

## School Forum Governance Improvement Plan

## Appendix A

Key Consideration / Ref	Action	Responsible Officer	Timescale	Progress	
<b>Workstream 1:</b>	<b>Encourage active attendance and wide engagement of all sectors in discussion and meaningful consultation</b>				
Constitution and procedural issues	1.1	Present draft constitution to Schools Forum (SF) and request comments by 12/07/2024 (no comments rec'd)	KB	13/06/2024	Complete
	1.2	Confirm Lead member attendance at SF meetings (see 1.7)	KB	28/08/2024	Complete
	1.3	Recommend Constitution and Terms of Reference to SF for adoption, including revised Terms of Reference for High Needs Subgroup; Schools Financial Support Panel and Governance Improvement Subgroup	KB	19/09/2024	Adopted, subject to:
	1.3 a	Confirm college representation at HNSG	KB	31/10/2024	Complete – added to ToR
	1.3 b	Confirm HNSG meeting schedule	KB	31/10/2024	Complete – added to ToR
	1.3 c	Ensure formatting of SFSP ToR includes all boxes are complete and attach appendices to final ToR	KB	31/10/2024	Complete
	1.3 d	Confirm number of SF reps on Governance Improvement Task and Finish Group	KB	31/10/2024	Complete
	1.3 e	Confirm LA officer membership on Governance Improvement Task and Finish Group	KB	31/10/2024	Complete
	1.3 f	Arrange Governance Improvement Task and Finish Group meetings	KB	31/10/2024	Complete
	1.3 g	Virtual or F2F meetings, going forward	HF	31/10/2024	Complete
	1.4	Codify process of ensuring the lead member (LM) is kept informed of the business of the SF.	KB	31/10/2024	Complete – DCS & LM – mthly meetings
	1.5	Confirm preferred nomination process for each constituent representative group, as set out in the Constitution	HF	21/11/2024	Complete

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| 1.6 | Confirm duration of tenure for current SF members to determine if re-nomination/election is required, in accordance with the “Term of office” as set out in the Constitution                         | KB/DM/HF | 05/11/2024 | Complete |
| 1.7 | Actively recruit additional representative membership, as set out in the Constitution in accordance with the “Election and appointment of schools and non-schools members sections” confirmed above. | KB/DM    | 21/11/2024 | Complete |

**Workstream 2: Increase the understanding of the Schools Forum’s role and capacity to assist in making high quality decisions**

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|----------|-----|--|-----|------------|---|
| Training | 2.1 | Develop a local SF Induction training programme, including content (using available online resources), presenter and annual timetable  | KB  | 30/11/2024 | Short overview to be delivered prior to 12 Dec SF meeting     |
|          | 2.2 | Add optional training element for all SF members on the Dedicated Schools Grant allocation and distribution, including content (using School Funding report presented to the <a href="#">Education and Local Economy Scrutiny Commission</a> ), presenter and annual timetable | KB  | 30/11/2024 | TBC – following membership confirmation                       |
|          | 2.3 | Extend training invitation to all SF Subgroup members  | HF  | 30/11/2024 | TBC – following membership confirmation                       |
|          | 2.4 | Deliver inaugural induction & technical training sessions (> vacancies filled / > 12/12 SF)  | TBC | TBC        | TBC - Develop after 2025-26 DSG allocations confirmed (16/12) |

**Workstream 3: Support effective structure of meetings, including feedback from established schools forum subgroups and voting**

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Facilitating engagement

3.1	Ensure that the service standards, as set out in the Constitution in accordance with the “Operating principles” (including setting the meeting schedule, the forward plan, the availability of forum papers, decision logs and draft minutes) are specifically detailed in the Clerking service specification.	KB	06/09/2024	Complete, discussion with and emails to DM
3.2	Make the necessary arrangements for the September Schools Forum to be face to face at Tooley Street	KB/Clerk	06/09/2024	
3.3	Stand down those officers included in meeting invites that are not presenting papers	KB / Clerk	06/09/2024	
3.4	Add Review of Membership and SF commissioned business as standard agenda items to be considered at each meeting.	KB	31/10/2024	Complete
3.5	Add Training Programme to December forum meeting agenda and, from next year, the forward plan for the last meeting of the academic year	KB	31/10/2024	Complete
3.6	Share the Schools Forum Forward Plan with relevant SELA officers to ensure it is included at an agenda item at the Headteacher breakfast briefings and specific school sector meetings	KB (then HF - BAU)	31/10/2024	Complete - Comms in bulletin a priority
3.7	Include actual draft agenda, based on forward plan, in papers for all SF meetings (ensuring agreement by chair)	KB (then HF - BAU)	22/11/2024	Complete
3.8	Make standard report template (based on council’s report template) available to all key officers	KB (then HF - BAU)	15/11/2024	Complete
3.9	Arrange with Constitutional Services for Schools Forum meetings to be included on the council’s Calendar of Meetings with a link to the already established Schools Forum website page.	DM	31/01/2025	Agreed timescale extended from end Nov
3.10	Update the Schools Forum website, as per Appendix 5 of the June Schools Forum paper; “ Governance Review” and School Funding	DM	31/01/2025	Agreed timescale

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		report presented to the <a href="#">Education and Local Economy Scrutiny Commission</a> as a resource			extended from end Nov
	3.11	Establish SF group on Governor Hub for distribution of papers to members, 7 days prior to meeting / all papers to be uploaded to SF website by the day before each meeting.	DM	15/01/2025	
	<b>Workstream 4:</b>	<b>Ensure proactive preparation of agenda and papers</b>			
	4.1	Develop formal Schools Forum clerking service specification, using paragraph 36 to 38 of the June Schools Forum paper; "Governance Review" as a guide	KB	28/08/2024	
Clerking	4.2	Approach Governor Services to provide enhanced clerking services	KB	28/08/2024	Complete, see 3.1
	4.3	Determine additional resources required to be allocated from the DSG Central Schools Service Block (to be included in centrally retained services review)	KB / DM	30/11/2024	Complete
	<b>Workstream 5:</b>	<b>Statutory compliance</b>			
	5.1	Enter Schools' Funding Formula 2025-26 as a Chief Officer (CFO) decision on the Finance and IT Forward Plan - complete	KB	16/07/2024	Complete
Decision making	5.2	Complete Equality Impact and Needs Analysis, to be cleared by Suganya Naveenan (Equalities officer) and DCS and update for 25-26 NFF changes	KB	31/12/2024	Agreed timetable extended from 15/11 until DSG allocations confirmed (16/12)
	5.3	Draft Delegated Chief Officer decision on Schools' Funding Formula 2025-26, on behalf of the Director of Children's Services (DCS)	KB	31/12/2024	
	5.4	Submit Delegated Chief Officer decision on Schools' Funding Formula 2025-26 to the Strategic Director, Resources for decision before 20/01/2025	KB	17/12/2024	