



Rutland County Council

Catmose Oakham Rutland LE15 6HP
Telephone 01572 722577 Facsimile 01572 75307 DX28340 Oakham

Action points of the **EXTRAORDINARY SCHOOLS' FORUM** held in the Wytchley Room, Catmose, Oakham, Rutland LE15 6HP on **Wednesday, 11th November 2015** at 4.00 p.m.

Chair: Jan Turner, Secondary Principal, Uppingham Community College

1 WELCOME AND APOLOGIES

Attendees:

Name	Organisation
1. Anne Platt	Headteacher, Great Casterton CofE Primary School
2. Bob Gale	Trade Union Representative
3. Carl Smith	Principal, Casterton College, Rutland
4. Jan Turner	Principal, Uppingham Community College
5. Jane Narey	Corporate Support Officer (minutes)
6. John Woodhead	LA appointed Diocese rep
7. Mark Fowler	Head of Service Learning & Skills, People Directorate, RCC
8. Mary Darlington	LA appointed EY PVI
9. Sharon Milner	Executive Headteacher, Brooke Hill Academy

Apologies:

Name	Organisation
10. Ali Chambers	Head of School, English Martyrs Catholic Voluntary Academy
11. Christine Burnett	Schools' Support Officer, Peterborough Diocese
12. Cllr David Wilby	Portfolio Holder for Lifelong Learning
13. Dawn Greaves	Services for People Accountant
14. Luke Dabin-Williams	Services for People Accountant
15. Rachel Thomas	Headteacher, Cottesmore Primary
16. Robert Gooding	Headteacher, Whissendine CofE Primary
17. Steve Cox	Headteacher, Oakham CofE Primary
18. Stuart Williams	Principal, Catmose College

Ref	Action	Lead
1.1	Jan welcomed everyone to the extraordinary meeting.	

2 MATTERS ARISING:

2a The New Constitution for the Schools' Forum

2.1	Context Mark briefed attendees on the reasoning behind the review of the Schools' Forum constitution:	
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- i) The Forum was very large.
- ii) There have been a number of staff changes.
- iii) There was no substitution system.
- iv) It no longer conformed to national legislation and guidelines.
- v) This resulted in a number of meetings not being quorate so unable to make decisions.

The New Constitution – changes

- i) The new constitution should reflect the difference between primary and secondary schools AND academy and free schools.
- ii) The guidelines require the balance of membership to reflect the numbers of pupils in different institutions.
- iii) The Schools’ Forum is governed by very strict regulations so it was decided to decrease the number of members to 12 members:

School Members		
Primary Schools	4	2 representatives (academies)*; 1 head teacher (maintained) SEN; 1 governor (maintained)
Secondary Schools (academies and free	4	4 representatives *

Non-School Members		
Early Years Private, Voluntary,	1	Representative
16-19	1	Representative (from the FE colleges which serve the
Diocese	1	Representative (on behalf of
Youth Council	1	Representative*

- iv) It was agreed that a Trade Union Representative would still attend future Schools’ Forum meetings instead of the Youth Council representative
- v) It was proposed that the FE representative should be from the Rutland Adult Learning and Skills Service.
- vi) It was agreed that every member would have a named substitute who must represent the member at meetings in times of absence.
- vii) It was agreed that a new Chair and Vice Chair would be voted in every new 2 years.
- viii) It was agreed that as a public meeting, all meeting dates, agendas and minutes would be publicised on the Rutland County Council website.

The draft constitution was formally agreed by all attendees as the new constitution for the Schools’ Forum.

DECISION

3 ACTIONS TO BE COMPLETED

3.1	Mark briefed attendees on the actions that must be completed <u>before</u> the next meeting.	
3.2	<p>School Members</p> <ul style="list-style-type: none"> i) Primary (community, VA, VC) – one Headteacher / SEN representative. Clerk to write to all heads to confirm representative Headteacher of SEN school. ii) Primary (community, VA, VC) – one governor. Clerk to write to all governors; they identify an individual. iii) Primary (academies) – two representatives. Clerk to write to all trusts and Headteachers asking for nominations. They then select by method agreed by academy trusts. iv) Secondary Academy and Free School Representative – four representatives. Clerk to write to all trusts asking for nominations. v) Representatives nominate substitutes. 	
3.3	<p>Non-School Members</p> <ul style="list-style-type: none"> i) Private, Voluntary and Independent Providers (PCVI) – one representative. Early Years Adviser to write to PCVI's to invite nominations; ballot at appropriate meeting. ii) Diocese – one representative. The Clerk to the Forum to write to the dioceses alerting them to the need for one representative. iii) Further Education – one representative. Clerk to write to key 16-19 FE colleges proposing RALS represents FE at the Schools' Forum meetings. iv) Youth Council – one representative. Clerk to invite Youth Council to elect a representative. 	
3.4	<p>Chair</p> <ul style="list-style-type: none"> i) All forum members to receive full membership list by email. ii) Members to nominate Chair and Vice Chair to Clerk. iii) Election of both positions at the next meeting. 	

4 ANY URGENT BUSINESS

4.1	It was agreed that the item 'The True Cost of Childcare' from Mary Darlington be added to the agenda for the next meeting.	AGENDA
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5 DATE OF NEXT MEETING:

	The next meeting will be held on Thursday, 26 th November, 2015, 4.00 – 5.00 p.m. in the Martinsley room, Catmose at RCC.
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 The Chair declared the meeting closed at 4.45 p.m.
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