

Date: 12 December 2024	Item 10 Type of report: Information and discussion
Report title:	Draft Agenda and 2024/25 Forward Plan
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PURPOSE OF THE REPORT

1. The purpose of the report is to propose a draft agenda for the next Schools Forum meeting and to provide a forward plan of reports to be considered by the Schools Forum for the duration of the 2024/25 academic year.

RECOMMENDED ACTION FOR SCHOOLS FORUM

That the Schools Forum note:

2. The Forward Plan for the reports to be considered for the duration of the 2024/25 academic year;
3. The standard agenda items and comment on any additional items required;
4. That agenda planning is an ongoing process and additional reports may be required through the year; and
5. The importance of attendance at the January 2025 meeting to enable the necessary decision making meeting prior to submission of authority proforma tool (APT) to the Department for Education (DfE).

BACKGROUND INFORMATION

6. Following the Schools Forum governance review, a Forward Plan for the current academic year has been developed alongside standard agenda items for each meeting.
7. In future academic years, at the first meeting of that year, the Local Authority (LA) will provide a Forward Plan and timetable confirming the reports that will be presented to Schools Forum throughout the year.

KEY ISSUES FOR CONSIDERATION

8. The Forward plan is for guidance, and it may be necessary for the LA to present additional reports and updates to Schools Forum during the year. Schools Forum may also commission its own reports and further information within the scope of the Schools Forum roles and responsibilities.

9. The current Forward Plan for 2024/25 is included at **Appendix A** and informs the draft agenda for the next meeting of the Schools Forum.
10. The current Schools Forum agenda includes the following standard items:
 - Apologies for absence
 - Declaration of interests
 - Schools Forum membership update
 - Minutes of the previous meeting
 - Feedback from Subgroups
 - Updates from Director of Children’s Services (or nominated officer)
 - Date and draft agenda for next meeting
 - Forward plan
 - A.O.B
11. As a reminder the Schools Forum meeting dates for 2024/25 have been set as follows to enable appropriate input to DfE returns and statutory timelines:
 - 19 September 2024
 - 12 December 2024
 - 16 January 2025
 - 20 March 2025
 - 26 June 2025
12. The Schools Forums must hold a minimum of four meetings per year and the March 2025 meeting will only go ahead, if required.
13. Schools Forum members should be aware that, due to the delay in the publication of the provisional Dedicated Schools Grant allocations, the January 2025 meeting will become the main decision making meeting prior to submission of authority proforma tool (APT) to the DfE.

CONCLUSION AND NEXT STEPS

14. The minutes of the Schools Forum meeting are published on Southwark council’s website, and it is expected that members of the Schools Forum will report to the appropriate sectors they are representing.
15. Schools Forum is asked to note and comment on the content of this report, with specific points of note contained in paragraphs 2 to 5.

APPENDICES

Appendix A: Forward Plan 2024/25

Forward Plan 2024/25

1. Introduction

The forward plan sets out the timetable for essential approvals and reports that will be brought to the Schools Forum by officers throughout the following academic year, outside standard agenda items. Further reports will be added to the Schools Forum agenda as and when required.

The purpose of the forward plan is to give plenty of notice and an opportunity for consultation on the issues to be discussed.

2. Forward Plan

Meeting	Reports
September	Election of Chair and Vice Chair Approve Constitution - including Subgroup Terms of Reference / Membership National Funding Formula updates Schools Block allocation proposals (for consultation) - including School Block transfer approval Other consultation proposals Dedicated School Grant (DSG) Monitoring Safety Valve Agreement Monitoring Schools Internal Audit Summary Report SF commissioned reports
December	National Funding Formula updates Schools Block proposed allocation High Needs Block proposed allocation Early Years Block proposed allocation Central Schools Services Block and other central retentions proposed allocation DSG Monitoring SF commissioned reports
January (before APT* is due)	DSG Settlement Schools Funding Formula – agreement (APT) DSG Budget setting for upcoming financial year DSG Monitoring Safety Valve Agreement Monitoring Training programme SF commissioned reports
March	High Needs Banding Review Update
June	DSG Outturn report School Balances Annual Adoption of Scheme for Financing Schools and School Financial Regulations (if no consultation required) Safety Valve Agreement Monitoring Schools Forum Constitution & Terms of Reference review (inc Subgroups) Schools Forum Forward Plan SF commissioned reports Training programme (for the following academic year)

*Authority Proforma Tool