

Attendance

Members of the Schools' Forum

Susan Lacey (Vice Chair in the Chair)	Nursery Sector Headteacher Representative
Kirsty Banks	Academies Sector Representative
Stephen Blower	Secondary Sector Representative
Kate Charles	Primary Sector Headteacher Substitute
Louisa Craig	Academies Sector Representative
Lorraine Dawney	Special School Sector Representative
Michael Dixon	Non-School Member 16 - 19 Education Representative
Gary Gentle	Non-School Member Diocesan Schools Substitute
Samantha Kemp-Marshall	Non-School Member PVI Early Years Representative
Stephen Smith	Primary Sector Governor Representative
Graham Tate	Academies Sector Representative
Samantha Walker	Primary Sector Headteacher Representative
Lindsay Watson	Pupil Referral Unit Sector Substitute
Phil Williams	Academies Sector Representative

Observer Status

Bill Hague	Head of School Business and Support
------------	-------------------------------------

In Attendance

James Barlow	Finance Business Partner
Peter Green	Finance Manager
Shelley Humphries	Democratic Services Officer
Kully Sandhu	Observer

Part 1 – items open to the press and public

Item No. *Title*

1 **Welcome and Introductions**

2 **Apologies**

Apologies were received from Schools' Forum members Karen Preston, Ben Davis, Louise Fall, Lucia Jayne Turner, Nicola Licata, Zoe Rollinson, Anthony Smith and Lisa Thompson.

Apologies were also received from Councillor Jacqui Coogan and Brenda Wile.

Gary Gentle attended for Lisa Thompson and Michael Dixon attended for Louise Fall.

3 **Election of Chair and Vice-Chair**

Members of Schools' Forum were invited to elect a new Chair and Vice Chair of Schools' Forum for academic year 2023 - 2024.

Following nominations and elections, it was agreed that Karen Preston and Susan Lacey be elected as Chair and Vice Chair respectively.

All members of Schools' Forum present agreed to these elections.

Susan Lacey undertook to Chair the meeting in her capacity as Vice Chair as the Chair had submitted apologies.

Resolved:

1. That Karen Preston be appointed as Chair of Schools' Forum for academic year 2023 - 2024.
2. That Susan Lacey be appointed as Vice-Chair of Schools' Forum for academic year 2023 - 2024.

4 **Declaration of Interest or Confidentiality**

There were no declarations of interest or confidentiality.

5 **Minutes of Previous Meetings - 29 June 2023 and 5 October 2023**

It was noted that the 5 October 2023 meeting was inquorate and therefore agreed to now ratify decisions made at that meeting.

Resolved:

1. That the minutes of the meeting of 29 June 2023 subject to the correction that Lorraine Dawney was a representative and not a Substitute.
2. That the minutes of 5 October 2023 be approved as a correct record.
3. That the Draft Schools' Forum Constitution 2023 – 2024 be approved.

6 **Matters Arising**

There were no further matters arising from the minutes for the previous meeting.

7 **Early Years Distribution**

Susan Lacey provided a verbal update in her capacity as Chair of the Early Years Sub-group of the proposals for the use of the Early Years Overspend as submitted as part of Any Other Business at the last meeting of Schools' Forum.

It had been proposed to distribute £1 million of the funds amongst all Early Years settings across the City as soon as possible whilst retaining £781,000 as contingency funding. It was noted that the £1 million equated to £164.87 per pupil based on the census numbers as at January 2023.

It was confirmed that the distribution scope included all settings with Early Years provision, for example private nurseries and maintained primary schools with early years provision. Concerns were allayed that it would be more beneficial for settings to receive the money as soon as possible rather than leave it any longer as the figures were based on the most current number of pupils on roll. Forum members then approved the proposals.

It was again clarified that the Education and Skills Funding Agency (ESFA) were required to endorse the decision although they had been approached with the proposals already and a definitive response was expected shortly. Officers would also be liaising with the Cabinet Member for Jobs, Skills and Education.

Resolved:

That Schools' Forum approve proposals to distribute £1 million of the funds of the Early Years Underspend amongst all Early Years settings across the City whilst retaining £781,000 as contingency funding for Early Years settings, subject to Education and Skills Funding Agency approval.

8 **Schools' Forum Meeting Format**

The Vice Chair led the discussion on how it was felt the current Schools' Forum meeting format was working after concerns raised around meeting quorum. It was noted that it was unanimously agreed at the meeting of 29 June 2023 that the meetings remain fully face to face as it was generally felt that there was more engagement during an in-person meeting.

Bill Hague reported that extensive work had been undertaken to fill vacancies on Forum rendering it more likely to meet quorum. A fuller update would be available for the next meeting on this.

It was noted that representatives should make every effort to attend and substitutes attend where appropriate.

Resolved:

That Schools' Forum meetings continue to be held fully face to face.

9 **Any Other Business**

There was no other business raised.

10

Dates of future meetings

Dates for future meetings were confirmed as:

- 7 December 2023
- 25 January 2024
- 29 February 2024

The Chair closed the meeting at 4:31 pm.