

# MINUTES OF MEETING

**Meeting title:** Nottinghamshire Schools Forum  
**Date and time:** 01 December 2014, 10am to 12 noon  
**Location:** Rufford Mill, NG22 9DG

## Membership

*'A' denotes absence*

	Ms L Regan	Maintained Primary Head Teacher (Ashfield)
	Ms S Bates	Maintained Primary Head Teacher (Broxtowe) - (Chair)
	Mr M Elliot	Maintained Primary Head Teacher (Bassetlaw)
	Mr J Wilson	Maintained Primary Head Teacher (Gedling)
A	Mrs H Atkins	Maintained Primary Head Teacher (Mansfield)
A	Ms H Richardson	Maintained Primary Head Teacher (Newark)
A	Mr M Kennard	Maintained Primary Head Teacher (Rushcliffe)
A	Mr C James	Maintained Secondary Head Teacher
A	Mr D Vasey	Academy Head Teacher
A	Mr D Cotton	Academy Head Teacher
A	Mr C Weaver	Academy Head Teacher
	Mr J McGeachie	Academy Head Teacher
	Ms D Trusler	Academy Head Teacher
A	Ms K McIntyre	Special school Head Teacher
	Mr R McCrossen	Special school Head Teacher
	Ms V Holland	Governor - maintained primary
A	Mr S Hunt	Governor - maintained primary
	Mr T Colton	Governor - maintained secondary
A	Mr M Quigley	Governor – academy
	Ms K O'Connell	PVI - Early Years Consultation Group Chair
	Ms C Walton	PVI - Early Years Consultation Group Member
A	Mr C Cuomo	Diocesan representative - Head teacher – (Vice Chair)
A	Ms C Meese	Diocesan representative
	Mr J Jefferies	Trades union representative - NASUWT
	Ms H Allister	Trades union representative – UNISON

## ***In attendance:***

Mr J Slater	Service Director, Education Standards & Inclusion, CFCS
Mrs K Adamson	Senior Finance Business Partner
Mrs S Summerscales	Finance Business Partner
Mrs C Anderson	Observer – Operations Director, Christ the King Academy
Ms A Hall	Observer - NASBM

		<b>ACTION</b>
1.	<p><b>Welcome</b></p> <p>Sally Bates welcomed the members to the meeting, and the group was asked to introduce themselves.</p>	
2.	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Helen Atkins, Helen Richardson, Martin Kennard, Christopher James, Kathy MacIntyre, Simon Hunt, Carlo Cuomo, Dave Cotton, Mike Quigley, Anthony May, Neil Robinson, &amp; Toni Gardner.</p> <p>It was noted that attendance was low, but that with 11 members present at the start of the meeting (13 with late arrivals) quorum (40% of 25 = 10) had been met &amp; the meeting should proceed.</p>	
3.	<p><b>Election of the Chair &amp; Vice Chair</b></p> <p>(Val Holland joined the meeting)</p> <p>Katy Adamson explained that according to the Schools Forum constitution this election should take place annually, at the first ordinary meeting of the financial year (June). At some point in the past this must have slipped to December. It was agreed that since the current post holders had been in post a year an election should take place at this meeting to cover the annual appointment, &amp; in order for the bring things back in line with the constitution again in June 2015.</p> <p>Louise Regan nominated Sally Bates as Chair &amp; Carlo Cuomo as Vice Chair, with Ron McCrossen &amp; Chris Walton seconding these proposals. Other nominations were invited, but none were made.</p> <p>Sally left the room whilst a discussion led by John Slater took place &amp; a vote was taken. The 11 remaining members present &amp; eligible to vote supported both of the nominations unanimously.</p>	
4.	<p><b>Minutes of the Previous Meetings</b></p> <p>Ordinary meeting 15<sup>th</sup> Sept 2014 – amendments were requested to pages:</p> <ul style="list-style-type: none"> <li>• 2 (spelling of Louise Regan’s name)</li> <li>• 3 (increase in numbers from 880 to 903 quoted as being a 95% increase, when it’s a 2.6% increase)</li> <li>• 4 (“been”, should read “being”) &amp;</li> <li>• 5 (Martin Kennard, rather than Mark Kennard)</li> </ul> <p>But otherwise accepted as a true record</p>	

	<p>Extraordinary meeting 23<sup>rd</sup> October 2014 – no amendments were requested &amp; the minutes were accepted as a true record, though the following matters arising were discussed:</p> <ul style="list-style-type: none"> <li>• John Slater confirmed that the Forum’s recommendations for the 2015-16 funding formula had received formal approval by Policy Committee; Katy Adamson confirmed that the details of the formula had been submitted to Education Funding Agency within their prescribed timeframes.</li> <li>• Tony Colton sought clarity on when the minutes became public, Sally Bates on how information from the meetings was communicated back to schools, Louise Regan if it was ok to feed back to the group she represented before the minutes had been approved at the next meeting. It was recognised that since Forum was a public meeting, with minutes published on the website after approval &amp; issues of confidentiality were not included in the published minutes, there was no problem with members feeding back to the groups they represent before the minutes were signed off.</li> </ul> <p>(Donna Trusler joined the meeting)</p> <ul style="list-style-type: none"> <li>• James McGeachie asked how soon those who’d sent their apologies were able to feed back to the groups they represented in a timely manner, when the minutes were not available until the next meeting. It was <b>agreed</b> that in future draft minutes should be circulated as soon after the meeting as possible to all members, &amp; continue to be published on the website after sign off at the following meeting. Katy Adamson to advise Toni Gardner of this. Draft minutes were sent our 3<sup>rd</sup> December 14.</li> <li>• With regards the low attendance at today’s meeting it was <b>agreed</b> that in future Monday mornings be avoided &amp; that a future discussion on attendance generally take place, recognising that the meetings did make demands on the time of already busy people. Items for scheduling of next round of meetings &amp; discussion on attendance to be added to the agenda for the next meeting.</li> </ul>	<p>KATG</p> <p>KATG</p>
<p>5a.</p>	<p><b>Trade Union</b></p> <p>Katy Adamson presented the information that had been provided by the budget holder on the contribution to the Trade Union budget by academies for 2013-14, a summary of how this had been utilised by union, &amp; the resulting underspend of £66k (carried forward to the current year, as approved by the Forum).</p> <p>Whilst roughly half of all academies had paid into the fund last financial year, none had committed to do so for the current financial year.</p> <p>Sally Bates invited Joe Jeffries to explain what the budget was used for, which he did, making reference to the letter issued jointly from ATL, NAHT, NASUWT, &amp; NUT &amp; included in the papers for the meeting. Joe also explained how the funding was accessed by schools via the Local Authority to cover time lost to staff carrying out Trade Union Duties.</p>	

	<p>Louise Regan welcomed the move to a more transparent reporting arrangement going forwards, but expressed concerns that the report requested was not forthcoming &amp; the information provided did not fully address the questions previously raised or fully reassure the Forum that only those paying into the service benefited from it.</p> <p>A discussion took place between the members about the benefits of the scheme relative to its cost &amp; whether it represented value for money to individual schools, though it was felt by most that this should be thought of in terms of an insurance policy that you hope not to need. Those who'd been unlucky enough to require support in difficult circumstances said how valuable they had found it &amp; the general feeling was that whilst transparency was being sought that the funding was being used fairly, it was a service that was highly valued &amp; supported.</p> <p>John Slater suggested that a working group be formed consisting of academy &amp; maintained heads, trade union representatives, &amp; officers from the Local Authority's finance &amp; HR teams to review existing arrangements in light of the current balance between academy &amp; maintained schools, &amp; to produce the report required. Louise Regan supported this suggestion.</p> <p>Hazel Allister, Tony Colton, Joe Jeffries, Donna Tusler, Louise Regan, &amp; Sue Summerscales put themselves forward to take part in the group. It was agreed that this work should be undertaken as soon as possible, the group are to have their first meeting before the next meeting of the Forum &amp; give a verbal update on progress on the 5<sup>th</sup> February, &amp; present the report requested at the following meeting. Toni Gardner to be asked to add these items to future meeting agendas.</p> <p>Tony Colton reminded the Forum that members not in attendance today should be invited to participate, &amp; asked whether Councillors of the County Council should be made aware of the issues. John Slater agreed to brief Councillor John Peck.</p> <p>The working group have agreed to meet at the NASUWT offices on Thursday 8<sup>th</sup> January 2015 at 2pm</p>	<p><b>KA/TG</b></p> <p><b>JS</b></p>
<p><b>5b.</b></p>	<p><b>Free School Meals Academy Charges Update</b></p> <p>Katy Adamson read out the email correspondence with Claire Wilcoxon seeking answers to the questions previously raised by the Forum in which she asked:</p> <ul style="list-style-type: none"> <li>• How take up from academies has gone since September?</li> <li>• Whether an alternative costing model is being looked at for September 2015?</li> <li>• How the team would like this to be fed back to the forum – will there be a team member attending the June meeting next year with a similar report setting out the proposals for 2015-16 academic year? Will there be a team member attending the next meeting (1<sup>st</sup> Dec 2014) or would they like for John/I to update them based on feedback received?</li> </ul>	

	<p>Claire had confirmed that:</p> <ul style="list-style-type: none"> <li>• The discussions at the Forum had been useful &amp; that alternative costing models were indeed being considered &amp; are likely to be introduced from next year.</li> <li>• These would be communicated in due course through the Services to School brochure.</li> </ul>	
<b>6.</b>	<p><b>Confidentiality</b></p> <p>It was confirmed that there were no issues of confidentiality.</p>	
<b>7.</b>	<p><b>Date and time of next meeting(s)</b></p> <p>5<sup>th</sup> February 2015          2pm Rufford Mill (Ordinary)</p>	