**Mileham Determination – the process for review of the determination**

**Background**

The representation period for the consultation on a proposal to close Mileham Primary School ended on 10 May. A report was submitted to the Director of Children’s Services, which made reference to the nine representations received, and the determination notice was signed on 13 May. The determination was shared with governors on 14 May, and notification was mailed to all parents/carers on 15 May.

**Circumstances of Review**

The Chair of Governors phoned our School Organisation Adviser on Monday 18th May to ask why the determination report made no reference to a submission by the governors, which he said had been sent on Friday 8th May to the address on the Public Notice. He subsequently emailed to say that the submission had been sent at 15.32, but that he had received neither acknowledgement nor a non-deliverable notice.

ICT Services has not been able to trace the email.

**Review Process**

Norfolk County Council is determined to ensure that the determination process has been conducted thoroughly and that all representations are fully considered. The determination stands unless revocation proposals are published and determined. In light of the above described Circumstances of Review, it is considered appropriate at this stage for the decision maker to review her decision, and the purpose of this review is specifically to decide whether the Local Authority should publish statutory revocation proposals to the effect that the determination made on the 13 May should not be implemented. Therefore, and with advice from the School Organisation Unit at the DfE, and from nplaw, the following process will now be applied.

* **The submission from the governors will be considered by the Decision-Maker in order to ascertain whether or not it is appropriate to publish revocation proposals.**
* The Decision-Maker will review the determination in the light of the new evidence submitted by the governors to decide on one of two outcomes:
1. That her determination should continue to be implemented, or
2. That the new evidence means that implementation would be inappropriate and therefore a revocation notice will need to be published
* The Decision-Maker will share the outcome of her review with governors by Friday 5th June, and a report will be issued which will explain the reasons behind the resolution. This will appear on the website as an Appendix to the determination notice.
* Any necessary further actions will be set out as part of this report.