

EAST SUSSEX SCHOOLS' FORUM

MINUTES of a meeting of the Schools' Forum held remotely with Microsoft Teams on 15 September 2023

PRESENT

Secondary

Secondary Governors

Monica Whitehead (Claverham Community College)

Secondary Academy

Kelly Johnson (UoBAT)

Primary

Richard Blakeley (Harlands Primary)

Laura Cooper (St John's CE School)

Primary Governors

Debra Vice Holt (Oak Tree Federation)

Peter Hughes (South Malling Primary School)

Primary Academy

James Freeston (King Offa Primary Academy)

Gavin Bailey (Swale Academy Trust)

Special Schools

Jo Foulkes (Sabden Multi Academy Trust) **Acting Chair**

Julie Campion (Grove Park School)

Special Academy

Richard Preece (Saxon Mount and Torfield)

Non School Members

Joanna Sanchez (Diocese of Arundel and Brighton)

Jon Gilbert (Diocese of Chichester)

ESCC representatives

Cllr Bob Standley (Lead Member for Education and Inclusion, Special Educational Needs and Disability)

Elizabeth Funge Assistant Director Education

Sian Hedger (BSD Finance)

Nathan Caine (HofEd SEND & Safeguarding)

Edward Beale (Acting Finance Manager - Childrens Services)

Sarah Rice (Finance Manager - Schools)

Kirsten Coe (Schools Funding Manager - Acting)

Rachel King (Clerk)

1. WELCOME AND APOLOGIES (Note)

The chair welcomed all and thanked everyone for their attendance. Jo Foulkes welcomed new Forum member Peter Hughes from South Malling Primary School to represent Primary Governors.

1.1 It was confirmed the meeting was quorate, recognising the apologies below.

Helen Key (Chailey School)
Alison Jeffery (Director Children's Services)

2. MINUTES OF PREVIOUS MEETING 14 July 2023 (Approval)

2.1 The minutes for the meeting held were approved as a true record and will be signed by the Chair and scanned to clerk.

2.2

3. MATTER ARISING AND DECLARATION OF INTERESTS (Discussion)

3.1 Matters arising - none
Declarations of interest - none.

4. De-delegation (Approval)

4.1 Recommendation; the Primary and Secondary maintained Schools Forum representatives were asked to decide which services should be provided centrally by the Authority for 2024/25. The forum was advised which budgets were de-delegated by schools in 23/24 and asked for approval on de-delegated budgets for 24/25.

Votes were as follows:

| | Primary Phase | | Secondary Phase | |
|------------------------------------|---------------|-------------|-----------------|-------------|
| | No. of 'Yes' | No. of 'No' | No. of 'Yes' | No. of 'No' |
| Contingency | 4 | 0 | 2 | 0 |
| Administration of FSM | 4 | 0 | 2 | 0 |
| Jury Service and Union Business | 4 | 0 | 2 | 0 |
| Behaviour Support Services | 4 | 0 | 1 | 1 |
| Support for Ethnic Minority Pupils | 4 | 0 | 1 | 1 |
| Head Teacher Partnership | 3 | 1 | 2 | 0 |

**Note that it was agreed that Helen Key could vote via email, in this instance, given there are currently only two Secondary School representatives and the importance of the decision.*

For the 'Behaviour Support Services' and 'Support for Ethnic Minority Pupils' items, the result was that each had one 'Yes' and one 'No' vote meaning we revert to the previous year's decision. The outcome being that, in the Secondary Phase, these were not agreed / approved.

5.0 Review of School Forum membership (Information)

- 5.1 Forum members were asked to consider the proposed Schools' Forum membership changes.
- 5.2 The Forum were reminded that if a member is unable to attend then a substitute can attend instead.
- 5.3 At a recent Headteacher meeting it was discussed that other senior members of staff can potentially become members. This would ensure full representation across both phases.
Forum members were reminded that training can be provided for members.
- 5.4 ACTION It was discussed that some communication will be prepared to go out to headteachers to attract more members and to give more information about Schools' Forum. Setting out the importance and role of how the Forum operates and makes decisions of behalf of the schools in East Sussex. Elizabeth Funge and Ed Beale will take this forward.

6. Election of Chair/Vice Chair (Approval)

Members were asked to volunteer to take on the role of Chair and Vice Chair on a permanent basis. The recent Chair has stepped down and it is a crucial role that needs to be filled.

James Freeston volunteered this position and will be contacted by the relevant ESCC officers to discuss the new role.

The Chair (interim) thanked James for coming forward.

7. AOB

7. ANY OTHER BUSINESS

It was asked if Schools Forum has a role in the upcoming OFSTED inspection for ASEND. Forum members were told there would be certain references to Schools' Forum in the self-assessment and potentially an overlap, however OFSTED won't be directly contacting Schools Forum as a group.

Meeting concluded at 09:11 am

Next meeting - Friday 17 November 2023 08:30am. To be held on Microsoft Teams