

Actions from previous meeting

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Comment / Update
Oct19 - Ac1	14th October	Actions from previous meeting	Melanie Ellis to provide an update on finance training for schools at the next meeting on 9 th December 2019.	Melanie Ellis	Finance training is being set up by the Schools' Team.
Oct19 - Ac2	14th October	Schools' Forum Membership and Constitution from October 2019	Jessica Bailiss would look into whether the term of office for members of the Forum could be extended to four years.	Jessica Bailiss	The ESFA's Good Practice Guidance does not specify a length of time for Term of Office. The Term of Office can therefore be extended to four years.
Oct19 - Ac3	14th October	De-delegations 2020/21	the de-delegation proposals for 2020/19 be added to the work programme for the next meeting of the HFG and Schools' Forum.	Jessica Bailiss	This is on the agenda for 9th December 2019.
Oct19 - Ac4		DSG Budget Overview 2020/21	Melanie Ellis coordinate communication with all schools to clarify information sent to schools by the DfE and indicative funding formula information.	Melanie Ellis	This will be clarified as part of the consultation with schools.

Ongoing Actions

Ref No.	Date of meeting(s) raised	Item	Action	Responsible Officer	Comment / Update
Jan19 - Ac1	21st January 11th March 2019 17th June 2019 14th October	Membership	An election be conducted for the position of Secondary Governor Representative on the Schools' Forum.	Jessica Bailiss	Secondary School Headteachers have been contacted to see if there is any interest amongst governors to join the Forum.
Jul - Ac2	15th July 2019 14th October	Schools: Deficit Recovery	Melanie Ellis would add a section to the Schools Deficit report on the number of schools predicting a deficit in year two, in time for the next Schools' Forum meeting in October 2019.	Melanie Ellis	This information is included under agenda item 16