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| People & Communities Department | | **4** | |
|  | Civic Centre, Keynsham, Bristol  Tel: 01225 394195 | |

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| **B&NES-PC-Spot** | Description: Bath and North East Somerset Clinical Commissioning GroupCOL |

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| **Meeting title** | **SCHOOLS FORUM** |  |
| **Date** | Tuesday 12th July 2016 – Civic Centre West 1.1, Keynsham. | |
| **Forum Members Present** | Mark Mallett (Chair), Julie Dyer, Richard Vanstone, Kevin Burnett, Susan Robbins, Sarah Elliot (First Steps) | |
| **Forum Members Not Present** | Annie Smart, Anne Hewett, Roz Lambert, Dean Anderson, Alun Williams, Claire Hudson, Jim Crouch, Ed Harker (Vice Chair), Colin Cattanach | |
| **Officers Present** | Richard Morgan, Cllr. Michael Evans, Mike Bowden, Chris Wilford, Sara Willis, Margaret Simmons-Bird, | |
| **Officers Not Present** | Cllr. Emma Dixon, Ashley Ayre, Philip Frankland, Sally Churchyard, Richard Baldwin, Rob Gibbs, | |
| **Distribution** | As above; Theresa Gale; Colleen Collett; Cllr Charles Gerrish; Cllr. Lisa Brett; Cllr. Tim Warren, Cllr. Emma Dixon, Tim Richens; Jeff Wring; Wendy Jefferies, All Headteachers | |
| **Next meeting** | **Tuesday 13th September 2016,  3-5pm, Keynsham Community Space (above Library).** | |

**ACTION**

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| **1.** | **Apologies Received** |  |
|  | Roz Lambert, Cllr. Emma Dixon, Ed Harker (Vice-Chair), Ashley Ayre, Annie Smart, Alun Williams, Jim Crouch, Rob Gibbs, Anne Hewett, Richard Baldwin |  |
| **2.** | **Election of Chair** |  |
|  | MM announced the nomination of EH (current Vice-Chair) for the position of Chair; proposed by JD; seconded by SR; this was carried by unanimous decision.  KB confirmed EH membership to the Bath Cluster had been renewed. |  |
| **3.** | **Declarations of Interest** |  |
|  | RM called for any declarations of interest – MM declared his school Chew Valley to be noted within the excessive revenue balances report. |  |
| **4.** | **Minutes of the last meeting (10th May 2016)** |  |
|  | Agreed with following amendments/actions.  3.1 – Action for MB regarding the results of the research project regarding potential models for collaboration/partnership for schools. MB to update at July meeting  5. Behaviour Strategy – a number of questions raised; at the last meeting of SF. MB will update at July meeting.  MB reported proposals are in development regarding items 3.1 and 5 above; but should have more formal information / feedback for the next meeting in September.   * Sensory Support contract has a 3-year get-out clause, which was agreed is outdated; CW to look into this * Sensory Impaired Service contractual arrangements need to change – the Forum requested CW to seek a more realistic timeline and report back.   CW gave a brief update to the Forum and following discussions re: contractual law, another commissioners meeting is planned for September; with an April 2017 timescale now in-place a further update should be available in November.  The Forum fully discussed the challenges surrounding the switch of schools to academies and the resultant need to invoice the school rather than the de-delegation process.  The Forum were concerned that individual academies may act in a detrimental way to the planned Behaviour and Attendance Panel strategy. Consideration of the tighter panel constitution is being considered  KB requested the following be inserted in relation to the above text: “The Officers should investigate the possibility of top-slicing for Behaviour Panel as an alternative to the de-delegation process.” | ***MB***  ***CW*** |
| **5.** | **Forum Membership** |  |
|  | RM led the group through the School Forum Membership paper circulated.   * KB has extended Term of Office until January 2017 * AH will be replaced by Kerrie Courtier from the next meeting * EH will take the Chair leaving a vacancy for Vice-Chair * DA leaving post – position vacant - no replacement as yet – RM to send email request to all Secondary Heads for nominees * Gareth Beynon the new representative at Chew Valley * Justin Philcox of Fosseway School replaces Julie Dyer * A new College representative is required - LM has now retired   The Forum discussed the vacancy for a Special School Governor whether it is a non-essential requirement – Following SR’s suggestion – RM will write to three of the Special Schools: e.g. Bath Studio, Aspire, Writhlington for representatives. | ***RM*** |
| **6.** | **Budget Outturn** |  |
|  | RM introduced the 2015/16 Budget Outturn paper circulated; the Forum were asked to note:   * The DSG was underspent by £5.039 m * The schools elements underspending by £439k * Centrally retained underspending £4.600m * The underspends include the carry forward from 2014-15 * 2015-16 DSG balance has decreased by £885k   Forum were reminded that they had utilised approximately £2m of this balance in allocating resources to schools and settings in 2016-17 |  |
| **7.** | **Schools Balances** |  |
|  | RM introduced the paper setting out excessive balances schools drawing attention to the papers circulated – 7.1 showing individual school balances and 7.2 detailing the uses of individual schools excessive balances.  Following discussion the Forum recommended the carry forward remain, and would revisit this topic again at a later meeting. | ***RM*** |
| **8.** | **Schools Counselling** |  |
|  | Mary Kearney-Knowles (MKK) and Margaret Fairbairn (MF) joined the meeting to present the circulated paper and answer any questions regarding the request for funding a school based counsellor.  After a short discussion the members voted unanimously to support the request of approximately £64k as recommended in the paper.  The forum considered this request and agreed to utilise part of the DSG carry forward to support the funding of the project. |  |
| **9.** | **Alternative provision** |  |
|  | The Forum discussed the paper requesting a further 12-month’s funding to Aspire’s contract. SR withdrew from the meeting declaring an interest; leaving concerns of not being quorate – with an email from AS supporting this proposal (quoted below) the Forum voted to extend the contract.  *I have read the paper and I support the proposal to extend Aspire’s contract for another year but I am unclear on where the additional places are going to be found. Listening to the feedback from the Joint Behaviour Panel Chairs’ meeting, it seems that it is down to one of our schools to offer to run this? I don’t see that any of us have the capacity to offer. Is there a reason why an extra classroom could not be placed at Aspire? KAFOS Heads would welcome a response from Aspire on this, as they were not represented at Panel today.* |  |
| **10.** | **National Funding Formula** |  |
|  | RM gave an update on the current position further guidance is expected imminently and will be issued to the Forum in September. | ***RM*** |
| **11.** | **A.O.B.** |  |
|  | A presentation was made to MM in recognition for his work as Chair and contributions to Schools Forum meetings; SW gave a further vote of thanks on behalf of Early Years. MM thanked everyone, by saying he had enjoyed working with the Forum and wished everyone a lovely summer. |  |
|  | **Date of next Meeting** |  |
|  | Tuesday 13th September 2016, Keynsham Community Space, 1st Floor Library building. |  |