



# Rutland County Council

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Ladies and Gentlemen,

A meeting of the **SCHOOLS' FORUM** will be held in the Council Chamber, RCC, Catmose, Oakham, Rutland LE15 6HP on **Thursday, 9th May, 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/)

Although social distancing requirements have been lifted there is still limited available seating for members of the public. If you would like to reserve a seat, please contact Democratic Services at [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk). The meeting will also be available for listening live on Teams using the following link: <https://tinyurl.com/hhrn7avn>

## **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 1<sup>st</sup> February 2024

#### **SUMMARY OF ACTIONS FROM THE PREVIOUS MEETING**

<b>No.</b>	<b>Ref.</b>	<b>Action</b>	<b>Person</b>
<b>1</b>	<b>4</b>	The Head of Finance to update the membership table following the agreed amendments and arrange a meeting of the Finance Sub-Group.	<b>Andrew Merry</b>

(Pages 5 - 10)

**3) FINANCE UPDATE**

To receive a report from Andrew Merry, Head of Finance, RCC.  
[ITEM FOR INFORMATION]

(15 MINUTES)

(Pages 11 - 12)

**4) FINANCE SUB-GROUP: UPDATE**

To receive a verbal update from Andrew Merry, Head of Finance, RCC.  
[ITEM FOR INFORMATION]

(15 MINUTES)

**5) DELIVERING BETTER VALUE (DBV) SEND PROGRAMME UPDATE**

To receive a report from Kulwinder Bola, SEND Improvement Programme Manager, RCC.  
[ITEM FOR INFORMATION]

(15 MINUTES)

(Pages 13 - 16)

**6) EARLY YEARS WORKING GROUP**

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

(5 MINUTES)

**7) 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 17 - 18)

**8) CONSTITUTION AND RULES OF CONDUCT**

Notification from Gill Curtis, Head of SEND, Inclusion and Learning of the Annual Review of the Constitution and Rules of Conduct including the Nomination of Chair and Vice Chair.  
[ITEM FOR INFORMATION]

(5 MINUTES)

(Pages 19 - 38)

**A. ANNUAL REVIEW OF SCHOOLS' FORUM MEMBERSHIP**

To review the current membership of the Rutland Schools' Forum and agree any action(s) required.  
[ITEM FOR DECISION]

(5 MINUTES)

(Pages 39 - 40)

**9) WORK PLAN 2024-2025**

To review and approve the Schools' Forum Work Plan for 2024-2025  
[ITEM FOR INFORMATION]

(5 MINUTES)

(Pages 41 - 42)

**10) ANY URGENT BUSINESS**

(5 MINUTES FOR FINAL AGENDA ITEMS)

**11) MEETING DATES**

Dates/times to be confirmed.

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 Steve Flowers	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>
1.	Gary Morphus	Trade Unions
2.	Lucy Lewin	Private, Voluntary & Independent (PVI) Early Years
3.	Oliver Teasel	Post 16 Provision
4.	Andrew Read	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>
5.	Andreas Menzies	Dioceses
6.	Kay Smith	Special Schools
7.	Rob Gooding	Academies (Primary)
8.	VACANT	Maintained Schools (Primary)
9.	VACANT	Private, Voluntary & Independent (PVI) Early Years
10.	VACANT	Trade Unions
11.	VACANT	Post 16 Provision
12.	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