

Democratic Services

Alternative Education Provision for Excluded Pupils (Primary) Task and Finish Group

13 DECEMBER 2018

7.00 PM

**ROOM 1.04
CIVIC OFFICES
CENTRAL MILTON KEYNES**

www.milton-keynes.gov.uk/scrutiny

Councillor D Hopkins (Chair)
Councillors M Bradburn, Carr, Miles, Morla and Wales

For more information about the meeting please contact Elizabeth Richardson on (01908) 252629 or e-mail: elizabeth.richardson@milton-keynes.gov.uk

Scrutiny – An Explanation

As Milton Keynes Council has a Cabinet (executive) system it is required by law to have a Scrutiny function to support and scrutinise its executive decision making arrangements. Scrutiny committees and scrutiny task and finish groups are not “decision making” bodies, but are bodies which monitor and influence the decision makers. The committees and task and finish groups are made up of non-Cabinet members, and are designed to support the work of the Council in the following ways:

- Assisting the executive in research, policy review and development and thus helping drive improvements in public services;
- Reviewing and scrutinising decisions to be taken, or ones which have been taken by the Cabinet and officers, also known as acting as a “critical friend”, challenging policy and decision makers;
- Considering the Council’s performance;
- Reviewing the work of external organisations operating in the Borough to ensure that the interests of local people are enhanced by collaborative working; and
- Enabling the voice and concerns of the public to be heard and listened to.

Each scrutiny committee or task and finish group has its own terms of reference. The scrutiny committees / task and finish groups consider issues by receiving information in a number of ways including by receiving presentations and taking evidence from councillors, Council officers and external witnesses or partners to develop an understanding of proposals or practices. As scrutiny committees and scrutiny task and finish groups have no decision making powers they can present their recommendations to the Cabinet, full Council, Council officers, or external partners. The committees will often request a formal response and progress report on the implementation of recommendations that they have provided to various parties.

Attending Meetings of Scrutiny Committees / Task and Finish Groups

Meetings of scrutiny committees and task and finish groups are held in public and are generally open for everyone to attend. If you would like to attend then please just turn up.

If you would like to make a representation to councillors on behalf of yourself or others on one or more the items on the agenda, let us know you are attending before the meeting so that the Chair can be advised in advance, either by calling 01908 691691 (ask for the Scrutiny Team in Democratic Services) or by emailing scrutiny@milton-keynes.gov.uk. You will have up to 4 minutes to address the meeting.

On occasions there are specific issues that the meeting must consider in private so all but members of the committee / task and finish group and key officers will be asked to leave.

If you want to speak on a matter that is not scheduled to be discussed by a scrutiny committee or task and finish group then please either call or email the address above and we will contact you to discuss how best to take this forward.

Meetings are generally held at the Civic Offices, Central Milton Keynes, the Chair of the meeting will try and make the meeting as informal as possible, but, by their nature, local authority meetings must retain a degree of formality, with the meeting being controlled by the Chair.

If you are to speak on an agenda item you will be able to speak when the item is considered. The Chair of the meeting will either call out your name when it's your turn if you have given prior notice, or ask if any members of the public wish to speak.

You will either be invited to come forward to speak or remain in your seat – the Chair will let you know.

Depending on the room in which the meeting is being held the committee / task and finish group may be using microphones. If so and you are asked to come forward to sit at the table provided, a microphone will already be there, if you are asked to remain in your seat, a colleague will bring a hand held microphone to you.

When asked to speak, please give your name and let us know if you are representing any organisation or speaking in your own right.

The maximum time you will have to speak is four minutes. If there are lots of people wanting to speak, then the Chair might reduce the time per person to one or two minutes to enable everyone to have their say. Please try not to repeat what has been said before.

If you have been invited to give evidence to the scrutiny committee or task and finish group you will have been contacted by one of the Council's scrutiny officers who will have briefed you on what the committee and task and finish group would like you give evidence on and what to expect at the meeting. You will be allowed sufficient time to speak to give your evidence. You will not be limited to 4 minutes.

Dates for the Council's public meetings, together with the papers for the meetings, are available on the Council's website at:

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If you have any questions about the scrutiny process please send them to: scrutiny@milton-keynes.gov.uk, The Scrutiny Team, Democratic Services, Milton Keynes Council, 1 Saxon Gate East, Milton Keynes, MK9 3EJ or call 01908 691691 and ask for the Scrutiny Team in Democratic Services.

Health and Safety

Please take a few moments to familiarise yourself with the nearest available fire exit, indicated by the fire evacuation signs. In the event of an alarm sounding during the meeting you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

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Agenda

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Users of Windows 7 and above can simply click the link to any documents you wish to see. Users of Windows XP will need to right click on the link and select 'open in browser'.

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The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting.

In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and Local Government can be viewed at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/14_0812_Openness_Guide.pdf

Comments, Complaints and Compliments

Milton Keynes Council welcomes comments, complaints and compliments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please e-mail your comments to scrutiny@milton-keynes.gov.uk If you require a response please leave contact details, ideally including an e-mail address. A formal comments / compliments / complaints form is available online at <http://www.milton-keynes.gov.uk/complaints/> .

AGENDA

1. Welcome and Introductions

The Chair to welcome Members, officers and the public to the meeting and introduce Members and officers who are present.

2. Apologies

3. Disclosures of Interest

Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

4. Notes

To agree the notes of the meeting held on 21 November 2018 (Item 4a) **(pages 6 to 7)**. The revised scoping document for this Task and Finish Group is included as Item 4b **(pages 8 to 17)**.

5. Evidence Taking Session

The Task and Finish Group will hear evidence from a range of witnesses in relation to the Primary School Sector Alternative Education Provision for Pupils excluded from School across Milton Keynes.

Primary School Sector Alternative Education Provision for Pupils excluded from School across Milton Keynes Task and Finish Group

Meeting held on 21 November 2018

Notes

1. Present:

Councillors M Bradburn, D Hopkins, Miles and Wales
E Richardson (Overview and Scrutiny Officer)

2. Apologies:

Councillor Carr

3. Appointment of Chair

Councillor Miles nominated Councillor D Hopkins as Chair, which was seconded by Councillor M Bradburn. As there were no objections, Councillor Hopkins was duly appointed Chair of the Task and Finish Group.

4. Declarations of Interest

Councillor M Bradburn declared a standing interest as Centre Manager at SIEVEMK GATEWAY, which was a provider of alternative education.

Councillor Miles declared a standing interest as governor of the Milton Keynes primary sector Pupil Referral Unit (PRU).

Councillor D Hopkins declared an interest as a governor of St Mary's School, Wavendon and of the New Chapter School, Coffee Hall.

5. Scope of Review, What it hopes to Achieve, Work Programme, Timetable of Meetings

Councillor Hopkins explained that the Task and Finish Group (TFG) was concentrating on alternative provision for primary aged pupils as there had been evidence 6-7 years ago that the primary sector was the ideal time to try and change lives for the better at an early stage.

Reviewing secondary level alternative provision at the same time would make it too big a task for the current timeframe and level of available resources. Once this particular review was complete, then a look at the secondary sector provision could be considered.

He went on to explain that in 2011 the primary sector heads in Milton Keynes identified a need for 75 alternative primary education places in Milton Keynes, against a current provision by the primary sector PRU of 18 places. The Department for Education (DfE) had agreed the construction of an additional PRU and offered

some funding, but the plans never materialised. It was his understanding that some primary heads were still of the view that this extra provision was required.

He made it clear that this was not a review of how the PRU operated, but an assessment as to whether the current provision of 18 places was sufficient to meet the needs of a rapidly expanding area such as Milton Keynes.

The Group then reviewed the Scoping Document and made a few minor changes. The updated document is included as an annex to these notes.

6. Draft Letter to Primary Schools

A draft letter to Primary School Headteachers seeking their views on the current provision of alternative education had been prepared. The Group reviewed the letter and did not make any changes. It agreed that as it would be dispatched towards the end of the current term, responses would be requested by the end of the third week in January. The letters would be signed by Councillor D Hopkins as Chair of the TFG.

Once all the replies had been received a number of head teachers, together with their Chair of Governors, would be approached to come and give evidence in person to the TFG. It was agreed, that, if possible a geographical mix of witnesses be identified so that the different demography across Milton Keynes could be accounted for. Once the relevant Headteachers had been identified, it was agreed that the Chair of Governors for their schools also be invited to attend.

7. Identification of Witnesses

The TFG discussed a range of other witnesses to be invited to give evidence during the course of the review. These included the Acting Director of Children's Services, the Headteacher and the Chair of Governors at the PRU, the Cabinet Member for Children and Families, the Headteacher from the Council's Virtual School and possible experts from the Department for Education. It was also suggested that other local authorities of a similar size and nature to Milton Keynes be approached for written evidence of best practice in their areas.

8. Time and Date of Next Meeting

It was agreed to hold another meeting of the TFG before Christmas. This would take place at 6.30 pm on 13 December in Room 1.04, Civic Offices.

OVERVIEW AND SCRUTINY TASK AND FINISH GROUP SCOPING DOCUMENT

Review Topic	
Primary School Sector Alternative Education Provision for Pupils excluded from School across Milton Keynes	
Origins of Review Group	Review Group Membership
<p>Children and Young People Scrutiny Committee</p> <p>Approval to proceed confirmed by the Scrutiny Management Committee on 5 September 2018</p>	<p>Membership across the political groups on a 2:2:2 basis</p> <ul style="list-style-type: none"> • Cllr M Bradburn (LD) • Cllr J Carr (LD) • Cllr D Hopkins (C) • Cllr Miles (L) • Cllr Morla (C) • Cllr Wales (L)
Overview & Scrutiny Officer	Initial Scoping of Review
E Richardson	24 September 2018
1. Purpose	
To carry out an in-depth review of the provision of alternative education in the primary school sector across Milton Keynes for children excluded from mainstream education	
2. Rationale	
<ul style="list-style-type: none"> - What does the Review hope to achieve An understanding of the extent and availability of the provision of alternative education for excluded pupils in the primary school sector across Milton Keynes - Why is the Review taking place? There is concern that insufficient attention is being given to the issue locally and that, with the continued growth of Milton Keynes, there is the possibility that the options/alternatives for pupils excluded from school on a long term basis are inadequate - What is the community importance and benefit? A proper analysis of the individual needs of primary school children who have been excluded from mainstream education, for whatever reason, is crucial to enable them to benefit from any alternative education provision and helping them to return to a mainstream school. - How does it fit in with the Council's corporate priorities / scrutiny priorities? <ul style="list-style-type: none"> • Children - putting young people first by always prioritising protecting our vulnerable children from harm and neglect and providing support so every child has the opportunity to succeed (<i>Council Plan Priority 5</i>); • Education and Skills – supporting improvement in our education and skills sector, ensuring a good local school place for every child and a non-selective model of education (<i>Council Plan Priority 9</i>); 	

2. Rationale (cont)

- What are the opportunities to make a distinctive impact?
Improve the outcomes for excluded primary school children so that they are equipped to return to mainstream education
- How will the review influence what the Council does?
By recommending any improvements that should be made to the current level of provision

3. Proposed Outcomes

- What are the proposed outcomes of the review?
An assessment of whether the existing policy delivers sufficient provision for alternative education for pupils excluded from the primary school sector in Milton Keynes and whether any improvements / changes in the existing provision need to be implemented

4. Background

- Is the review looking at existing provision or new provision?
Existing:
Alternative education for primary school pupils who have been excluded from a mainstream school is currently provided by the Milton Keynes Primary Pupil Referral Unit (PRU), based at the Romans Field School site on Shenley Road, Bletchley.
It is a small short-stay strengths based school with provision for up to 21 pupils (including 3 out of area commissioned places) who have either been, or are at risk of being excluded from mainstream primary schools. The average length of stay is 12 weeks.
- How does it relate to existing provision?
Is the existing provision adequate or does it need updating / changing / improving?
- Has the need for the review come about from an issue arising from national or local events?
No
- How does the issue relate to the Scrutiny Work Programme?
The Terms of Reference for the Children and Young People Scrutiny Committee include the following:
 - (a) *scrutinising the provision of services, the achievement of targets and the provision of resources by the Council and its partners for the children and young people of Milton Keynes and their families;*
 - (b) *supporting and challenging the Council and its partners in developing evidence-based policies and strategies which assist in creating positive outcomes for the children and young people of Milton Keynes so that they can be healthy, safe, enjoy their childhood, achieve economic well-being and make a positive contribution to the Borough;*
- Are there any relevant community views to refer to? e.g. any previous consultation?
There may be evidence/research available from the Department for Education (DfE) and the Education Funding Agency (EFA)
- What is the gap between provision and need?
This will be identified as part of the Review

5. Timetable

- How frequently will the Task and Finish Group need to meet?
Suggested 4 meetings
Meeting 1: Review of current provision, an understanding of how the exclusion process works, the numbers involved; discussion of paper based evidence / reports etc
Meeting 2: Witness evidence from service providers, PRU staff, (Children Missing Education Team ??) etc
Meeting 3: Witness evidence from service users – head teachers, school governors, (parents of affected children??)
Meeting 4: Review and Report; TFG to consider any recommendations it may want to make
See Annex A for suggested time line
- What are the key deadlines?
None, other than the Children and Young People Scrutiny Committee's request to report to the January 2019 meeting. Any recommendations for improvements are unlikely to be implemented before the start of the new school year in September 2019
- Who needs to see the analysis?
Cabinet Member – Children and Families
Service Director - Children's Services
Primary Head Teachers Forum?
Children and Young People Scrutiny Committee
Scrutiny Management Committee
- Who needs to contribute to the report?
See paragraph 8 below
- When will the Task and Finish Group report back to the Committee / Cabinet / Council?
Task and Finish Group to report to the Children and Young People Committee meeting on 9 January 2019
- Proposed End date?
Report needs to be completed by 27 December 2018 latest for inclusion in the agenda for the meeting of the Children and Young People Committee on 9 January 2019

6. Methodology / Approach

What method of enquiry will be most suitable for the review?

- Desk-based review of papers;
- Comparisons with other authorities;
- Interview officers;
- Calling witnesses to give evidence

7. Evidence Sources

What types of evidence will be needed?

- Government guidance / legislation
- MKC Guidance for Schools on Exclusions
- Service plans?
- Performance Indicators?
- Evidence from other reviews?
- Independent research articles and papers?

Are there any stakeholders or interest groups the Task and Finish Group wants to hear from in addition to inviting them to the meeting?

- Questionnaire / call for evidence to Primary Schools – DH to attend the Schools Forum and ask for their input (17 January 2019)

Ensure there is a balance in the evidence collected e.g. views of activist groups weighed in consideration of an independent audit report.

8. Witnesses

Who would the Group wish to invite to its meetings?

- Service users:
 - Primary School Head Teachers
- Stakeholders / Interest Groups:
 - School Governors
- Cabinet Member:
 - Councillor Zoe Nolan
- Frontline staff:
 - Primary School Teaching Staff
- External partners
 - Other local authorities – “statistical neighbours”
- Professional experts
 - Milton Keynes Primary Pupil Referral Unit & Chair of Governors
 - Relevant MKC staff from the Children and Families Service Group
 - Headteacher of the MK Virtual School

9. Site Visits / Observations

Is there scope for potential site visits / observations?

NO

10. Public Meetings

Should the meetings be held in public / private / mixture of both?

Wherever possible, it is Council policy that scrutiny meetings should be held in public.

However, there may be a need to exclude the press and public if the TFG is considering specific case details where the individuals involved could be identified

11. Officer Support

Identify Scrutiny Officer and any other officers that will be influential in the review process.

OSO – TBC

- Mac Heath – Service Director (Children and Families)
- Marie Denny – Head of Delivery Setting and School Sufficiency and Access?

12. Resource Requirements

Estimate the amount of 'person' time required and the potential costs involved.
Scrutiny Officer overtime for evening meetings if applicable

13. Risk Assessment

Identify potential obstacles to an effective review, including:

Limited councillor / officer availability due to already busy workloads -
Lack of co-operation / availability from external witnesses

14. Proposed Terms of Reference

1. To scrutinise the adequacy of the alternative education provision for pupils in the primary school sector who have been excluded from main stream education in Milton Keynes and to make recommendations accordingly.
2. To understand the issues relating to the alternative education provision for pupils in the primary school sector.
3. To report on the Task and Finish Group's findings and recommendations at the meeting of the Children and Young People Scrutiny Committee on 9 January 2019.

15. Background Papers

1. Milton Keynes Exclusion Guidance Notes
2. Milton Keynes – Exclusions Portal 'How To' Guide for Schools
3. DfE Statutory Guidance on Exclusion from School
4. List of FAQs on the Exclusion of Pupils from School
5. <https://milton-keynes-pru.eschools.co.uk/website/home/173526>

TASK AND FINISH PROTOCOL / OPERATING GUIDELINES

1. Introduction

- 1.1 Task and Finish Groups are set up to undertake an in-depth investigation or review of an issue and operate on a relatively informal basis. Most detailed investigative scrutiny work takes place in this type of working environment. Review Groups are a forum for information gathering and discussion between the Group and officers rather than a formal, decision making body and have no delegated powers.
- 1.2 This document sets out Milton Keynes Council's Operating Protocol for Task and Finish Groups.

2. Membership

- 2.1 The Scrutiny Management Committee will appoint a Chair to each Task and Finish Group, normally on a politically proportional basis, in consultation with Group Leaders taking account of the skills and experience required.
- 2.2 The Membership of each Task and Finish Group is politically balanced and numbers usually vary between a minimum of 3 to 6 elected Members.
- 2.3 All non-Executive Members of the Council are eligible to participate in Task and Finish Groups.
- 2.4 Nominations to the task and finish review groups for confirmation by the Management Committee, will be made by the Chair of the Task and Finish Review Group. The Chair will consult individual Political Group Leaders before nominating any councillors from the Group Leader's Group. Where appropriate, the membership of Task and Finish Groups can co-opt non-Members with a particular expertise / experience / interest to participate in the review being undertaken, eg, the Older Persons' Champion.
- 2.5 The Management Committee will appoint one of its members to act as a sponsor / mentor to each of the task and finish groups.

3. The Review Process

An initial planning meeting will be held involving the Overview and Scrutiny Officer facilitating the review, the elected councillors nominated to sit on the Task and Finish Group, and where appropriate, other Council officers and representatives of Partners or other outside organisations who may be expected to make a significant contribution to the work of the Task and Finish Group, in order to scope the review and agree a plan for the task.

The scoping document / plan should set out:

- (a) A clear statement of the scrutiny topic;
- (b) Proposed outcomes of the review;
- (c) The aim (or purpose) of the review;
- (d) The scope of the review – what will be included and excluded;
- (e) Agreed Terms of Reference;
- (f) Any specific outcomes to be achieved;

- (g) Specific concerns or issues, which should be addressed;
- (h) How the review will contribute to achieving Corporate Priorities;
- (i) An initial list of key stakeholders, partners or other agencies to be involved;
- (j) An initial list of witnesses;
- (k) How evidence will be gathered;
- (l) Any risks which may delay progress;
- (m) A timescale for completion of the task;
- (n) A suggested mechanism for following up / monitoring progress of recommendations which may be made in the final report.

3.3 As well as receiving evidence from witnesses and scrutinising printed matter, consideration should be given to use of site visits, workshops and other activities in order to gain first hand knowledge of the topic under review.

4. Witnesses

4.1 A Council's Overview and Scrutiny function has the power under Section 21(13) of the Local Government Act 2000 to require the attendance of members of the Executive and Council officers at Scrutiny meetings.

4.2 There is a statutory duty (Section 21(14) of the same Act for any member of the Executive or Council officer invited to attend a Scrutiny meeting to comply with the request.

4.3 Other witnesses from external organisations may also be invited to give evidence to Review Groups.

4.4 The Task and Finish Group should identify:

- (a) the persons to be invited;
- (b) the issue in respect of which the person's attendance is requested;
- (c) the reason why the attendance of the person would assist the Task and Finish Group in its task.

4.5 The Overview and Scrutiny Officer facilitating the review will endeavour to give both internal and external witnesses as much notice as is practicable of the Task and Finish Group's request to attend a meeting.

4.6 The invitation will give details of the review being undertaken, including any supporting documents which may be relevant, state why the witness has been invited to attend and whether or not the Review Group requires written reports in support of the witness's evidence.

5. Conduct of Meetings

5.1 Meetings of the Task and Finish Group shall be scheduled to enable the Group to complete its task within the timeframe identified in the scoping exercise. However, it is recognised that on occasion additional time may be needed to complete a task, but the agreement of the Scrutiny Management Committee should be sought for this.

- 5.2 Task and Finish Groups should aim, where possible, to hold the necessary meetings within as short a timeframe as possible so that findings do not become out of date before completion of the task.
- 5.3 Unless the evidence given to a Task and Finish Group is likely to be confidential or exempt information within the meaning of Schedule 12A Local Government Act 1972, all Task and Finish Group meetings will be treated as public meetings and arrangements made to accommodate any members of the public who might attend.
- 5.4 No witness giving evidence to a Task and Finish Group will be under any obligation to disclose publicly personal information about an employee, a looked after child, or any supplier or recipient of council services.
- 5.5 All Review Group meetings will be Chaired in a manner which ensures mutual respect between all those participating.
- 5.6 The Chair will ensure that questions put by members of the Task and Finish Group relate solely to the issue in respect of which the person's attendance has been requested.
- 5.7 Questioning should be aimed at trying to understand and explore issues rather than at catching witnesses out.
- 5.8 Members of the Task and Finish Group should avoid making statements rather than asking questions.
- 5.9 Witnesses, including Executive Members, are not members of the Review Group and should confine themselves to answering questions put to them by the Task and Finish Group or supplying evidence requested by the Task and Finish Group.
- 5.10 Members of the Task and Finish Group should operate within the agreed plan for the task and should not disclose or use any information/knowledge obtained through involvement in the group for any other purpose.
- 5.11 The Overview and Scrutiny Officer facilitating the Task and Finish Group will take notes to record the evidence given at meetings and at site visits which will be used to form the basis of the final report.

6. Reports, Conclusions and Recommendations

- 6.1 Final reports need to be written in clear English which can be easily understood by the lay reader. Over use of jargon and acronyms should be avoided and, if necessary, a glossary should be included as part of the report.
- 6.2 Final reports should be based on facts collected, give a full picture of the issues scrutinised and contain both conclusions and clear recommendations.
- 6.3 Reports should be an expression of the views of the Task and Finish Group on the basis of the evidence received and it is therefore important that members of the Task and Finish Group express their views at the drafting stage.
- 6.4 When reaching conclusions and making recommendations, the members of the Task and Finish Group should endeavour to reach agreement by consensus. However, if agreement cannot be reached, a minority view on

a particular issue may be included in the final report, or as part of minority report.

- 6.5 Depending on the topic scrutinised by the Task and Finish Group and the recommendations made, the final report will be presented to the Management Committee, Cabinet, Council, a Scrutiny Committee or even an outside organisation for consideration and action.

**Primary School Sector Alternative Education Provision for Pupils TFG
Work Programme**

Date of Meeting	Item	Notes	Objective / Proposed Outcomes	Witnesses / Evidence	Time Allocation
21/11/18	Terms of Reference / scope of the review / plan for future meetings	Review of current provision, develop an understanding of how the exclusion process works, the numbers involved; discussion of paper based evidence / reports etc	<ul style="list-style-type: none"> Agree scope of TFG and Terms of Reference; Assessment of current provision; Work Programme for the rest of the review; 	Relevant MKC staff from the Children and Families Service Group	1.5 – 2 hours meeting
13/12/18	Evidence from Witnesses	To hear from professionals delivering alternative educational provision for children excluded from mainstream schools	To understand what is involved in delivering alternative educational provision and the problems involved	<ul style="list-style-type: none"> Milton Keynes Primary PRU Headteacher and Chair of Governors; Acting Head of Children's Services; Cabinet Member for Children & Families 	1.5 – 2 hours meeting
TBA	Evidence from Witnesses	To hear from service users, ie primary school head teachers / governors Receive any written evidence from statistical neighbours	<ul style="list-style-type: none"> An assessment of the satisfaction with the current provision; Is it working? Is there anything else which could be done? 	<ul style="list-style-type: none"> Primary School Head Teachers School Governors 	1.5 – 2 hours meeting
TBA	Recommendations / Report / Action Plan	TFG to consider its findings, make recommendations / draw up action plan / finalise report	<ul style="list-style-type: none"> TFG to agree any recommendations; Propose action plan if required; Report to be completed by 21/12/18 latest; 	None	1 – 1.50 hour at meeting + possible e-mailing to finalise report