

SCHOOLS MANAGEMENT FORUM: **DECISION/ACTION** LOG

MEETING HELD ON WEDNESDAY 8 NOVEMBER 2023 AT 9:15AM

Agenda item	Person responsible	Decision/Action	Comments
Item 1.2 Membership Update	Local Authority	It was the responsibility of the Local Authority (LA) to facilitate the appointment of members to the SMF. The LA was required to ensure that the membership reflected the proportions set out in the membership list. Members were to be appointed at the beginning of each term of office via nominations and elections from each contributory group. As several maintained schools had joined academy trusts since the last meeting of School's Management Forum (SMF), an election would be required to appoint two new maintained school representatives.	
Item 1.3 PRU Representation	Clerk	SMF approved the proposal that the Pupil Referral Unit be represented by any of the four Headteachers of River Tees Multi-Academy Trust.	Membership list updated.
Item 2.3 Election of Chair	Clerk	Mrs H Steele was appointed Chair of SMF for the academic year 2023-24. Another member of SMF would be sought for the role from the start of the 2024-25 academic year.	Membership list updated.
Item 3.2 Election of Vice Chair	Clerk	Mr A Cooper was appointed Vice Chair of SMF for the academic years 2023-24, 2024-25 and 2025-26.	Membership list updated.
Item 9.3.1 High Needs Block	Local Authority	SMF did not approve the recommendation to transfer 0.5% from the Individual Schools' Block to the High Needs Block in 2023-25.	Disapplication update to be shared at the next meeting.

EMERGENCY MEETING HELD ON TUESDAY 12 DECEMBER 2023 AT 8:30AM

Agenda item	Person responsible	Decision/Action	Comments
Item 3.4.2 Exclusion data	Caroline Cannon	Permanent exclusions and suspensions data to be circulated to SMF following the meeting for information.	Information shared.
Item 3.6 High Needs Block	Local Authority	SMF voted in favour of transferring 0.5% from the DSG Schools' Block to the High Needs Block for 2024-25.	