



# 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/88550441601> on **Thursday, 1st February, 2024** commencing at **4.00 pm** 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/](http://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 30<sup>th</sup> November 2023

#### SUMMARY OF ACTIONS FROM THE PREVIOUS MEETING

No.	Ref.	Action	Person
1	3	Andrew to send Jane wording regarding the Finance Working Group for an email to be sent to all schools on behalf of the Chair requesting volunteers to be members of the Finance Working Group.	<b>Andrew Merry, Jane Narey, Ben Solly</b>

(Pages 5 - 8)

### 3) FINANCE UPDATE

To receive a report from Andrew Merry, Head of Finance, RCC.  
REPORT TO FOLLOW

(15 MINUTES)

**4) SEND IMPROVEMENT PLAN**

To receive a report from Kulwinder Bola, SEND Improvement Programme Manager, RCC.  
REPORT TO FOLLOW

(10 MINUTES)

**5) EARLY YEARS WORKING GROUP**

To receive an update from Lucy Lewin, representative of the Private, Voluntary and Independent (PVI) Early Years.  
[ITEM FOR INFORMATION]

(5 MINUTES)

**6) PUPIL PLACE PLANNING**

To receive an update on pupil place planning from Gill Curtis, Head of SEND, Inclusion and Learning, RCC.  
[ITEM FOR INFORMATION]

(5 MINUTES)

(Pages 9 - 10)

**7) DFE SPECIAL EDUCATION NEEDS AND DISABILITY AND ALTERNATIVE PROVISION (SENDAP) CHANGE PROGRAMME**

To receive a presentation from Dawn Godfrey, Strategic Director of Children and Families, RCC and Pat Bullen, Leicester, Leicestershire and Rutland (LLR) Change Programme Partnership - Strategic Lead, School Development Support Agency.  
[ITEM FOR INFORMATION]

(10 MINUTES)

(Pages 11 - 28)

**8) ANNUAL SCAP RETURN**

To receive a briefing from David Wylie, Business Intelligence Technical Development Lead, RCC.  
[ITEM FOR INFORMATION]

(10 MINUTES)

**9) WORK PLAN 2023-2024**

To review and approve the Schools' Forum Work Plan for 2023-2024  
[ITEM FOR INFORMATION]

(5 MINUTES)

(Pages 29 - 30)

## 10) ANY URGENT BUSINESS

(5 MINUTES FOR FINAL AGENDA ITEMS)

## 11) MEETING DATES

Thursday, 9 May 2024, 4.00 – 5.30 p.m.

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:

<b>SCHOOL MEMBERS</b>		
	<b>Name</b>	<b>Representing</b>
1.	Ben Solly (CHAIR)	Academies (Secondary)
2.	Steve Cox (VICE CHAIR)	Special Schools
3.	Carl Smith	Academies (Secondary)
4.	Craig Charteris	Academies (Primary)
5.	Fiona Wilce	Maintained Schools (Primary)
6.	Stuart Williams	Academies (Secondary & Primary)
7.	VACANT	Academies
8.	VACANT	Academies (Governors)

<b>NON-SCHOOL MEMBERS</b>		
	<b>Name</b>	<b>Representing</b>
9.	Gary Morphus	Trade Unions
10.	Lucy Lewin	Private, Voluntary & Independent (PVI) Early Years
11.	Oliver Teasel	Post 16 Provision
12.	Peter French	Dioceses

**Quorum:** Two fifths of current voting members (excluding vacancies) i.e. 5 members when the Forum has full membership of 12 in place. At least one representative of each of the primary and secondary phases of education must be present and voting.

**DEPUTIES:**

<b>Name</b>		<b>Representing</b>
13.	Andreas Menzies	Dioceses
14.	Kay Smith	Special Schools
15.	Rob Gooding	Academies (Primary)
16.	Steve Flowers	Maintained Schools (Primary)
17.	VACANT	Private, Voluntary & Independent (PVI) Early Years
18.	VACANT	Trade Unions
19.	VACANT	Post 16 Provision
20.	VACANT	Academies (Governors)

**OFFICERS:**

<b>Name</b>		<b>Title</b>
1.	Dawn Godfrey	Strategic Director of Children and Families (DCS), RCC
2.	Gill Curtis	Head of SEND, Inclusion and Learning, RCC
3.	Andrew Merry	Head of Finance, RCC
4.	Kulwinder Bola	SEND Improvement Programme Manager, RCC
5.	Jane Narey (CLERK)	Scrutiny Officer, RCC

**ATTENDEES:**

<b>Name</b>		<b>Title</b>
6.	Councillor Tim Smith	Portfolio Holder for Children and Families