



Rutland County Council

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Ladies and Gentlemen,

A meeting of the **SCHOOLS' FORUM** will be held via Zoom - <https://us06web.zoom.us/j/88477167623> on **Thursday, 5th October, 2023** commencing at **4.00 p.m.** when it is hoped you will be able to attend.

Yours faithfully

Mark Andrews
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

A G E N D A

1) WELCOME AND APOLOGIES

2) MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

To confirm the minutes and update the actions of the meeting of the Schools' Forum held on the 22nd June 2023.

SUMMARY OF ACTIONS FROM THE PREVIOUS MEETING

No.	Ref.	Action	Person
1	2	The Clerk to investigate if the meeting of the Parent Carer Voice Collaborative Group had been held in June and which members of school staff had attended.	Jane Narey
2	2	Sharon Milner to arrange a meeting of the Rutland headteachers cohort for them to provide feedback regarding the multi-agency guidance.	Sharon Milner
3	8A	Kathryn Pullan to notify the Clerk of her replacement as the Private, Voluntary & Independent (PVI) Early Years representative.	Kathryn Pullan

4	8A	The Clerk to write to all schools requesting nominations for representatives for Academies and Academies (governors).	Jane Narey
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(Pages 7 - 12)

3) ANNUAL ELECTION OF CHAIR AND VICE CHAIR

To formerly approve the Chair and Vice Chair of the Schools' Forum for the academic year 2023-2024.

[ITEM FOR DECISION]

(5 MINUTES)

4) ANNUAL REVIEW OF THE CONSTITUTION AND RULES OF CONDUCT

To approve the updated Schools' Forum Constitution and Rules of Conduct for the academic year 2023-2024.

[ITEM FOR DECISION]

(5 MINUTES)

(Pages 13 - 30)

5) FINANCE UPDATE

A. SCHOOLS' BUDGET 2024-2025

To receive the forecast details for the 2024-2025 schools' budget and a request for a 0.5% transfer between the School Block and the High Needs Block.

[ITEM FOR DECISION – REPORT TO FOLLOW]

(10 MINUTES)

B. FUNDING FOR TRADE UNION FACILITIES TIME

Discussion regarding funding arrangements for supply cover costs for 2024-2025.

[ITEM FOR DECISION]

(5 MINUTES)

(Pages 31 - 32)

6) SEND IMPROVEMENT PLAN

To receive a verbal update from Bernadette Caffrey, Head of Early Help, SEND and Inclusion.

[ITEM FOR INFORMATION]

(10 MINUTES)

A. NURTURE HUB AND PRACTICE: UPDATE

To receive an update from Penny Rawlings, Head of School, Edith Weston Academy.

[ITEM FOR DISCUSSION]

(5 MINUTES)

B. SEND PARENT COLLABORATIVE GROUP: UPDATE

To receive a report from Lesley Hawkes, Early Help Coordinator regarding the request for a Schools' Forum representative to be part of the next steps for the collaboration work.

[ITEM FOR DECISION]

(5 MINUTES)

(Pages 33 - 34)

C. AUTISM EDUCATION TRUST

To receive a verbal briefing from Ben Solly, Principal, Uppingham Community College.

[ITEM FOR INFORMATION]

(5 MINUTES)

7) EARLY YEARS WORKING GROUP

To receive a verbal update from Mrs J Ward, representative of the Private, Voluntary and Independent (PVI) Early Years.

[ITEM FOR INFORMATION]

(5 MINUTES)

8) PUPIL PLACE PLANNING

To receive a verbal update on pupil place planning from Gill Curtis, Head of Learning and Skills

[ITEM FOR INFORMATION]

(5 MINUTES)

9) WORK PLAN 2023-2024

To review and update the Schools' Forum Work Plan for 2023-2024

[ITEM FOR INFORMATION]

(5 MINUTES)

(Pages 35 - 36)

10) ANY URGENT BUSINESS

(5 MINUTES FOR FINAL AGENDA ITEMS)

11) MEETING DATES

Thursday, 1 February 2024, 4.00 – 5.30 p.m. via Zoom – <https://us06web.zoom.us/j/88550441601>

Thursday, 9 May 2024, 4.00 – 5.30 p.m. via Zoom - <https://us06web.zoom.us/j/88263042018>

The School and Early Years Finance (England) Regulations 2021 amended
The Schools Forums (England) (Coronavirus) (Amendment) Regulations 2020

to make permanent provisions to enable schools' forum meetings to be held remotely. This includes (but is not limited to) telephone conferencing, video conferencing, live webcast and live interactive streaming. Where a schools' forum decides to hold a public meeting by remote means only, the forum should provide support or make alternative arrangements so that any interested parties who do not have telephone or online access can attend virtual meetings.

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MEMBERS OF THE SCHOOLS' FORUM:

Name	Representing
Ben Solly (CHAIR)	Academies
Steve Cox (VICE CHAIR)	Special Schools
Alison Chambers	Academies
Carl Smith	Academies
Craig Charteris	Academies
Fiona Wilce	Maintained Schools
Gary Morphus	Trade Unions
Jo Ward	Private, Voluntary & Independent (PVI) Early Years
Oliver Teasel	Post 16 Provision
Peter French	Dioceses
Stuart Williams	Academies
VACANT	Academies (Governors)

DEPUTIES:

Name	Representing
Andreas Menzies	Dioceses
Kay Smith	Special Schools
VACANT	Trade Unions
VACANT	Academies
VACANT	Post 16 Provision
VACANT	Maintained Schools
VACANT	Academies (Governors)

OFFICERS:

Dawn Godfrey	Strategic Director of Children and Families (DCS), RCC
Gill Curtis	Head of Learning and Skills, RCC
Bernadette Caffrey	Head of Early Help, SEND and Inclusion, RCC
Andrew Merry	Finance Manager, RCC
Helen Chester	SEND Capital Programme Manager, RCC
Jane Narey (CLERK)	Scrutiny Officer

ATTENDEES:

Councillor Tim Smith

Portfolio Holder for Children's Services