

# LEWISHAM SCHOOLS FORUM



## Minutes of the meeting held on Thursday 4th June 2015

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

		Attendance				
		25/09	11/12	05/02	19/03	04/06
<b>Primary School Headteachers</b>						
Liz Booth	Dalmain	✗	✓	✗	a	✓
Paul Moriarty	Good Shepherd	✗	✗	✗	✗	✗
Michael Roach	John Ball	✓	✗	✓	a	✓
VACANT						
VACANT						
<b>Nursery School Headteacher</b>						
Nikki Oldhams	Chelwood	✓	✓	a	a	a
<b>Secondary School Headteachers</b>						
Anne Potter	Addey & Stanhope	✓	✓	✓	✓	✓
Bob Ellis	Conisborough College	✓	✓	a	a	✓
David Sheppard	Leathersellers Federation	✓	✓	✓	✓	✓
Carolyn Unsted	Sydenham	✓	✓	✓	✓	a
<b>Special School Headteacher</b>						
Lynne Haines (Chair)	Greenvale	✓	✓	✓	✓	✓
<b>Pupil Referral Unit Headteacher</b>						
Liz Jones	Abbey Manor	a	✓	✓	✓	✓
<b>Primary &amp; Special School Governors</b>						
Keith D'Wan	Athelney	a	✓	✓	a	✓
Dame Erica Pienaar (Vice-Chair)	John Ball	✓	a	✓	✓	✓
Mark Simons	Coopers Lane	✗	✗	✗	✗	✗
<b>Secondary &amp; Secondary Special School Governors</b>						
Pat Barber	Bonus Pastor		a	✓	a	a
James Pollard	Addey & Stanhope	✗	✓	✗	✗	✗
VACANT	Special School					
<b>Academies</b>						
Declan Jones	Haberdashers' Aske's	✓	a	a	✓	✓
<b>14-19 Consortium Rep</b>						
Theresa Williams	LeSoCo	✗	✗	✗	✗	✗
<b>Early Years Rep</b>						
Cathryn Kinsey	Clyde Nursery	✗	✓	✓	a	a

<b>Diocesan Authorities</b>						
Rev Richard Peers	Southwark Diocesan Board of Education	*	*	*	*	✓
Stephen Bryan	Education Commission	a	a	*	*	✓

<b>Also Present</b>	
Alan Docksey	Head of Resources & Performance
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant
Brian Collymore	HR Advisor
Janita Aubun	Clerk

### **Apologies for Absence**

Apologies were received from Nikki Oldhams, Carolyn Unsted, Pat Barber, Cathryn Kinsey & Frankie Sulke.

#### **1. Election of Chair to Forum**

Lynne Haines elected as School's Forum Chair.

#### **2. Minutes of Meeting held 5 Feb 2015 and 19 Mar 2015**

5 February minutes agreed.

19 March minutes:-

- Item 5, Occupational Health – Forum informed that once through scrutiny, schools will be advised of the SLA contract and Diane Parkhouse, HR Advisory Manager, will be informing schools.
- Item 6, Financial Update & Budget Monitoring Report – Forum requested officers follow up action into the Rushey Green business rates backdated bill.

#### **3. Matters Arising**

No other matters arising.

#### **4. Schools Sickness Absence Report**

The Forum asked officers to obtain comparable information on school absences from those schools who are not on the Lewisham payroll.

The Forum asked officers if they can in the future help reduce the number of returns giving no reason for absence.

The Forum noted the report

## **5. End of Year Financial Position and the Balance Control Mechanism**

The Forum asked officers to confirm that they would be monitoring the licensed deficits at Sedgehill and the monitoring would be included in the budget monitoring report the Forum receive.

The Forum emphasised that they would like to see a detailed summary of schools budget plans at their next meeting , so they can assess whether schools are running in-year deficits and to what extent.

The Forum agreed the following recommendations:

- 1) Note the school balances.
- 2) Agree not to cap any school balances.
- 3) Schools with an excess balance be asked for a return in October detailing progress on their spending plans.
- 4) Agree to redistribute the balance of the maternity mutual fund per pupil numbers.
- 5) Agree that there should be a new standardised budget monitoring template devised for returns to the LA – to commence Autumn Term.

## **6. Schools Forum Constitution**

The Forum agreed the revised constitution.

The Forum agreed that the term of office for all members would start today, 4 June 2015.

The Forum emphasised their desire that all type of schools and provision were fairly represented at meeting.

The Forum asked officers that they approach Christ the King Sixth Form College to consider the 14-19 Consortium representation vacancy.

Officers were asked to ensure there is an annual review of the constitution in the work plan of the Forum.

The Forum agreed that they would decide at each meeting whether to accept apologies for absences at each meeting.

## **7. Scheme of Delegation**

Forum agreed the following recommendations:-

- 1) Annual review by Governors of a Register of Interests.
- 2) Schools are recommended to provide Governors with a report showing combined payments of over £10K within any financial year.
- 3) Current advised tender limit is confirmed.
- 4) Schools be notified that they can set lower tender limits.

## 8. Any Other Business

Ann Potter, Secondary School Headteacher representative, is resigning from Schools Forum.

Forum thanked Anne for all the hard work she has carried out during her term of office on the School's Forum.

No other business raised.

Meeting closed 6pm

Date of next meeting 01 October 2015

## SCHOOLS FORUM ACTION SUMMARY

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME/CURRENT POSITION
<b>Minutes of 19 March 2015</b>	Seek to fill Vacant Special School Governor position for Forum.	Governors' Services	Pending
	Follow up action re. Rushey Green backdated NNDR bill.	Finance	On-going

<b>Schools Forum 19 March 2015 - Annual Internal Audit Report</b>	Clarification to Forum regarding payment to individuals and its process.	Diane Parkhouse	Pending
<b>Schools Forum 19 March 2015 - Financial Management</b>	A report to be brought to Forum on Alternative Provision.	Sue Tipler	Pending
<b>Item 5 – Budget Plans 2015 - 2018</b>	Position update for Forum.	Finance	For October Forum