

## Schools' Forum Meeting

### 25 April 2017

#### Attendees:

##### Members

Alan Chapman (AC) ( Academies)  
 Andy Brown (ABr) (Academies)  
 Helen O'Brien (HO) (Large Primary Schools  
 FSM<50%)  
 Jo Heaton (JHe) (Diocese of Durham)  
 Julie Thomas (JT) (Academies)  
 Leanne Yates (LY) Large Schools FSM > 50%  
 Lynne Pawley (LP) (Large Primary Schools)  
 Mark Tilling (MT) (Secondary Schools) CHAIR  
 Sue Sharpe (SS) (Small Primary Schools <280)  
 Tracey Gibson (TG) (Secondary Schools)  
 Zoe Westley (ZW) (Special Schools)

##### Local Authority Officers

Joanne Smith (JS) (Children's Finance)  
 Mark Patton (MP) (Assistant Director  
 Education)  
 Sandra Shears (SSh) (Children's Finance)  
 Eileen Larkin (EAL) (Administrator)

#### Apologies:

John Hardy (JHa) (VA Small Primary Schools)  
 Stephen Hammond (SH) (Academies)  
 Fr Graeme Buttery (GB) (Primary Governor)

Agenda Item	Action
<b>1 Minutes of the Last Meeting – 8 March 2017</b>  The minutes were read and accepted as true record after an amendment was made to show that Helen O'Brien was present.	
<b>2 Matters Arising</b>  MP advised the Forum that the draft document clarifying statutory EY duties, which EY provision is funded from centrally retained (available to all schools and academies), and which EY provision is SLA-funded will be drawn up and ready to be presented at the next forum meeting.	<b>MP</b>
<b>3 Mid Term Transfers – Verbal Update (I)</b>  Following on from Agenda item 2 of the minutes of Schools Forum meeting held on the 8 May, ZW wanted to make it clear to the Forum that she felt the circumstances were not the same when a child moved out of the area and no longer accessed provision as to the death of a child, which would result in funding being stopped.	

	<p>Louise Allen (Head of Service for Children) (SEND) had made it clear at the same meeting what the principle was.</p> <p>ZW felt it would be more sensitive to wait until the end of term to stop funding. This would allow more time for the redundancy process to begin if it was the case as some children may have had 2 members of staff supporting.</p> <p>This item is to be brought to the next forum meeting on the 5 July for further clarity. Louise Allen is to be invited.</p> <p>JH requested a breakdown of the high needs expenditure to be brought to the Forum before Christmas. Louise Allen to action.</p> <p><b>Managed Moves</b></p> <p>Alot of discussion took place around this topic. TG advised that Jackie Webb (School Attendance Team Manager) is to rewrite protocol in reference to this and will bring proposal to the next Forum.</p> <p>TG advised Forum that development needs to be done around a pupil passport. The admissions process and managed move process are to be separated.</p> <p>A draft proposal will be looked at at the next secondary headteachers meeting on the 2 May. Primary heads were again welcome to attend.</p> <p>If secondary heads agreed to the proposal, it would be first discussed in Cluster Groups. It would be then tabled at the Directors meeting on the 13 June.</p> <p>SS brought to the Forum's attention concerns she had had with children moving at Ward Jackson school.</p> <p>AB raised the question to the Forum, if the Holy Family supported the proposal for the managed move decoupling? TG advised that she was not aware, but would make enquires.</p>	<p><b>Actioned</b></p> <p><b>LAL</b></p> <p><b>Jackie Webb</b></p> <p><b>TG</b></p>
<p><b>4</b></p>	<p><b>Schools Capital Funding (I)</b></p> <p>MT raised the question in reference to the use of £700,000 funding – for it to be discussed in clusters around the development of a SEMH programme.</p> <p>All decisions made were to be brought back to Schools Forum in July.</p>	

5	<p><b>Terms of Office (I)</b></p> <p>MP brought to the Forum's attention the Terms of office membership that had been distributed with the minutes.</p> <p>MP read through the representation with the Forum and asked for all posts to be discussed with relevant representatives. Nominations being put forward are to be brought back to the next Forum meeting in July.</p>	<b>ALL</b>
6	<p><b>Agenda Items for Next Full Forum Meeting</b></p> <ul style="list-style-type: none"> <li>• Early Years Provision (I) MP</li> <li>• SEN (I) LA</li> <li>• Terms of Office (D) MP</li> <li>• School Balances (I) MP</li> <li>• Closure Process (I) SSh</li> <li>• Schools Capital (D) MT</li> </ul>	
7	<p><b>Any Other Business</b></p> <p>TG requested a copy of the information sent to the DfE in respect of the ESG disapplication. SSh is to check with the Legal department if this information can be shared with the Forum.</p>	<b>SSh</b>
<b>Date and Time of Next Meeting – 5 July 2017 – 9.30am at CETL</b>		