

## **Minutes of the meeting of Herefordshire Schools Forum held at virtual meeting platform on Friday 12 July 2024 at 9.30 am**

**Present:**            **Councillor Ms A Banner (LA maintained secondary schools) (Chairperson)**  
                         **Mr P Jennings (Academies) (Vice-chairperson)**

|                  |   |
|------------------|---|
| Ms B Blower      | PRU - Management Committee                |
| Mr A Davies      | Academies (primary)                       |
| Mr P Deneen      | Trade Unions                              |
| Ms N Emmett      | Academies                                 |
| Mr R Foster      | Local Authority Maintained Primary School |
| Ms N Gilbert     | LA Special Schools                        |
| Mr E Gwillim     | 16-19 Providers                           |
| Mr P Jennings    | Academies                                 |
| Mr C Lewandowski | Trade Unions                              |
| Mrs R Lloyd      | Early Years                               |

**In attendance:**

**Officers:**            **Service Director, Education, Skills and Learning, Management Account, Virtual headteacher, Strategic Finance Manager - Financial Planning and Analysis and Head of Additional Needs, Head of Learning and Achievement and Cabinet Member Children and Young People.**

*The Vice Chairperson, Mr P Jennings, assumed the Chair for the meeting*

### **103. APOLOGIES FOR ABSENCE**

Apologies were received from, Dan Brearey, Andy Gosling, Georgie Griffin, Sian Lines, Hayley Manns and Sheila Taylor.

Officers  
Rachael Hart, Head of Strategic Finance.

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### **104. NAMED SUBSTITUTES (IF ANY)**

David Willis for Georgie Griffin and Gemma Martin for Sian Lines.

### **105. DECLARATIONS OF INTEREST**

There were no declaration of interests.

### **106. MINUTES**

**Resolved: that the minutes of the meeting held on 12 April 2024 be approved as a correct record.**

The chair welcomed the Strategic Finance Manager (SFM) and Management Accountant (MA) to the forum following Malcolm Green's resignation. It was explained that they would both be filling the role Malcolm had undertaken with the Management Accountant leading on more of the day-to-day issues affecting schools whilst a recruitment to fill that position had been conducted.

The Service Director, Education, Skills and Learning welcomed the SFM and MA to the forum. She offered her sincere thanks to Malcolm Green for the tremendous work he had undertaken for the Local Authority over many years providing great stability and support to all schools, and that he would be really be missed. She explained that in the interim the SFM and MA would be covering Malcolm's work whilst firm plans were established in finding a permanent replacement. An update should be able to be provided in the autumn term.

#### **107. ANNUAL REVIEW OF SCHOOLS FORUM**

The clerk to the Schools Forum presented the report.

It was explained that using the spring 2024 School Census the annual review of membership had been conducted for the forum to ensure the allocation of seats remained proportionate. As the findings suggested at paragraph 9 of the report, there had been a slight change to the number of seats for Maintained Primary Schools having 7 seats currently allocated and the data showing this should be 6. The suggested recommendation was that the forum simply remove a seat from the Maintained Primary Schools decreasing the current membership of the forum to 25. The forum currently had a vacant seat for Maintained Primary Schools and after a drive to fill vacancies last year it was evident that there was not the uptake to fill vacancies.

There had also been changes to the Budget Working Group (BWG), as shown at paragraph 11 of the report however it was felt that the group provided an appropriate spread of membership to represent the various types of school in Herefordshire and to adopt changes would create vacancies that are likely to remain unfilled whilst having to remove current members who regularly attend and contribute to the working group. A number of schools converting to academies are also in the pipeline and therefore it was recommended that the BWG remains the same with another review being undertaken next year.

No comments were received from the forum.

#### **RESOLVED:**

**That:**

- a) The outcome of the annual review of proportionality was noted;**
- b) The allocation of seats for the Herefordshire Schools Forum is reduced to 25 seats, 1 seat being removed from Maintained Primary Schools.**
- c) No changes are made to The Budget Working Group.**

#### **108. DATES OF MEETINGS AND WORK PROGRAMME FOR 2024/25**

The proposed meeting dates and work programme for the forum for 2024/25 were noted. No objections were raised.

Friday, 18 October 2024 9:30am  
Friday, 24 January 2025 9:30am  
Friday, 14 March 2025 9:30am  
Friday, 11 July 2025 9:30am

The Chairperson thanked all those in attendance. Special thanks were given to; Malcolm Green for all his hard work and dedication to the forum and budget working group over many years and that he would be greatly missed. Thanks were also expressed for Steven Kendrick and Christine Bryan who had also left the forum. Steven would be remaining on the budget working group. Members of the forum endorsed the chair's comments.

The meeting ended at 9.46 am

**Chairperson**