

**WESTMINSTER SCHOOLS FORUM – 13 MAY 2013**

**REPORT BY THE HEAD OF FINANCE, EDUCATION AND  
COMMISSIONING, TRI-BOROUGH CHILDREN'S SERVICES**

**SCHOOLS FORUM FORWARD PLAN**

This report recommends the cycle of Schools Forum meetings for the 2013/14 academic year, the standing agenda items for these meetings and the scheduling of agenda items pertaining to specific work being undertaken in Westminster. A version of this report will be presented to each of the Tri-Borough Schools Forums.

**FOR INFORMATION**

**1. BACKGROUND**

- 1.1 A detailed review of the work to be covered by the Schools Forums in each of the Tri-Borough local authorities has been carried out by officers. This review has taken into consideration the Good Practice Guidance issued by the DfE, the times at which data is expected to be made available by the DfE and its agencies, the timing of information that needs to be made available to schools and other users, school holidays and the timing of other work priorities that may impact on officers capacity to service the work requirements of the Forums.
- 1.2 It is seen as desirable and efficient to coordinate the work and servicing of the three Schools Forums. This is because there is a large degree of overlap in the information that is needed in each of the boroughs with a more or less common timetable for a number of standing items.

**2. FORWARD PLAN**

- 2.1 Based on the officer review I am recommending an annual cycle of four meetings per academic year. The timing of these meetings is set out in Appendix 1.
- 2.2 Also in appendix 1 is a schedule of standing agenda items that are consistent across all three boroughs.
- 2.3 The next set of information contained in the appendix is the specific work items being undertaken in each of the boroughs and the expected scheduling of these in the 13/14 academic year.

- 2.4 There is still a further meeting scheduled for the 12/13 academic year at Westminster on 1 July 2013. The proposed agenda for this meeting is included in Appendix 1.
- 2.5 All final meeting agendas are subject to agreement with the Chair.

### **3. RECOMMENDATIONS**

- 2.1 The schools Forum is asked to decide upon the scheduling of its 2013/14 academic year meetings.
- 2.2 The Schools Forum is asked to agree the standing agenda items to be included in each of these meetings.
- 2.3 The schools forum is asked to consider the specific agenda items proposed and to propose any additional items that they would like to be included on the forward agendas.
- 2.4 Westminster Schools Forum is additionally to agree the agenda for its July 2013 meeting.

**Tim Gibson**  
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