses and views will be taken and this will be published in the Consultation Report.

12 HAVE YOUR SAY – HOW YOU CAN RESPOND TO THE PROPOSAL

12.1 A consultation regarding a proposed change to your child's or your community's school is your chance to share your views. Your responses can really shape and influence future decisions; you can play your part by:

- Submitting a written or electronic response to the Council as outlined below;
- Attending the public meeting on 5 December at St Margaret's RC Hawick at 7pm to ask questions; raise concerns/issues; make suggestions;
- Speaking to your local Councillors;
- Engaging with your school's Parent Council. The Parent Council can play a key role in engaging with the Council throughout the process;
- Make representations as part of your Community;
- Informing Scottish Borders Council if you think that this Proposal Paper has significant inaccuracies or omissions.

12.2 All interested parties are invited to respond to the Proposal by making written or electronic submissions on the Proposal to:

St Margaret's RC Hawick School Consultation
 Children and Young People's Services
 Scottish Borders Council
 Council Headquarters
 Newtown St Boswells
 Melrose
 TD6 0SA
 Or

Web Address: www.scotborders.gov.uk/stmargarets

- 12.3 A response form is available from Children & Young People’s Services, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA or online at www.scotborders.gov.uk/stmargarets. A copy of the response form is provided in **Appendix 2**.
- 12.4 Use of the response form is not compulsory. If you wish to respond by letter or electronically, you are invited to state your relationship with the school – for example, “pupil”, “parent”, “carer”, “relative”, “former pupil”, “teacher in school”, “member of the community” etc. Responses from Parent Councils, staff and Pupil Councils are particularly welcome.
- 12.5 Those sending in a response, whether by letter or electronically, should note that their response will be open to public scrutiny and may be supplied to anyone making a reasonable request to see it. If they do not wish their response to be made publicly available, they should clearly write on the document: “I wish my response to be considered as confidential with access restricted to Councillors and Council Officers of Scottish Borders Council”. Otherwise, it will be assumed that the person making the response agrees to it being made publicly available.
- 12.6 All written responses must be received by the last day of the consultation period, **22 January 2018**.
- 12.7 Education Scotland has prepared guidance regarding School Consultations. This can be accessed at [Education Scotland's Guidance on School Consultations](#).

13. INVOLVEMENT OF EDUCATION SCOTLAND

A copy of this Proposal document will be sent to Education Scotland by the Council. Education Scotland will also receive a copy of any relevant written representations that are received by the Council from any person during the consultation period or, if Education Scotland agree, a summary of them. Education Scotland will further receive a summary of any oral representations made to the Council at the public meeting that will be held and, as available (and so far as otherwise practicable), a copy of any other relevant documentation. Education Scotland will then prepare a report on the educational aspects of the proposal not later than 3 weeks after the Council has sent them all representations and documents mentioned above. In some cases, it is possible for them to extend the 3 weeks with the agreement of the Authority. However, for the avoidance of doubt, the 3 week period will not start until after the consultation period has ended. In preparing their report, Education Scotland may enter the affected school(s) and make such reasonable enquiries of such people there as they consider appropriate and may make such reasonable enquiries of such other people as they consider appropriate.

14. PREPARATION OF CONSULTATION REPORT

- 14.1 The Council will review the Proposal having regard to the Education Scotland report, the written representations that it has received and oral representations made to it by any person at the public meeting. It will then prepare a Consultation Report.
- 14.2 This Report will be published in electronic and printed formats and will be advertised in local newspapers. It will be available on the Council website and from Council Headquarters, the public library in Hawick, as well as St Margaret’s, free of charge. Anyone who made written representations during the consultation period will also be

informed about the report. The report will include a record of the total number of written representations made during the consultation period, a summary of the written representations, a summary of the oral representations made at the public meeting, the Authority's response to the Education Scotland Report as well as any written or oral representations it has received, together with a copy of the Education Scotland Report and any other relevant information, including details of any alleged inaccuracies and how these have been handled.

- 14.3 The Consultation Report will be published and available for further consideration for a period of three weeks, before it is presented to Full Council at the next scheduled Council meeting.

15. NOTE ON CORRECTIONS

If any inaccuracy or omission is discovered in this Proposal Paper, either by Scottish Borders Council or any person, Scottish Borders Council will determine if relevant information has been omitted or there has been an inaccuracy. It will then take appropriate action which may include the issue of a correction or the re-issuing of the Proposal Paper, or the revision of the timescale for the consultation period, if appropriate. In that event, relevant consultees and Education Scotland will be advised

16 SCOTTISH BORDERS COUNCIL DECISION AND SCOTTISH MINISTERS CALL-IN

- 16.1 No decision will be taken in regard to the Proposal or any changes put into effect by either the Council or the Council's Executive (Education) Committee until the statutory consultation process has been properly completed.
- 16.2 If the Council makes a final decision to implement the Proposal, it will require to notify the Scottish Ministers of that decision, and provide them with a copy of the Proposal document and Consultation Report. This must be done within 6 working days of that decision. The Council must also publish on its website the fact that it has notified Scottish Ministers of its decision and of the period during which consultees have the opportunity to make representations to Ministers.
- 16.3 The Scottish Ministers have an 8 week period from the date of that final decision to decide if they will call-in the Proposals regarding a closure. During the first three weeks of this period, anyone is able to make representations to Ministers on whether the decision should be called-in. Within the first 3 weeks of that 8 week period, the Scottish Ministers will take account of any relevant representations made to them by any person. Until the outcome of the 8 week call-in process is known, the Council cannot proceed to implement the Proposals. Ministers may come to a decision sooner than eight weeks (but not before the three weeks for representations to be made to them has elapsed).
- 16.4 The Scottish Ministers may issue a call-in notice only if it appears to the Scottish Ministers that the Council has:-
- 16.4.1 failed, in significant regard, to comply with the requirements of the 2010 Act in terms of the closure Proposals; or
- 16.4.2 failed to take proper account of a material consideration relevant to the decision to implement the Proposals.

- 16.5 If Scottish Ministers decide to call in a closure Proposal, they must refer it to the Convener of the School Closure Review Panels for determination by a School Closure Review Panel. The Council, as the Education Authority, may not implement the closure Proposals (wholly or partly) unless the Panel has granted consent to it (with or without conditions) and either the period for making an appeal to the Sheriff has expired or, if an appeal has been made, it has either been abandoned or the Sheriff has confirmed the Panel's decision.
- 16.6 The School Closure Review Panel may refuse to consent to the closure Proposal, refuse consent and remit the Proposal back to the Council as the Education Authority or grant their consent to the Proposals subject to conditions or unconditionally.
- 16.7 The 2010 Act, as amended, gives Ministers and School Closure Review Panels the right to call on advice from Education Scotland in relation to a closure Proposal at the call-in or determination stage.

DONNA MANSON
SERVICE DIRECTOR (CHILDREN & YOUNG PEOPLE'S SERVICES)

November 2017

APPENDICES

- Appendix 1** Hawick Catchment Plan
Appendix 2 Consultation Response Form
Appendix 3 Financial Templates Showing Current Revenue Costs for School Proposed for Closure

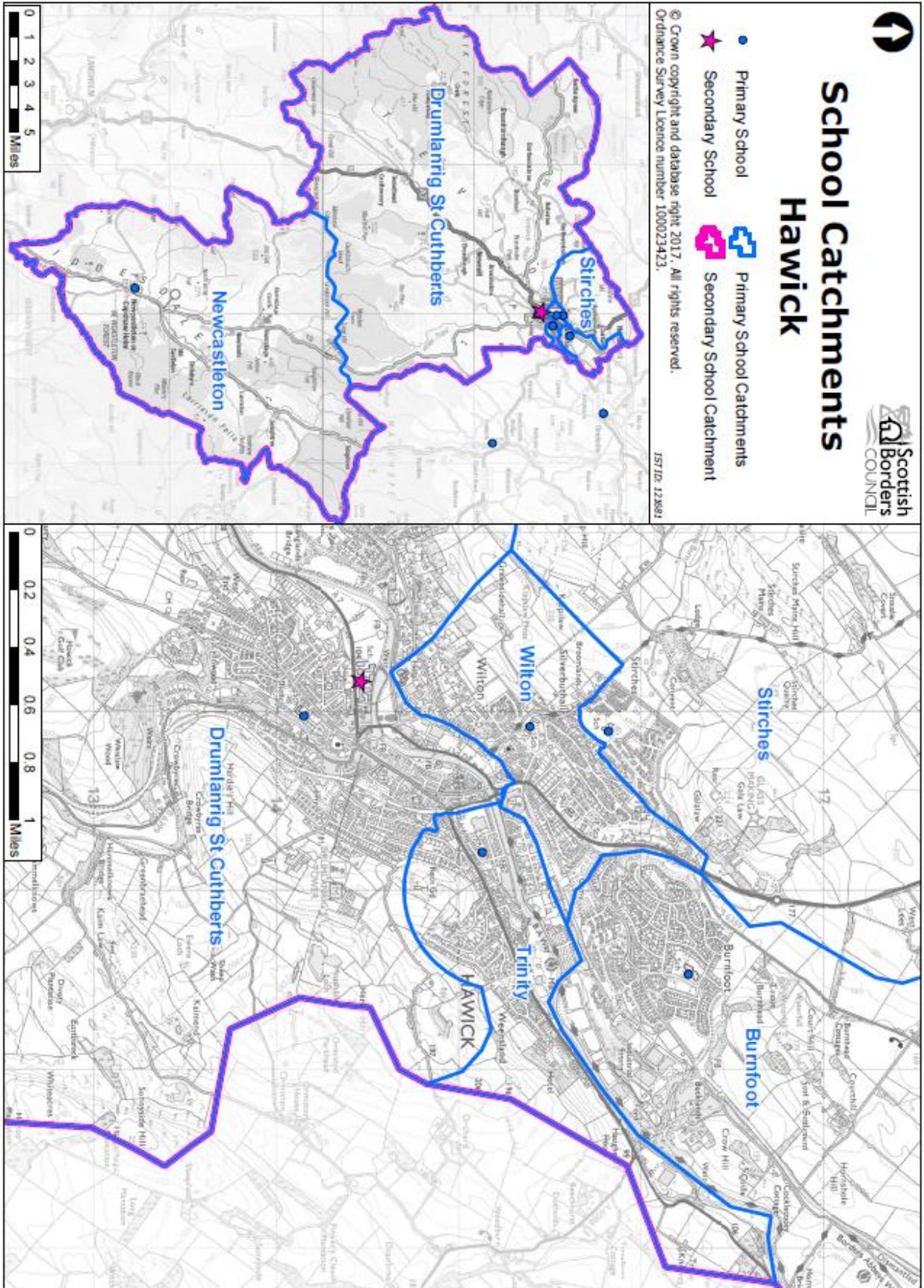
Note

This consultation is being conducted having regard to the terms of the Schools (Consultation) (Scotland) Act 2010 as amended.

The 2010 Act's principal purpose is to provide strong, accountable statutory consultation practices and procedures that local authorities must apply to their handling of all proposals for school closures and other major changes to schools. These consultation processes are expected to be robust, open, transparent and fair, and seen to be so. They are also expected to be consistent across Scotland.

APPENDIX 1

HAWICK CATCHMENT PLAN



APPENDIX 2

STATUTORY CONSULTATION RESPONSE FORM

Children and Young People's Services
Statutory Consultation - Proposal Response Form



SCHOOL ESTATE CONSULTATION IN RELATION TO PROPOSAL TO CLOSE ST MARGARET'S RC PRIMARY SCHOOL IN HAWICK

Detail of the Proposal

It is proposed that, subject to the outcome of this statutory consultation process as set out in the Schools (Consultation) (Scotland) Act 2010 as amended:

- St Margaret's RC Primary School in Hawick is closed; and
- Children currently attending St Margaret's RC Primary School in Hawick are offered places with a catchment primary school based on their home address

The Consultation Period is from 22 November 2017 until 22 January 2018.



SCHOOL - please tick the most relevant box below to indicate which school(s) you are connected with

<i>St Margaret's RC Primary School</i>	<input type="checkbox"/>
<i>Other</i>	

YOUR INTEREST – please tick the most relevant box below to indicate your interest in the in the School(s)

<i>Parent/carer</i>	<input type="checkbox"/>
<i>Staff</i>	<input type="checkbox"/>
<i>Pupil</i>	<input type="checkbox"/>
<i>Relative of Pupil</i>	<input type="checkbox"/>
<i>Parent Council Member</i>	<input type="checkbox"/>
<i>Elected Member/MSP/MP</i>	<input type="checkbox"/>
<i>Community Planning Partner</i>	<input type="checkbox"/>
<i>Community Member</i>	<input type="checkbox"/>
<i>Other</i>	

CONSULTATION QUESTIONS



1. Do you agree with the proposal to close St Margaret's RC Primary School in Hawick

Agree

Disagree

Please tell us the main reasons for your views and why you agree/disagree with the above proposal.

2. Do you agree with the proposal to offer the children currently attending St Margaret's RC Primary School in Hawick a place in a catchment school in their area, based on their home address?

Agree

Disagree

Please tell us the main reasons for your views and why you agree/disagree with the above proposal.

CONSULTATION QUESTIONS



3. Please tell us if you have any further comments or alternative suggestions regarding the proposals

DETAILS

Please complete your details below to assist our analysis of the responses

Name	
Postcode	
Email Address	

CONFIDENTIALITY OF RESPONSE

I wish my response to be considered as confidential with access restricted to elected members and officers of Scottish Borders Council	<input type="checkbox"/>
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THANK YOU FOR TAKING THE TIME TO GIVE US YOUR VIEWS

Your completed form can be handed into your local school or posted to: St Margaret's Hawick School Consultation, Children and Young People's Services, Scottish Borders Council, Newtown St Boswells TD6 0SA.

You can also give us your views online at: www.scotborders.gov.uk/stmargarets

BY 22 JANUARY 2018

If you have any queries, please email: schoolestates@scotborders.gov.uk

APPENDIX 3

FINANCIAL TEMPLATES SHOWING CURRENT REVENUE COSTS FOR SCHOOL PROPOSED FOR CLOSURE

Financial Template

Table 1	Column 1	Column 2	Column 3	Column 4
Row 1	Current revenue costs for school proposed for closure			
Row 2	Name of School St Margaret's RC Primary School Hawick	Costs for full financial year (projected annual costs)	Additional financial impact on receiving school [enter name of school]	Annual recurring savings (column 2 minus column 3)
Row 3	<i>School costs</i>			
Row 4	<i>Employee costs - note 1</i>			
Row 5	teaching staff	£85,945	£17,058	N/A
Row 6	support staff	£32,809	0	N/A
Row 7	teaching staff training (CPD etc)			
Row 8	support staff training			
Row 9	Supply costs - note 2	£580	0	N/A
Row 10				
Row 11	<i>Building costs:</i>			
Row 12	property insurance	£742	0	
Row 13	non domestic rates	£7,841	0	
Row 14	water & sewerage charges	£1,774	0	
Row 15	utilities costs	£7,906	0	
Row 16	cleaning (contract or in-house)	£3,664	0	
Row 17	building repair & maintenance			
Row 18	grounds maintenance	£157	0	
Row 19	facilities management costs - note 6	£321	0	
Row 20	revenue costs arising from capital			
Row 21	Other			
Row 22				
Row 23	<i>School operational costs:</i>			
Row 24	learning materials	£2,722	£355	
Row 25	catering (contract or in-house)			
Row 26	SQA costs			
Row 27	other school operational costs (e.g. licences)			
Row 28				
Row 29	<i>Transport costs: note 3</i>			
Row 30	home to school			
Row 31	other pupil transport costs			
Row 32	staff travel			
Row 33	SCHOOL COSTS SUB-TOTAL	£144,461	£17,413	
Row 34				
Row 35	Income:			
Row 36	Sale of meals			
Row 37	Lets			
Row 38	External care provider			
Row 39	Other			
Row 40	SCHOOL INCOME SUB-TOTAL	£144,461	£17,413	
Row 41				
Row 42	TOTAL COSTS MINUS INCOME FOR SCHOOL			
Row 43				
Row 44	UNIT COST PER PUPIL PER YEAR (based on 14 pupils)	£10,318		

Table 2	Column 5	Column 6	Column 7
Capital costs		School proposed for closure	Receiving school
Capital Life Cycle cost - note 7			
Third party contributions to capital costs			

Table 3	Column 5	Column 6	Column 7
Annual Property costs incurred (moth-balling) until disposal			
property insurance			
non domestic rates			
water & sewerage charges			
energy costs			
cleaning (contract or inhouse)			
security costs			
building repair & maintenance			
grounds maintenance			
facilities management costs			
Other			
TOTAL ANNUAL COST UNTIL DISPOSAL			

Table 4	Column 5	Column 6	Column 7
Non-recurring revenue costs			
TOTAL NON-RECURRING REVENUE COSTS			

Table 5	Column 5	Column 6	Column 7
Impact on GAE - note 5			
GAE IMPACT			