

Schools Forum

Ref	Date	Action/Decision	Assigned to	Deadline Date	RAG Status (Red/Amber/Green)	Update (incl. reasoning and decision making if applicable)
	16.1.25	Need Primary Academy Governor				Done
	16.1.25	Alex will ask for a Governor if James is a no. Louise to email James				Query is this james.down@stcm.torbay.sch.uk - email sent. James will confirm week of 17th February
	16.1.25	Debbie Horn will be the new Primary maintained Governor - email address required	Sarah Tomkinson			
	16.1.25	Early Years Figures to be brought to next meeting for last 5 years underspend	Rob Parr			
	16.1.25	Meeting to held out of Schools Forum to discuss the budget for Early Years Sarah Tomkinson to agree	Sarah Tomkinson			
	16.1.25	Laurence Frewin and Graham Pirt to meet to discuss post 16 Locality Model	Graham Pirt			Done. Meeting held 22/1/2025.
	16.1.25	Powepoint presentation to be shared from Hannah Baker	Louise Willmott			Sent to chair
	16.1.25	outcome provided in writing to schools forum members.	Emma Kerridge			Schools wish to appeal decision
	16.1.25	Children's Services will be writing to all schools to ask if they would like to come on board.	Hannah Baker			Action completed
	16.1.25	Safety Valve powerpoint to be shared	Hannah Baker			Sent to chair
	16.1.25	Invite Sarah Miller to Schools Forum re Mapping work by ward and how they have overlaid SLCN need against deprivation THIS ROLE IS NO LONGER OPERATIONAL	Hannah Baker			Siobhan Grady presented and will share slides
	16.1.25	Principal & CEO of South Devon Collage would like to see the evidence that drives the Locality Model.	Hannah Baker			Hannah to share data at the meeting.
	6.5.25	Letter to SF members re decision for the removal of the 100k HNB contribution to Early Years SEND funding will remain in place.	Nancy Meehan			
	19.6.25	send the DfE Schools Forum guidance to all members.	Louise Willmott			
	19.6.25	write to members to express the importance of full and regular attendance and contribution	Sarah Tomkinson/Stewart Biddles			
	19.6.25	Schools forum methods check guidance regarding decision making.	Forum			
	19.6.25	liaise with Head of Early Years to continue the communication regarding the SLCN pilot and support available.	Hannah Baker			
	19.6.25	tribunal numbers on paper for the next meeting.	Hannah Baker			
	19.6.25	to send the DfE Schools Forum guidance to all members.	Louise Willmott			
	25.9.25	Further data required on Tribunal Statistics to board	Hannah Baker			schools forum deferred until Jan. Statistics not within remit of schools forum
	25.9.25	Chair to write to Nancy re escalation of Early Years funding	Sarah Tomkinson			
	25.9.25	Budget breakdowns for Early Years to next meeting	Rob Parr			Agreed with Chair to share with Chair & Tim, supplied information in emails dated 30/9/25 & 2/10/25. Also followed up with additional email 15/1/26 and left up to chair if it needed to be forwarded to all members
	25.9.25	Forum to monitor safety valve position, demographic changes, and value-for-money initiatives.	All			
	25.9.25	Forum to consider implications of Schools Block transfer for future years	All			Workplan for October
	25.9.25	Membership to be re addressed	Sarah Tomkinson			



	15.1.26	Review forum membership, contact potential new members, and clarify representation.	Alex Newton			
	15.1.26	Share the current membership/terms of reference document with Alex.	Sarah Tomkinson			
	15.1.26	Add governance support and membership review to the next agenda.	Louise Willmott			Devon Services
	15.1.26	Clarify and communicate the transition plan for the 12/13/14 week funding model.	Emma Kerridge			Discussing outside of this Forum in Early Years Forum
	15.1.26	Provide alternative scenarios for retained funding and more detail on central staffing roles in future papers.	Rob Parr			Yes will do this
	15.1.26	Circulate the early years staffing breakdown to all forum members.	Rob Parr			Agreed with Chair to share with Chair & Tim, supplied information in emails dated 30/9/25 & 2/10/25. Also followed up with additional email 15/1/26 and left up to chair if it needed to be forwarded to all members
	15.1.26	Sarah Tomkinson to escalate the issue of early years access to the high needs block.	Sarah Tomkinson			Alex to check with Sarah Tomkinson
	15.1.26	Hannah Baker to provide tribunal and mediation data related to high needs block funding at a future meeting.	Hannah Baker			scheduled for next meeting - data review underway
	15.1.26	Hannah Baker to bring a paper on Element 3 funding and SEND reforms after the white paper is published.	Hannah Baker	post April 2026		Requested timeline yesterday but not available yet
	15.1.26	Rob Parr to bring DfE guidance on planned pupil growth, admissions, and forum servicing to the next meeting.	Rob Parr			I met with Alex Newton 30/1/26 to discuss, Alex will be sending out an email to all members to summarise our discussion.
	15.1.26	Claire Talbot to provide an update on pupil place planning and sustainability.	Claire Talbot			
	15.1.26	Louise Willmott to keep the schools block to high needs block transfer ("Virement") as a standing agenda item.	Louise Willmott			Moved to annual October meeting
	15.1.26	Bring a paper on which LAs have made block transfers and to what levels.	Rob Parr			Will bring this to Feb 26 meeting
	15.1.26	there is any data available as to which LAs have not been able to meet the full NFF rates and by how much. And I think he gave us a date when he'd be able to confirm the exact figure by which the NFF values will be reduced (currently projected as approx. 0.38%).	Rob Parr	28 th February.		Data regarding how LA's allocate funding to schools was included in the minutes from the January 26 meeting. Schools will be informed of the exact unit values and % adjustment by 28/2/26, hopefully a couple of days before.
	26.2.26	Update membership list on agenda template (remove outdated names).	Louise Willmott			Informed Governance
	26.2.26	Add September membership review to annual cycle.	Louise Willmott			
	26.2.26	Confirm formal Clerking arrangements and report back.	Hannah Baker			Request has gone to governance team who are looking into this. Capacity is stretched so up to schools forum if they want to continue to pursue this or whether they want to seek an external clerk?
	26.2.26	Draft annual work plan and circulate to Rob and members.	Alex Newton			
	26.2.26	Move environmental/virement decision to October meeting.	Louise Willmott			
	26.2.26	Add two-week paper deadline framework.	Louise Willmott			
	26.2.26	Revise agenda format to mark decision/consultation/information items.	Louise Willmott			
	26.2.26	Determine method to distribute minutes to all settings.	Hannah Baker			DfE are facilitating a structures workshop at present. It could be added to the newsletter regularly as a link to the minutes?
	26.2.26	Provide input on date planning aligned with financial cycles.	Rob Parr			Actioned
	26.2.26	Contact Devon Education Services re: induction training offer.	Hannah Baker			Yes - Devon can accommodate this. They run a set of either general induction training for governors etc... or might be able to accommodate something more bespoke.
	26.2.26	Include induction framework and deputisation reminder.	Alex Newton			
	26.2.26	Follow up with Sarah on escalation of Early Years access to High Needs Block.	Alex Newton			
	26.2.26	Provide pupil place planning baseline and annual updates.	Claire Talbot			
	26.2.26	Add Safety Valve/SEND Reform update to next meeting.	Rob Parr			Ok
	26.2.26	Provide updates promptly once DfE issues guidance.	Hannah Baker			ongoing - awaiting send reform guidance currently