

Schools Forum**Minutes of meeting held on Tuesday, 19 September, 2017 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall, Walsall**

Present:- Mr. M. Vlahakis (Chair)
 Dr. A. Bruton (Vice Chairman)
 Mrs M. Sheehy
 Ms T. Coles
 Mrs C. Draper
 Mr. A. Seager
 Mrs B. E. Westwood
 Mrs G. Healey
 Mr. F. Hodgkinson
 Mr. I. Baker
 Ms D. Clark
 Mr. R. Bragger

In Attendance:- Mrs L. Poole – Assistant Director – Access and Achievement
 Mr. L. Haynes - Education Finance
 Ms D. Morris – Education Finance
 Mrs N. Hart - School Ready / Early Years Lead Adviser
 Mrs K. Mann – Admissions, Planning and Transport Manager
 Mr. P. McCarthy - School Organisation Project Manager
 Mrs B. Mycock – Clerk to Schools Forum

		Action
1. 19.09.17	<p>Election of Chair</p> <p>Resolved</p> <p>That Mr M. Vlahakis be appointed Chair until the first meeting of the Autumn Term, 2018</p>	To note
2. 19.09.17	<p>Election of Vice Chair</p> <p>Resolved</p> <p>That Dr. A. Bruton be appointed Vice Chair until the first meeting of the Autumn Term, 2018</p>	To note
3. 19.09.17	<p>Apologies</p> <p>Apologies for non-attendance were submitted on behalf of Mr. S. Davies, Mr. K. Whittlestone, Mrs H. Keenan, Mrs C. Fraser, Miss L. Emery, Mr. Orlik and Councillor Nawaz</p>	

<p>4. 19.09.17</p>	<p>Minutes – 27 June, 2017</p> <p>The minutes of the meeting held on 27 June, 2017 be approved and signed by the Chairman as a correct record, subject to the following amendments:-</p> <p>Page 2 – correct surname spellings should have read:- Mr. Haynes and Ms Baxter</p> <p>Page 3 - should have read EHCP and not ECIP</p>	
<p>5. 19.09.17</p>	<p>Matters Arising from the Minutes</p> <p>Page 5 – first paragraph. All information regarding de-delegated information returned and to be considered at Primary Forum in October, with secondary maintained schools thereafter.</p>	<p>Lloyd Haynes</p>
<p>6. 19.09.17</p>	<p>Late Items (urgent) to be introduced by the Chairman</p> <p>An Academy's Revised Admission Arrangements</p>	
<p>7. 19.09.17</p>	<p>Local Government (Access to Information) Act, 1985 (as amended)</p> <p>The Forum was advised that there were no items for consideration in the private session.</p>	<p>To note</p>
<p>8. 19.09.17</p>	<p>Election of Primary School Governor Representatives on Schools Forum</p> <p>A report was submitted to inform Members of the outcome of the ballot for the two primary governor vacancies on Schools Forum.</p> <p>Resolved</p> <p>That Schools Forum:-</p> <ul style="list-style-type: none"> i. note the appointments of Mr. Fox and Mr. Beason as Primary Governor representatives on School Forum for the period ending September 2018 ii. agree that Ms Foster be appointed to a third Primary Governor representative vacancy following a recent resignation. 	<p>To note new School Forum Members</p>

<p>9. 19.09.17</p>	<p>Review of Schools Forum Membership</p> <p>A report was submitted to advise Members of the changes to the membership of Schools Forum that were necessary to reflect a decrease in the proportion of pupils attending maintained secondary schools and the respective increase in the proportion of pupils attending secondary academies at the May 2017 school census, in accordance with Schools Forum (England) Regulations 2012.</p> <p>The Clerk to check with the Constitution to confirm all secondary school membership decisions on Schools Forum can be undertaken by the secondary forum (WASH).</p> <p>Resolved</p> <p>That Schools Forum Membership be amended as follows:-</p> <ul style="list-style-type: none"> i. the number of maintained secondary school representatives is reduced to 1; ii. the number of secondary school academy representatives is increased to 6 	<p>Clerk to advise Chair of WASH re: secondary School Forum membership changes</p>
<p>10. 19.09.17</p>	<p>Fair Access Placements for Children Missing Education.</p> <p>A report was submitted in response to a request made at Schools Forum on 27 June, 2017 for additional information with regard to the placement of children through the Fair Access Protocol.</p> <p>Mrs Mann outlined the contents of the report and she stated that all secondary and primary schools (nearest to the child's address in the first instance), would be asked to take children under the fair access protocol and that there would be no requirement for a school to take further children until all schools had been asked.</p> <p>The Chair queried why some schools had more fair access pupils than others. In response, Mrs Mann reported that some schools had also participated in managed moves and managed moves were included within the respective school's fair access protocol figures and also awarded credit.</p> <p>Mr. Baker requested confirmation as to why the CME Panel would not attempt to place a child in a parent's preferred school following an unsuccessful school admission appeal at that preferred school. In response, Mrs Mann confirmed that following the dismissal of a school admission appeal for a particular school, the appeal panel's decision would be binding on all parties and therefore the respective school would not then be approached by the CME panel to take that particular child for that school year.</p>	<p>To be noted.</p>

<p>11. 19.09.17</p>	<p>Schools / LA Health and Safety Matters:-</p> <ul style="list-style-type: none"> i) Schools Buildings – Grenfell Follow Up ii) School Visits Improvements iii) Emergency Contact Numbers iv) Other School Health Matters <p>Mr. McCarthy, School Organisation Project Manager introduced himself and gave a brief summary of his previous employment prior to commencing at Walsall Council to provide clear project work including school health and safety, a consistent ‘visit system’ to meet the needs of all the stakeholders and users, and to source support outside of the Council.</p> <p>A number of reports had been submitted:-</p> <ul style="list-style-type: none"> i) <u>School Buildings – Grenfell Follow Up</u> A report had been submitted to advise Schools Forum of the Council’s joint working with partners to provide information and to assess potential fire risks from building cladding <p>Resolved That the report be noted</p> <ul style="list-style-type: none"> ii) <u>School Visits Improvements</u> A report had been submitted to advise Schools Forum of a soon to be introduced, electronic school visits management system. Ms Coles volunteered to pilot the Provider 1 educational visit handling system during early October. <p>Resolved That the report be noted</p> <ul style="list-style-type: none"> iii) <u>Emergency Contact Numbers</u> A report had been submitted advising Schools Forum that in order to support the educational visits electronic system (see above) it had been decided to collect up-to-date mobile phone details from all nursery, primary, special and secondary schools, to be used in emergency situations only. <p>Resolved That all schools to provide out-of-hours contact numbers</p> <ul style="list-style-type: none"> iv) <u>Other School Health and Safety</u> A report had been submitted to advise members of a number of ways to tackle current safety issues both long term and short term and recent key issues. 	<p>All schools to provide out-of-hour contact details to Mr. McCarthy</p>
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	<p>Mr. McCarthy also informed Schools Forum of a new, educational partnership between Birmingham City Council and the RNLI, which had produced procedures for schools for presentation to all children with regard to water safety, ie. canals, rivers, lakes, quarries, etc, with the anticipation the scheme would be developed specific to Walsall within the next two to three years. Mrs Poole reiterated that all young people would be made aware of and prepared in tackling safety issues including water and road safety, following a recent inquest.</p> <p>Mrs Poole stated it was essential that all schools inform the Council of any alternations /building work to ensure the work is carried out safely and in compliance with schools regulations, and that Ms. Haigh would contact and visit all maintained schools at least bi-annually to carry out a safety audit.</p> <p>Resolved</p> <p>i. that all school building alterations be reported to Mr. McCarthy or Ms. Haigh</p> <p>ii. that the report be noted.</p>	<p>All schools building alternations be reported to Ms. Haigh</p> <p>To be noted</p>
<p>12. 19.09.17</p>	<p>School Music Service 2018/19</p> <p>A report was submitted.</p> <p>Ms Coles informed Schools Forum that she sat on the Music Strategy Board and she reported that Forest Arts Centre was endeavouring to generate funding from other schemes and now offered after school 'A' level music lessons to pupils where schools were unable to provide the lessons.</p> <p>Members expressed some concerns in relation to unaffordable costs pertaining to smaller groups of children and the lack of flexibility in adjusting costs according to pupil numbers, and of a concern of an over reliance on Schools Forum funding.</p> <p>The Chair requested Members to provide feedback Ms. Coles.</p> <p>Resolved</p> <p>That £38,000 School Forum funding be granted to Forest Arts Centre in 2017/18.</p>	<p>Members to provide feedback to Ms Coles.</p>

<p>13. 19.09.17</p>	<p>Apprenticeship Levy Update</p> <p>Ms Baxter provided a verbal update which included:-</p> <ul style="list-style-type: none"> • the Apprenticeship Levy was time limited and available for existing staff • funding covered 30 hours standard training per week with an option to extend the time period should a trainee be unable to complete 30 hours per week • age appropriate wages; • 17 LAC vacancies ring fenced; • Areas include lab technicians, PE Sports Apprenticeships, TA's admin • From Level 2 to 7 (Masters) • £800,000 funding available • A preferred list of 'checked' providers available by November/ December <p>Schools Forum was advised to contact Ms Baxter should they have any queries.</p>	<p>Any queries to Ms Baxter</p>
<p>14. 19.09.17</p>	<p>SEN Update</p> <p>A report to be submitted to the meeting on 5 October, 2017.</p>	<p>Report to meeting of 5 October, 2017</p>
<p>15. 19.09.17</p>	<p>Review of maintained School Balances</p> <p>A report was submitted by Mr. Haynes to provide a summary of balances held by maintained schools at 31 March, 2017, and as reported to the DfE under consistent financial reporting regulations.</p> <p>The Chair enquired of academy control mechanisms and whether the local authority challenged schools over surplus balances. In response, Mr. Haynes reported each trust set its own percentage surplus balance and there was only the one school in excess of 8% surplus.</p> <p>Resolved</p> <p>That the report be noted.</p>	<p>To note</p>
<p>16. 19.09.17</p>	<p>Update on Proposed Implementation of a Schools National Funding Formula and Potential Impact on the Local Funding Formula for 2018/19</p> <p>A report was submitted by Mr. Haynes to inform Schools Forum of the current position and guidance following the consultation undertaken by DfE during 2016 and 2017 regarding the move to a Schools National Funding Formula (NFF), as announced by the Secretary of State for Education on 17 July, 2017 and he highlighted the salient points within the report.</p>	

	<p>Resolved</p> <p>That Schools Forum confirmed they are happy with what had been delivered to date and with the plans for 2017/18 and to add any further ideas or suggestions for ongoing improvement.</p>	<p>Further ideas or suggestions for ongoing improvement to be forwarded to Mr. Haynes</p>
<p>18. 19.09.17</p>	<p>Early Years Capital and Revenue Update</p> <p>A report was submitted to update Schools Forum of the current position on the supply of places for two year olds and it detailed initial plans for expanding sufficiency in 4 wards and also sought clarity on Schools Forum's position regarding the request to convert remaining funds for the sufficiency of places for 3 and 4 years olds that require the extended offer if there is clear evidence of need.</p> <p>Schools Forum requested that Nursery Heads be consulted.</p> <p>Mrs Poole advised that Primary and Special School expansion schemes would go to Cabinet on 25 October, 2017 and the Forum would be provided with an overview of the proposals</p> <p>Resolved</p> <p>That the report be noted.</p>	<p>Nursery Heads to be consulted.</p> <p>To receive an overview of proposals at next meeting.</p>
<p>19. 19.09.17</p>	<p>School Improvement Update</p> <p>Mrs Poole advised Schools Forum of the following appointments:-</p> <ul style="list-style-type: none"> • Dr Helen Paterson, new Chief Executive will commence on 13 November, 2017. Dr Paterson is a former Head Teacher and will meet with all staff in due course • Ms Eleni Loannides, the new Interim Director of Children Services appointed on 18 September, 2017 • Mrs Sally Rowe, new Director for Children's Services commences 2018 (or possibly from November 2017) • Mrs Bonner leaves the authority October half term 	<p>To be noted</p>

<p>20. 19.09.17</p>	<p>Forward Plan</p> <p>The Forward Plan was submitted.</p> <p>Resolved</p> <p>That the Forward Plan and subsequent amendments be noted.</p>	
	<p>Date and time of next meeting</p> <p>It was NOTED that the next meeting of Schools Forum would be held on Tuesday, 17 October, 2017 at 4.00 p.m. at Blakenall Village Centre, Thames Road, Blakenall, Walsall.</p>	
	<p>The meeting terminated at 5.45 p.m.</p>	
	<p>Signed:</p>	<p>Date:</p>