

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B101/25

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Whether or not to publish a statutory notice on the proposal to enlarge Southfield School, Hatfield, by up to 26 pupils from September 2026.

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Mark Watkin

Portfolio (Executive Functions only): Education, SEND & Inclusion

Officer Contact: Hannah Maher

Tel: 01438 845732

1. Decision

Whether or not to agree to the proposal to publish a statutory notice and to initiate public consultation on the following proposal:

To enlarge Southfield School, Woods Avenue, Hatfield, AL10 8NN, by up to 26 pupils from September 2026.

2. Reasons for the decision

In December 2020¹, Cabinet approved the Special School Place Planning Strategy 2020-2023, which was subsequently extended in April 2024². The strategy shows that the need for special school places has risen sharply in recent years and that demand is forecast to continue to exceed supply.

As many of Hertfordshire's special schools are now at capacity, the strategy sets out longer term priorities which will deliver the additional school places required. In the short term, however, it identifies that additional capacity will be needed to meet the immediate need for special school places (Priority 3 in the strategy).

Southfield School, is a community special primary school for children aged 4 – 11 with Learning Difficulties (LD), with the capacity to accommodate pupils with Severe Learning Difficulties (SLD). This proposal would create 26 additional pupil places through the installation of a new modular building on site, increasing the school's capacity from 100 to 126 pupils.

3. Alternative options considered and rejected

None

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? **Yes** (*delete as applicable*)

If yes:

(a) Comments of Executive Member

The Executive Member has no comments other than to concur with the Executive Director's intention to agree the proposal.

¹ [Agenda for Cabinet on Monday, 14 December 2020, 2.00 pm | Hertfordshire County Council](#)

² [Agenda for Cabinet on Thursday, 18 April 2024, 2.00 pm | Hertfordshire County Council](#)

(b) Comments of other consultees

None

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

None

6. Following consultation with the Executive Member, I am proceeding with the proposed decision.

Signed: J Fisher.....

Title:Executive Director, Children's Services and Education

Date: 03.09.25

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups