

# AGENDA

## Herefordshire Schools Forum

Date: **Monday 31 January 2011**

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Time: **1.00 pm**

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Place: **Council Chamber, Brockington, 35 Hafod Road,  
Hereford HR1 1SH**

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Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

**Pete Martens, Democratic Services Manager**

Tel: 01432 260248

Email: [pmartens@herefordshire.gov.uk](mailto:pmartens@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format or language, please call Pete Martens, Democratic Services Manager on 01432 383408 or e-mail [pmartens@herefordshire.gov.uk](mailto:pmartens@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Herefordshire Schools Forum

## Membership

<b>Chairman</b>	<b>Mrs JS Powell</b>	
<b>Vice-Chairman</b>	<b>Mr NPJ Griffiths</b>	
	<b>Mr J A Chapman</b>	Church of England
	<b>Mr P Burbidge</b>	Roman Catholic Church
	<b>Mrs S Catlow-Hawkins</b>	Secondary Schools Headteacher (Voluntary Aided)
	<b>Mr N O'Neil</b>	Secondary Schools (Community)
	<b>Mrs S Woodrow</b>	Secondary Schools
	<b>Dr M Goodman</b>	Secondary Headteachers
	<b>Mr S Pugh</b>	Primary Schools Headteacher (Community)
	<b>Rev D Hyett</b>	Voluntary Aided Primary School
	<b>Mrs J Cecil</b>	Primary Schools Headteacher (Voluntary Controlled)
	<b>Mr P Box</b>	Primary Schools
	<b>Mr S Matthews</b>	Primary Headteachers Small Schools
	<b>Ms T Kneale</b>	Primary Schools
	<b>Mrs J Baker</b>	Secondary School Governor
	<b>Mrs K Rooke</b>	Special School Governor
	<b>Mr T Edwards</b>	Primary School Governor
	<b>Mrs S Bailey</b>	Special Schools
	<b>Mr J Docherty</b>	Secondary Schools
	<b>Mrs A Pritchard</b>	Teaching Staff Representative
	<b>Mr M Harrisson</b>	Teacher Representative
	<b>Mr J Godfrey</b>	14-19 Representative
	<b>Mr A Shaw</b>	14-19 Representatives
	<b>Mrs A Jackson</b>	Early Years Representative
	<b>Mrs R Lloyd</b>	Early Years
	<b>Mr P Barns</b>	Pupil Referral Units
	<b>Mr J Sheppard</b>	Hereford Academies
<b>Non Voting</b>	<b>Councillor PD Price</b>	Observer
	<b>Councillor WLS Bowen</b>	Observer

## GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. Where a decision on an issue 'uniquely' affects one particular school, at which the member is, for example, an employee of that school, or where the employee's children attend, then it would be appropriate for an interest to be declared.

In considering the declaration of an interest, a Member of the Forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

A prejudicial interest would include the situation whereby a proposal uniquely affects either a school at which they are a head teacher/governor or which their children attend.

Any member who requires advice/guidance concerning declarations of interest or any other issue concerning the Forum should contact the Clerk in the first instance on telephone number 01432 260248.

## AGENDA

	<b>Pages</b>
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b> To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.	
<b>3. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> To receive any announcements from the Chairman.	
<b>5. MINUTES</b> To approve and sign the minutes of the meeting held on 3rd December, 2010.	1 - 4
<b>6. DEDICATED SCHOOLS GRANT 2011/12 - BUDGET CONSULTATION</b> To consider a budget consultation paper which explains the budget options and to seek the views of schools prior to the finalisation of the budget at the Forum meeting on 2nd March, 2011.  <i>Please note that this document is to follow</i>	
<b>7. SERVICE LEVEL AGREEMENTS FOR 2011/12</b> To update the Forum about the steps being taken to establish Service Level Agreements for 2011/12.	5 - 10
<b>8. ALTERNATIVE MODELS TO MEET THE REQUIREMENT FOR 25 HOURS PUPIL REFERRAL UNIT PROVISION</b> To examine a range of options from which a recommendation to fund the requirement to provide pupils at Pupil Referral Units (PRUs) with the statutory 25 hours of provision.	11 - 16
<b>9. TRADE UNION FACILITIES</b> To receive an update on the Trade Union facilities.	17 - 24
<b>10. FUTURE PROVISION OF INTERNAL AUDIT SERVICES</b> To note the future provision of internal audit services.	25 - 28

**11. LATE ITEMS/ANY OTHER BUSINESS**

To consider any issues raised as either a late item or any other business.

**12. WORK PROGRAMME**

To consider the Forum's work programme.

**13. DATE OF NEXT MEETING**

**Wednesday 2nd March, 2011 - 9.30am - Brockington**