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**REPORT TO: EDUCATION, CHILDREN'S AND LEISURE SERVICES  
COMMITTEE ON 25 JANUARY 2023**

**SUBJECT: INFORMATION REPORT: PRIMARY AND SECONDARY SCHOOL  
FUNCTIONAL CAPACITY, OCCUPANCY AND GENERAL  
PURPOSE SPACES 2022/23**

**BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND  
ORGANISATIONAL DEVELOPMENT)**

**1. REASON FOR REPORT**

- 1.1 To inform the Committee of the Primary and Secondary School Functional Capacities, Occupancy and General Purpose Spaces for session 2022/23.
- 1.2 This report is submitted to Committee in terms of Section III (D) (1) of the Council's Scheme of Administration relating to all the functions of the Council as Education Authority.

**2. BACKGROUND**

- 2.1 Primary School Functional Capacities have been reported annually to this Committee. Secondary School Functional Capacities have been included since 2018/2019.
- 2.2 The Functional Capacity of the school is the maximum number of pupils that a school can accommodate in any one year taking into account the organisational needs of the school and in particular the age distributions of the pupils.
- 2.3 Guidance to Local Authorities on the determination of "School Capacity" set out by the Scottish Government is followed when calculating the primary school capacity in order to increase consistency across the country. ([Determining Primary School Capacity Guidance 2014](#)) Two measures of primary school capacity are used and are described as **Planning Capacity** and **Working Capacity**. Planning Capacity is the physical, theoretical measure of the total number of pupils which can be accommodated in a school, based on the total number of teaching spaces, the size of these spaces and the class size maxima. Working Capacity is the more realistic measure of the total number of pupils which can be accommodated in a school in a particular school session. The Planning Capacity is adjusted based on the organisational needs of the school that session. e.g. pupil roll, composite classes. For the purpose of this report, Planning Capacity is

referred to as “Physical Capacity” and Working Capacity is “Functional Capacity”

- 2.4 The Functional Capacity for each school is calculated on census day in September each year, which in this case was 14 September 2022.
- 2.5 The functional capacity and percentage occupancy for session 2022/23 for primary schools are attached in **Appendix 1** (schools in alphabetical order) and **Appendix 2** (schools according to Associated School Group). Secondary school capacities and percentage occupancy are attached in **Appendix 3**.
- 2.6 In Moray the maximum class size in Primary 1 has been set at 25 and in Primary 2 and 3 it has been set at 30 for session 2022/23. The maximum class size in Primaries 4-7 has been set at 33.
- 2.7 The number of GP spaces within each primary school was also reviewed, see **Appendix 4**. A GP space is where a class or group of children can go to work outwith their classroom. It does not require to be the same size as a classroom as there is no requirement to have desks or chairs in these spaces. The area must exceed 18 square metres in order for it to be deemed suitable.
- 2.8 GP spaces include, halls, dining areas, computer suites and libraries. The greater the number of classes the greater need there is for GP spaces. Thus the ratio of class spaces to GP spaces is increased at 4, 7, 10, 14 and 19 classes, see **Appendix 5**.
- 2.9 In some schools where the school is under capacity, empty classrooms are used as GP spaces. These are not included in the total of GP spaces as they are designated classrooms and would be used as such if needed.

### **3. SUMMARY OF IMPLICATIONS**

#### **(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

This report supports the LOIP outcomes:

- i. Building a better future for children and young people in Moray: Healthier Children: children get the healthiest start in life and are supported to achieve the best possible mental health and wellbeing and there is equity for vulnerable groups.

And the aims of the Corporate Plan to:

- ii. Improve health and wellbeing for the people of Moray.

#### **(b) Policy and Legal**

There is no policy or legal implication arising directly from this report.

#### **(c) Financial implications**

The continuing over provision of pupil spaces has ongoing resource implications for the council.

#### **(d) Risk Implications**

There are no risk implications arising directly from this report.

**(e) Staffing Implications**

There are no staffing implications arising directly from this report.

**(f) Property**

There are no property implications arising directly from this report.

**(g) Equalities/Socio Economic Impact**

There is no requirement for an equality impact or socio economic impact assessment to be carried out.

**(h) Consultations**

Primary and Secondary School Head Teachers and Senior Officers in Education, the Head of Education (Chief Education Officer), the Head of Education Resources and Communities, the Chief Financial Officer, the Equal Opportunities Officer, and Tracey Sutherland, Committee Services Officer have been consulted and are in agreement with the contents of this report as regards their respective areas of responsibilities.

**3 CONCLUSION**

**4.1 Committee is asked to note the Primary and Secondary School Functional Capacities, Occupancy and General Purpose spaces for Session 2022/23.**

Author of Report: Lindsey Stanley, Business Support Team Manager

Background Papers:

Ref:

SPMAN-9425411-124 / SPMAN-9425411-125 /  
SPMAN-9425411-126 / SPMAN-9425411-127 /  
SPMAN-9425411-128 / SPMAN-9425411-129