

LEWISHAM SCHOOLS FORUM



Minutes of the meeting held on Thursday 19th March 2015

Membership (Quorum = 40% i.e. 9) ✓ = present ✗ = absent a = apologies

| | | Attendance | | | | |
|---|---------------------------------------|------------|-------|-------|-------|-------|
| | | 19/06 | 25/09 | 11/12 | 05/02 | 19/03 |
| Primary School Headteachers | | | | | | |
| Steve Davies | Coopers Lane | ✗ | ✓ | ✗ | ✗ | ✗ |
| Liz Booth | Dalmain | ✓ | ✗ | ✓ | ✗ | a |
| Paul Moriarty | Good Shepherd | ✗ | ✗ | ✗ | ✗ | ✗ |
| Lisa Pearson | Torridon Infants | ✗ | ✗ | ✗ | ✗ | ✗ |
| Michael Roach | John Ball | ✓ | ✓ | ✗ | ✓ | a |
| Nursery School Headteacher | | | | | | |
| Nikki Oldhams | Chelwood | ✓ | ✓ | ✓ | a | a |
| Secondary School Headteachers | | | | | | |
| Anne Potter | Addey & Stanhope | a | ✓ | ✓ | ✓ | ✓ |
| Bob Ellis | Conisborough College | a | ✓ | ✓ | a | a |
| David Sheppard | Leathersellers Federation | ✓ | ✓ | ✓ | ✓ | ✓ |
| Carolyn Unsted (Chair) | Sydenham | ✓ | ✓ | ✓ | ✓ | ✓ |
| Special School Headteacher | | | | | | |
| Lynne Haines | Greenvale | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pupil Referral Unit Headteacher | | | | | | |
| Liz Jones | Abbey Manor | a | a | ✓ | ✓ | ✓ |
| Primary & Special School Governors | | | | | | |
| Keith D'Wan | Athelney | ✓ | a | ✓ | ✓ | a |
| Dame Erica Pienaar (Vice-Chair) | John Ball | ✓ | ✓ | a | ✓ | ✓ |
| Mark Simons | Coopers Lane | ✗ | ✗ | ✗ | ✗ | ✗ |
| Secondary & Secondary Special School Governors | | | | | | |
| Pat Barber | Bonus Pastor | | | a | ✓ | a |
| James Pollard | Addey & Stanhope | ✗ | ✗ | ✓ | ✗ | ✗ |
| VACANT | Special School | | | | | |
| Academies | | | | | | |
| Declan Jones | Haberdashers' Aske's | ✓ | a | a | a | ✓ |
| 14-19 Consortium Rep | | | | | | |
| Theresa Williams | LeSoCo | ✗ | ✗ | ✗ | ✗ | ✗ |
| Early Years Rep | | | | | | |
| Cathryn Kinsey | Clyde Nursery | ✗ | ✗ | ✓ | ✓ | a |
| Diocesan Authorities | | | | | | |
| Rev Richard Peers | Southwark Diocesan Board of Education | ✗ | ✗ | ✗ | ✗ | ✗ |
| Stephen Bryan | Education Commission | ✗ | a | a | ✗ | ✗ |

| Also Present | |
|---------------------|---|
| Alan Docksey | Head of Resources & Performance |
| Dave Richards | CYP Group Finance Manager |
| Frankie Sulke | Executive Director |
| Diane Parkhouse | Human Resources Advisory Manager |
| David Austin | Head of Corporate Services (Head of Internal Audit) |

| | |
|--------------|------------------------------|
| Janita Aubun | Clerk |
| Sharon Lynch | St William of York RC School |
| | |

Apologies for Absence

Apologies were received from Nikki Oldhams, Bob Ellis, Liz Booth, Michael Roach, Keith D'Wan, Pat Barber & Cathryn Kinsey.

The Forum was not quorate and was unable to make any decisions but agreed to continue with the agenda and to advise the Local Authority wherever possible of its view.

1. Minutes of Meeting held on 5th February 2015

Proposal made to draft a letter to those persistently absent from Schools Forum.

2. Matters Arising

The Forum were concerned at the number of members who had not attended Forum meetings over the last year and asked officers if they would consider writing to them.

The Special Schools Governor vacancy was noted and officers were asked if they could ask the Executive Management Team to make an appointment.

3. Annual Internal Audit Report

The Forum noted the report

The Forum accepted that due to the weight of business of the Forum the report related to 2013/14 and asked if the annual report could be scheduled for earlier in the annual cycle of meetings.

The Forum asked if further information could be provided to schools on the payments made to individuals and when the individual was deemed to be an employee.

The Forum wanted to reiterate to schools that while the tendering limits have been increased recently schools could, if they so wished, set lower limits.

4. Annual Health and Safety Report

The Forum noted the report.

The Forum asked officers if they could include trend data in the next annual report.

The Forum wanted reassurance that all weak opinions in the report were always followed up.

5. Occupational Health

The Forum had a verbal update from Diane Parkhouse on the tendering for new contract which is due to start 1 September August 2015.

Forum reiterated their desire to see the length of time it takes to obtain an appointment reduced.

6. Financial Update and Budget Monitoring Report

The Forum noted the report.

The Forum noted the desire of officers to provide a new standardised budget monitoring template for schools with an inbuilt validation check, for return to the LA. The Forum asked officers to consider whether this could be pre-populated with data from the schools local accounting package.

The Forum asked officers if they could look further into the back dated business rates bill for Rushey Green's School.

7. Scheme of Delegation

Chair recommended this item be brought to June Forum for agreement.

8. Academies Funding

The report was noted.

9. Any Other Business

New Chair to be elected in June Forum.

No other business raised.

Meeting closed 6.30pm

Date of next meeting 04 June 2015

SCHOOLS FORUM ACTION SUMMARY

| ITEM | ACTION TO BE TAKEN | OFFICER(S) RESPONSIBLE FOR ACTION | OUTCOME/CURRENT POSITION |
|-------------------------------------|--|--|---------------------------------|
| Minutes of Last Meeting | Seek to fill Vacant Special School Governor position for Forum. | Governors' Services | Pending |
| Annual Internal Audit Report | Clarification to Forum regarding payment to individuals and its process. | Diane Parkhouse | Pending |
| Financial Management | A report to be brought to Forum on Alternative Provision | Sue Tipler | Pending |