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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 10th May 2016 – Civic Centre West 1.1, Keynsham. |
| **Forum Members Present** | Julie Dyer, Colin Cattanach, Richard Vanstone, Annie Smart, Anne Hewett, Kevin Burnett, Alun Williams, Jim Crouch, Ed Harker (Vice Chair). Claire Hudson, |
| **Forum Members Not Present** | Susan Robbins, Roz Lambert, Mark Mallett (Chair), Dean Anderson, |
| **Officers Present** | Richard Morgan, Cllr. Michael Evans, Richard Baldwin, Rob Gibbs, Mike Bowden, Chris Wilford |
| **Officers Not Present** | Cllr. Emma Dixon, Ashley Ayre, Sara Willis, Philip Frankland, Sally Churchyard, Margaret Simmons-Bird, |
| **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 12th July 2016, 3-5pm, Civic Centre West 1.1, Keynsham.** |

**ACTION**

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| **1.** | **Apologies Received** |  |
|  | Susan Robbins, Roz Lambert, Cllr. Emma Dixon, Mark Mallet (Chair), Ashley AyreEH chaired the meeting in the absence of MM (Chair) |  |
| **2.** | **Election of Chair** |  |
|  | Due to MM leaving his post the position of Chair has become vacant; EH confirmed he is happy to continue as Vice-Chair. RM requested nominations for the position of Chair ready for July meeting.The impending changes to the National Funding Formula and the requirement of the Chair to drive this forward were discussed. Any full member of the Forum is allowed to Chair – historically there have been 2-secondary head teachers.RM to provide a brief summary of the role of the Chair. | ***ALL******RM*** |
| **3.** | **Minutes of Last Meeting – 15th March 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 meeting5. Behaviour Strategy – a number of questions raised; at the last meeting of SF. MB will update at July meeting. | ***MB******MB*** |
| **4.** | **Forum Membership** |  |
|  | RM began by drawing attention to the ‘Terms of Office Ends’ (dates coincide with the end of the school year in July) on the School Forum Membership paper circulated.Whilst also noting:* It is not mandatory for Governor Representatives to change
* RM to be informed of any changes within respective areas
* A new College representative is required - LM has now retired
* EH is happy to continue as Vice-Chair
* DA is leaving post – position vacant
* MM (Chair) is leaving post – position vacant – RM to chase-up
* JC would be happy to be re-elected as Primary Governor

The ratio of representatives between maintained and academy numbers was discussed – the DFE require a proportional representation between maintained and academy, but unclear as to how quickly the LA will need to react to changing proportionality. | ***RM*** |
| **5.** | **Declaration of Interest Policy** |  |
|  | MB introduced the Draft Code of Conduct and Management of Conflicts of Interest policy; reflecting on past meetings there could be some conflicts of interests and to link with the need for transparency. Comments were invited on this new simplified version:* CH stressed the importance to be clear on position and the need to published as a public document
* The introduction of a regular agenda item Declaration of Interest would show good practice. RM suggested this could be sent with the invitation to the meeting with responses being collated before the meeting and sent with the minutes.
 | ***RM*** |
| **6.** | **Sensory Impaired Service** |  |
|  | CW summarised the Service; which is well regarded across BANES by parents but due to legislative change a new specification is due to be put forward in the next 12 monthsThe Forum fully discussed and questioned:* Support of Special Schools with recognition given to the county children come from and whether rationales should be put in place; bearing in-mind the financial implications.
* 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*** |
| **7.** | **Behaviour Panels – Financial Position** |  |
|  | RM gave an explanation for the closedown balances and the policy report. The Forum discussed the excessive panel balances of Bath Secondary and Midsomer Norton Secondary shown in the report; agreeing both could be carried forward.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 consideredRM voiced concerns regarding the National Funding Formula and the impacts on the de delegation approach which are yet to be realised.The Forum wished to record a vote of thanks to those who run the Panels |  |
| **8.** | **National Funding Formula** |  |
|  | RM gave a verbal update concentrating on the anticipated timeframes for stage 2 of the process |  |
| **9.** | **A.O.B.** |  |
|  | KOOTH – a charitable organisation run on a web-based commission through CAMHS Transformation fund; publicity cards were handed out as preparation for the Health aware event at the end of May via the Clinical Commissioning Group. |  |
| **10.** | **Date of next Meeting** |  |
|  | Tuesday 12th July 2016, Civic Centre West 1.1, Keynsham. |  |