

SCHOOLS MANAGEMENT FORUM

MINUTES OF THE VIRTUAL MICROSOFT TEAMS MEETING HELD ON:

WEDNESDAY 1 MARCH 2023 AT 9:15AM

PRESENT:

Maintained Primary School Representatives	
Adam Cooper	Abingdon Primary School
Beverley Hewitt-Best	Newham Bridge Primary School
Anita Jefferies	Archibald Primary School
Primary Academy Representative	
Helen Steele (Vice-Chair)	Caldicotes Primary Academy
Louise Davies	Linthorpe Primary School, The Legacy Learning Trust
Kate Barkley (in part)	Viewley Hill Academy
Jackie Walsh	Green Lane Primary Academy
Maintained School Governor Representative	
Joanne Smith	Breckon Hill Primary School
Susan Robinson (in part)	Priory Woods School
Maintained Special School Representative	
Susan Robinson	Priory Woods School
PRU Representatives	
Leanne Chilton	River Tees Multi-Academy Trust
Secondary Academy Representatives	
Mary Brindle	Endeavour Academies Trust
Helen Dalby	Nicholas Postgate Catholic Academy Trust
Simon Reader	Kings Academy
Local Authority Officers	
Karen Smith	Head of Achievement, Middlesbrough Borough Council (MBC)
Trevor Dunn	Head of Access to Education, MBC
James Glover	Trainee Accountant, MBC
Caroline Cannon	MBC
Sheila Marley	Integrated Children's Services, MBC
Also Present	
Jennifer Duncan	Discovery Special Academy, Observer
Emma Charver	Discovery Special Academy, Observer
Jackie Lowe	Viewley Hill Academy, Observer
Maxine Bates	Breckon Hill Primary, Observer
Nikola Flint	The Legacy Learning Trust, Observer
Amy Douglas	Governance Professional (Redcar and Cleveland BC)
<i>In the temporary absence of the Chair, the Vice-Chair Helen Steele took the Chair for today's meeting.</i>	
1.	WELCOME AND INTRODUCTIONS
	The Chair welcomed all attendees to the meeting, and a round of introductions took place.
2.	APOLOGIES FOR ABSENCE
2.1	Apologies had been submitted in advance of the meeting from Rob Brown, Craig Povey, Mieka Smiles, Sarah Lymer, Joanne Smith and Emma Watson.
2.2	RESOLVED to consent to the absence of the above-named members of School Management Forum (SMF).

3.	NOTIFICATION OF ANY OTHER BUSINESS
	No items were declared for discussion under Any Other Business.
4.	DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA
4.1	SMF members were given the opportunity to declare any pecuniary interests or other conflicts of interest relating to items on the agenda for the current meeting.
4.2	No such declarations were made on this occasion.
5.	MEMBERSHIP UPDATE
	Membership updates had been addressed at the meeting held on 18 January 2023 and no changes had occurred since that time.
6.	MINUTES OF MEETING HELD ON 18 JANUARY 2023
6.1	Minutes of the SMF meeting held on 18 January 2023, and a copy of the action and decision log, had been circulated in advance of the meeting, to be approved and signed as a true record. SMF members also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the present meeting.
6.2	<u>Matters Arising from the Minutes</u>
6.2.1	SMF members noted a number of inaccuracies within the list of those present, with several members recorded as representatives of pupil referral units rather than primary school representatives. Some errors with names were also highlighted. ACTION: Governance Professional to amend the minutes in line with corrections from SMF members. <u>Matter Arising from Item 6.2.3, Admission Appeals</u>
6.2.2	Trevor Dunn advised that he was continuing to investigate the possibility of the local authority constructing an admission appeals panel. Further work was required in this area and as there were no updates to share on this occasion, this item was deferred. In response to a query from the Chair, Mr Dunn confirmed that it was unlikely that an appeals panel would be implemented in time to handle appeals within the current academic year. ACTION: Agenda item <i>Kate Barkley joined the meeting.</i> <u>Matter Arising from Item 6.2.4, Capita</u>
6.2.3	Trevor Dunn confirmed that the final evaluation of the service conducted by Capita had not yet been received. Therefore, this item was deferred. Action: Agenda item <i>Susan Robinson joined the meeting.</i>
6.3	<u>Outcome</u> RESOLVED to approve the minutes of the previous meeting as a true record.
6.4	<u>Matters Arising from the Actions Log</u> The actions log was reviewed. All outstanding items had already been discussed.
7.	ANY OTHER BUSINESS
	No items were declared for consideration under Any Other Business.

8.	ITEMS FOR FUTURE MEETINGS
	<p>The following matters were declared for discussion at the next meeting:</p> <ul style="list-style-type: none"> - Following year end and the closure of accounts, a report would be submitted to show the DSG finance position that would be reported in the accounts. - Proposal to confirm dates of SMF meetings for the full 2023-24 academic year, to support planning of cluster meetings. - Report from PVI colleagues (to be confirmed). - Update on admission appeals. - Update on report from Capita.
9.	DATES OF FUTURE MEETINGS
9.1	The date of the next meeting of the Schools' Management Forum was agreed by majority vote.
9.2	The next meeting would be held on Wednesday 14 June 2023, at 9:15am via Microsoft Teams.

Meeting closed at 9:35am.