# **Norfolk Schools Forum**

Minutes of the Meeting held on Wednesday 10 July 2024 at 9am, Cranworth Room, County Hall,

Present Martin White (Chair)	Organisation Nebula Federation	Representing Maintained Primary Governors
Adrian Ball	Diocese of Ely Multi Academy Trust	Academies
Stephen Beeson	Norwich Diocesan Board of Education	Church Representative
Steven Dewing	Sapientia Education Trust	Academies
Lacey Douglass	Freelance Early Years Advisor	Early Years Representative
Mike Grimble	Avenue Junior School	Maintained Primary Governors
Bob Groome	National Education Union	Joint Consultative Committee
Glyn Hambling	Unity Education Trust	Alternative Provision
Carole Jacques	Earlham Nursery School	Nursery Schools
Clare Jones	Broad Horizons Education Trust	Academies
Joanne Philpott	City of Norwich School	Academies
Sarah Porter	The Heart Education Trust	Academies
Rachel Quick	The Wherry School	Special School Academy
Sarah Shirras	St. Williams Primary School	Maintained Primary Schools
Matthew Smith	Sheringham Woodfields School	Maintained Special Schools
Daniel Thrower	Wensum Academy Trust	Academies
Joanna Tuttle	Aylsham High School	Maintained Secondary Schools
Vicky Warnes	National Education Union	Joint Consultative Committee

### Also Present:

Michael Bateman Assistant Director – SEND Strategic Improvement and Partnerships Accountant (Schools, Special Educational Needs and Early Years) Steve Bush (via Teams) Director of Children and Young People's Services, Cambridgeshire

Community Services NHS Trust

John Crowley

Samantha Fletcher

Jane Hayman

Assistant Director – Education, Intelligence and Effectiveness

Assistant Director – Education Infrastructure and Partnerships

Assistant Director – Sufficiency, Planning and Education Strategy

Sarah Jones Director of Commissioning, Partnerships and Resources

Jonathan Nice Senior Adviser – Teaching and Learning

Nicki Rider Assistant Director – SEN and Alternative Provision Strategy and Sufficiency

Laine Tisdall Committee Officer, Democratic Services

James Wilson Director for Sufficiency Planning and Education Strategy

## 1. Apologies and substitutions

- 1.1 Apologies were received from Martin Colbourne and Helen Bates.
- 1.2 Stephen Beeson and Matthew Smith were formerly welcomed onto the Schools Forum, replacing Hayley Porter-Aslet and Annette Maconochie respectively.

### 2. Minutes

2.1 The minutes of the meeting held on the 17 May 2024 were approved as an accurate record of proceedings.

# 3. Matters Arising

- 3.1 Paper copies of the Declaration of Interests form were passed amongst the Schools Forum. Officers confirmed that nil returns could be returned if Forum Members did not have any interests to declare.
- 3.2 Officers provided an update on Shared Parental Leave, which was currently not reimbursed through the de-delegated block. A work group involving Forum Members had recently been set up to consider Shared Parental Leave, with the potential options discussed. It was agreed that going forward, it would be sought to de-delegate an additional amount into the budget for maintained schools. A report was scheduled for the November meeting of the Schools Forum. Costs for 2025/26 were estimated at £110,000 per year, equating to £3.65 per pupil for maintained schools, based on current pupil numbers. The £110,000 figure took into account both salary costs for Shared Parental Leave and cover the statutory element of the scheme. Updated estimated costs would be made available in November 2024.
- 3.3 With regard to historic costs of Shared Parental Leave, there was currently no budget in place to reimburse these. Concerns had been raised by some headteachers regarding unexpected financial pressures on their budgets. It was acknowledged there was a miscommunication which had led representatives to the conclusion they might be reimbursed for historic costs. Officers had been in contact to rectify the miscommunication. If the local authority were to look at reimbursing historic costs, it was estimated that £74,000 would be required to cover this. The conclusion was that SPL would not be reimbursed retrospectively.
- 3.4 Summary of Schools Forum actions 2023/24 Officers confirmed the summary was currently being prepared, to be published alongside the Schools Forum Briefing forthwith. The Chair requested to view the summary, which officers agreed to.
- 3.5 The Chair welcomed Steve Bush from Cambridgeshire Community Services NHS Trust, who was attending the meeting virtually through Microsoft Teams. A presentation on the Children and Young People's System Collaborative was shown concurrently to the Forum, with the following key points highlighted:
  - The Children and Young People's System Collaborative was set up as a working group
    to broaden and deepen partnership working across the whole system, with the aim being
    to accelerate progress towards achieving better outcomes for children. At present the
    System Collaborative was endorsed by five partners across the East of England.
  - At present, the System Collaborative was currently planning and developing an
    integrated whole system approach towards meeting the needs of children and young
    people between the ages of 0 to 25 (CYP 0-25). Particular attention was drawn towards
    meeting emotional wellbeing and mental health needs, SEND requirements, and
    understanding needs around neurodiversity. A creative and holistic approach was to be
    taken to best utilise resources across all partners towards redesigning the support model
    in Norfolk. Structural, operational and cultural changes were required to achieve the best
    outcomes for children.
  - There were five guiding principles within the System Collaborative, firstly a focus on early intervention and prevention to reduce the burden on specialist and acute support.
  - There would be a renewed focus on "place", to offer bolstered day-to-day support in local communities, rather than relying on specialist institutions.
  - The System Collaborative aimed to take a holistic approach to children's needs, with the aim being to join up casework across the service and offer a single personalised assessment/plan for each case.
  - Ultimately, it was hoped there would be a shift away from the current clinical model which focused on diagnosis, towards a new model rooted in early intervention and community-led initiatives.

- There was also an opportunity to review resources across the partnership to improve efficiency and produce more effective results.
- All community services and stakeholders related to the identified areas of need for CYP 0-25, plus alternatives to admission/edge of care services, came within the scope of the System Collaborative. At present, Tier 4 mental health inpatient services, acute hospital inpatient services, services in Waveney were currently out of scope.
- The "building blocks" of future designs were shown to the Schools Forum, including a
  zone-based early prevention and help system. In addition, there would be a transition
  towards integrated intervention teams, providing joined-up services and help across the
  region covered by the System Collaborative.
- Officers stressed that it was critical that Norfolk engaged with its partners to ensure the success of the scheme, highlighting that other local authorities across the UK were conducting similar work.
- "Just One Number", which was a new service offering a single point of access to mental health services for CYP 0-25. Other recent developments were showcased to the Schools Forum.
- A number of key issues surrounding neurodiversity needs were shown to the Schools
  Forum, illustrating the challenges towards achieving better outcomes. Accessing the
  right support at the right time was a struggle for many families. Graduated systems as
  adopted by Portsmouth, Bedfordshire and Luton were shown to be best practice towards
  meeting neurodiverse needs alongside diagnosis. Officers stressed that a tentative
  approach was being taken at present, with ideas being considered and scrutinised to
  see if they would be the best approach for Norfolk.
- It was hoped there would be a shift away from a diagnosis-led process to one that was more needs-based, with early intervention key to its success. A philosophical change was required across the partnership to deliver a needs-led approach, as opposed to the current service-led approach.
- Six proposed elements/next steps for the System Collaborative were shown to the Schools Forum, with it being stressed that none of them were finalised at present. The first idea was to develop multidisciplinary teams who would provide advice and help within schools and the community. Another proposal was to co-produce a mapping needs tool, utilising experience from other local authorities. Other proposed ideas included designing packages of support to match categories of need, integrating the mapping needs tool with online and telephone support, design training for supporting adults, and a reorganisation of specialist services to effectively "wrap" around schools and communities.

#### 3.6 The following points were raised and discussed:

- The Chair queried the timescale for implementation. Officers stated there were no deadlines in place, as the Systems Collaborative was currently a work in progress. It was expected that managers would receive the report in the next couple of weeks for official sign-off. go to higher-ups in next few weeks. Following a further phase of coproduction, it was expected to be implemented in 2025.
- A Forum Member questioned as to whether the inclusion zone would overlap with school and community teams, or whether it would be zoned differently. Officers confirmed both elements would be included within the same zone, with hope expressed that with time the zone would form the basis of an education partnership. The vision was to ensure that a number of teams were operating on the same footprint, which would enable support to be accessed much easier in the community, rather than a central referral.
- The Chair commented that geography was an important point to consider when taking into account practice from other local authorities, as Norfolk was a much larger area than Portsmouth, with different needs and demand.

- A Forum Member stated that the System Collaborative was designed to reduce anxiety across the board and that it would be important to share the finalised plan with all organisations to build confidence in it.
- The Chair queried as to where the System Collaborative sat within the overall LFI budget.
   Officers stated that there was no new spending required, as it was being funding through a reshaping of existing resources.
- A Forum Member expressed concern regarding the provision of tailored advice, stating that
  the volume of EHCPs over the last 18 months had created a generic set of statements,
  effectively creating a tick-box exercise. Officers acknowledged this was an issue which was
  being monitored. The Chair commented that the wording of EHCPs had been referenced in
  the Element 3 funding working group, as there was a noticeable impact.
- A Forum Member queried whether the local authority was working with the right people to get occupational therapists into place, along with working with experts from the University of East Anglia and Anglia Ruskin to build the right infrastructure to support System Collaborative
- The Chair thanked Steve Bush for attending the meeting and expressed hopes that there
  would be further positive developments on the System Collaborative at future Schools
  Forum meetings.

# 4. Local First Inclusion Strategic Planning

- 4.1 Forum Members received the annexed report (4).
- 4.2 Officers introduced the report, which provided an update on the Enhanced Monitoring and Support (EMS) process involving Local First Inclusion (LFI). Following a submission to the Department for Education (DfE) on the 23 April 2024, further information was submitted to them on the 7 June 2024.
- 4.3 Officers provided an update regarding LFI. A presentation was shown concurrently to the Schools Forum, the slides of which could be found on the Schools Forum website. The following key elements were highlighted:
  - There was a renewed focus regarding Norfolk living within its means in LFI. The DfE advised officers in November 2023 that Norfolk was now within the EMS process. This was anticipated to have taken approximately a few months to complete the process, running parallel with the LA's own LFI stocktake; however it was still ongoing in part due to the need to respond to further DfE requests for information and in part due to the general election period.
  - A number of new projects and initiatives were in the pipeline starting from the new academic year, including a new SEND and inclusion "front door" programme, special school outreach and satellites, and a new special school allocation process.
  - Year 2 of LFI commenced in April 2024. Largely due to the ongoing negotiations with the DfE, payments were currently paused for the safety valve scheme. When the revised plan was agreed the payments would resume and also be retrospectively adjusted.
  - The School 2 School programme was highlighted to the Schools Forum. A new offer was
    due to begin a pilot online in autumn 2024, running alongside the current School 2
    School programme, in order to support how inclusion was currently evolving in Norfolk.
    An increase in referrals was anticipated from late 2024 to early 2025, with officers
    planning to bring referrals in-house to ensure support remained available. The team
    would be able to triage cases and provide the right amount of support. It was confirmed
    that the programme was fully funded.

- Specialist Outreach support was one of the possibilities that the evolution of the School 2 School programme could enable, providing another level of support.
- There had been an 11% increase in EHCPs in June 2024, compared to a 4% increase the previous month.
- Compared to May 2023, there was an 17% increase in special school referrals during May 2024.
- Since May 2024, there had been a net increase of 29 children on roll in a special school
  or within alternative provision, with the highest increase being seen in independent
  settings. Officers stressed there was a continued need to get on top of the EHCP issue.
- Ten years had now passed since the SEND reforms in 2014. During this period, the number of special schools in Norfolk had increased from 11 to 18. In addition, the number of SRBs had increased from 21 to 50, while there were now 16 alternative provision centres today when none existed in 2014. There was a need to communicate that Norfolk was delivering on its plans to increase provision in the SEND sector.
- Officers stated that contact from DfE officials was expected w/c 15th July, following the general election period, and this would provide the steer given regarding the timeline for the next stage of safety valve discussions and submission of a further revised plan.

## 4.4 The following points were raised and discussed:

- The Chair queried if specialist outreach took into account cases where children were referred to a Specialist Resource Base (SRB) but did not get a place due their needs being too complex, meaning they ended up back in mainstream. Officers stated there was an aspiration to link with school where the child was to stay, with the local authority injecting support and knowledge to ensure it was a more sustainable transition with a positive outcome. It was acknowledged that places in SRBs were finite and the onus was on officers to target expertise at the most complex cases while ensuring it was ongoing and sustainable.
- The Chair requested that the local authority provided information around the number of spaces in SRBs presently. Officers agreed to investigate this.
- The Chair asked if specialist outreach was fully funded. Officers confirmed the
  programme was funded through the High Needs block. Conversations would need to
  take place if it was agreed to expand the programme.
- A Forum Member expressed concern that decisions on SRB places currently fell on the shoulders of schools, which was proving increasingly difficult given the complexity of some cases. It was confirmed that admissions to SRB was a joint process between schools and the LA.
- The Chair queried the timescale of getting EHCP support in place within schools, given that early targeting in schools was prudent towards reducing the numbers of EHCPs. Officers stated that the specialist outreach programme would be iterative from September 2024, due to staffing pressures. As no new funding was available, the team would need to be restructured to ensure that there was sufficient resource to staff the new model. A full rollout was expected from the October 2024 half term onwards.
- A Forum Member requested clear guidance as to what schools and settings could expect
  from the new specialist outreach teams, given experience of varying offers from existing
  teams, e.g. school & community teams. Officers confirmed fresh guidance would be
  produced to ensure consistency across Norfolk. School and community teams were invited
  to a "reset day" in September 2024, to look at the impact data so far. Feedback was
  welcomed but had to be considered carefully to ensure that a situation did not arise where
  quidance was released and then revised almost immediately following new data.

- A Forum Member stated consistency among teams was paramount for the new model to succeed. There was a need to gauge feedback from schools before September, with ideas on how to receive such data briefly pondered by Forum Members and officers.
- A Forum Member expressed concern regarding the restructure and reset, as it was
  previously advised that the programme was up and running in November 2023. Officers
  clarified that a review of the school and community teams after 12 months was good
  practice. The team around the school model was a separate item, with school and
  community teams part of it.
- A Forum Member expressed concern that there was a growing disconnect between the
  perception of the school and community teams and their actual impact and visibility within
  schools. Further reassurance in this area was required from the local authority to clarify
  matters. Officers acknowledged that this could be revisited, perhaps offering more
  workshops to ensure everyone was on the same level. The Chair stated it was correct to
  consider all areas of the LFI, but that an impact assessment could be required to see how it
  was meeting the principles agreed by the Schools Forum.
- A Forum Member asked if special schools would still receive support under the School 2 School, given their own pressures relating to management of resources. Officers confirmed there were no constituent changes to the funding.
- A Forum Member commented that the way Norfolk communicated with schools was
  increasingly important when it came to the LFI and various new processes. It was felt that a
  point had been reached where there was a transition from strategy and to a concrete plan
  in place. Impact statements were now required from key pieces of work to see how
  effective it was.
- 4.5 Officers provided an update on Element 3 funding, with the following key elements highlighted:
  - There were four main changes scheduled from September 2024 onwards. The remaining annual allocations would be deployed to all schools to ensure certainty regarding the level of funding available. The allocations would be based on the bandings for awards agreed up to January 2024. In addition, the overall allocation per school would be adjusted to stay within the £35m budget, while funding for Enhanced SEND Provision (ESPs) would be ringfenced to avoid any disruption.
  - Norfolk County Council confirmed there was a maximum funding envelope of £35m for 2024/25, approximately £11m more than the budget in the original safety valve plan. It was expected that funding for 2025/26 would be somewhat lower.
  - Various options were being considered through the joint LA / school workshops to determine options for the future of the model, as this would form a key part of the annual DSG consultation process during Autumn 2024.
- 4.6 The following points were raised and discussed:
  - A Forum Member asked if revised guidance about complex needs funding would be shared with schools. Officers confirmed this would be made available.
  - A Forum Member expressed grave concern regarding how changes to Element 3 funding were communicated to schools by the LA, in particular that MAT CEO's did not receive the first communication directly and that headteachers received it first. It was acknowledged that this had been an error regarding the use of only one, rather than two, distribution lists. This was corrected for the follow up communication.

- 4.9 The Norfolk Schools Forum **RESOLVED** the following:
  - To COMMENT, SUPPORT and CHALLENGE regarding the next steps plans for the Local First Inclusion programme, in particular, with a commitment to ensure strategic leadership to jointly achieve the revised and explicit aims of the LFI programme.
  - 2. To **REVIEW** the feedback from the Element 3 sub-group work undertaken with other school leaders, including providing comment, support and challenge regarding in relation to medium to longer term options for Element 3 funding and outline plans for the DSG consultation process in the autumn term.

# 5. Scheme for Financing Schools (Changes) 2024/25

- 5.1 Forum Members received the annexed report (5).
- 5.2 Officers introduced the report, which summarised the current areas of proposed change to the Financing Schools Scheme, in preparation for a consultation in Autumn 2024.
- 5.3 Officers introduced key elements of the report to the Schools Forum:
  - There were three areas being proposed for consultation. The first of these related to the introduction of International Financial Reporting Standard 16 (IFRS16), which was included within recent national guidance towards borrowing by schools. As this was not a direct revision, Norfolk was now obliged to consult with schools before it could be implemented. IFRS16 removed the distinction between financial and operational leases, effective from the 1 April 2024. All leases would now be considered financial leases for accounting purposes, therefore reclassifying them as borrowing. The local scheme guidance required a rewrite to take into account these updates.
  - The second section going out for consultation related to the use of business credit cards by schools, bringing Norfolk into line with national guidance. At present, schools in Norfolk were allowed to use credit cards in some circumstances. The local authority reserved the right to restrict the use of such cards in maintained schools. The change in guidance would see schools encouraged to use purchase cards going forward, as this would assist towards VAT compliance. A change to the wording was therefore required to support the use of purchase cards and to dissuade the use of business credit cards, as their current use attracted interest charges.
  - The final amendment was in regard to bank account restrictions for maintained schools.
     The Co-operative Bank was to be removed from the list of approved banks, as it did not meet the minimum criteria set by the local authority regarding credit ratings.
- 5.4 The following point was raised and discussed:
  - The Chair commented that the general consensus from the Schools Forum was to proceed with the consultation, with a debate to take place once this had been concluded.
- 5.5 The Norfolk Schools Forum **RESOLVED** the following:
  - 1. To **BEGIN** consideration of the issues and the Scheme for Financing Schools 2024/25.
  - To PROVIDE comments to the Local Authority to support and enable the preparation of consultation materials in order to support the decision making of Local Authority maintained Members.

## 6. Future Building Maintenance for Maintained Schools

- 6.1 Forum Members received the annexed report (6).
- 6.2 Officers introduced the report, which summarised the current Building Maintenance Partnership (BMP5) scheme for building maintenance in schools, including risks of rising costs and future sustainability of the scheme due to academisation. A potential alternative was offered; the charging of maintained mainstream schools' budgets, which could be considered as part of the autumn DSG consultation with schools.
- 6.3 The following point was raised and discussed:
  - A Forum Member declared an "other" interest regarding this item, as he was currently
    appointed to the BMP board. The change to the financial arrangements was time critical
    as it was a new five-year commitment beginning from February 2025. The Chair
    expressed concerned that the board appeared not to have been involved at the
    beginning of the process. Officers confirmed a meeting would be arranged.
- 6.4 The Norfolk Schools Forum **RESOLVED** to **BEGIN** consideration of the issue, providing comments to the Local Authority to support and enable the preparation of consultation materials to support the decision making of Local Authority maintained Members regarding future arrangements

# 7. DSG Consultation Preparation 2025/26

- 7.1 Forum Members received the annexed report (7).
- 7.2 Officers introduced the report, which set out the proposed arrangements for the Dedicated Schools Grant (DSG) Consultation with mainstream schools (often referred to as 'Fair Funding Consultation'), including proposed dates, key items to be included in the consultation documents, and current LA expectations regarding Early Years and Special Schools consultation.
- 7.3 The following points were raised and discussed:
  - A Forum Member commented that the special schools he represented felt satisfied with the work conducted by the local authority regarding band funding, as it was clear and transparent. However, concern was expressed that underlining costs such as support staff were not within the scope of the consultation, which would mean special schools were effectively signing off a reduction in income for the following academic year. Officers provided context and reassurance regarding special school funding, as this had been reviewed over the past couple of years in a variety of ways. The current proposal acknowledged that pay awards for support staff had disproportionately affected special schools. The challenge facing local authorities was that while grants had been made available for teacher pay awards, there was no additional money within the education budget for support staff. It was acknowledged that this needed to be re-examined. Due to the current LFI position and Element 3 funding, it was felt that this could not be reviewed in 2024, but that a review could be held the following year. Officers reaffirmed they would work closely with special schools.
  - A Forum Member expressed concern that some of the proposed areas within the consultation were linked to LFI decisions, as the consultation was aimed to be specific.
  - Forum Members stated that a hybrid approach to consultation sessions was the preferable option for the Schools Forum. Officers agreed with this decision and would arrange timings.

 A Forum Member stated that real transparency was required towards what the High Needs and LFI Block was currently being spent on.

# 7.4 The Norfolk Schools Forum **RESOLVED** to **DISCUSS** and **COMMENT** on the following:

- 1. The key elements identified to be consulted upon, based upon the current information available to the LA, including identification of any additional elements.
- 2. How information was provided to achieve the greatest engagement, including how consultation sessions were currently structured.
- 3. The preference of online consultation sessions, face-to-face consultation sessions, or a mixture of both.

### 8. Additional Schools Block Costs

- 8.1 Forum Members received the annexed report (8).
- 8.2 Officers introduced the report, which was produced due to corrections to two schools' budget being required from the Schools Block DSG. Formal approval was required from the Norfolk Schools Forum to approve submission of disapplication requests to the DfE, which would enable retrospective corrections to be made in due course.
- 8.3 Officers highlighted the following key elements from the report.
  - Brisley CE Primary Academy was one of the affected schools. The issue arose following their merger with Weasenham CE Primary Academy. Due to an oversight, the merger was treated as a school closure, therefore meaning they were not fully funded for the 2024-25 academic year.
  - Sprowston Community Academy was the other affected establishment. Following
    discussions with the local authority, its Published Admission Number (PAN) had increased
    in September 2023 following expansion works. However, the growth in PAN was not taken
    into account during the budget setting process, affecting the budgets for both the 2023-24
    and 2024-25 academic years.
  - Officers had held discussions with the DfE regarding both schools. To rectify the issues, there was a requirement to submit disapplication requests to the DfE. These were extraordinary documents, therefore requiring formal approval from the Schools Forum.
  - The timeline of the corrections was still being investigated.

### 8.4 The following points were raised and discussed:

- The Chair requested clarification regarding Schools Block funding. An officer confirmed the Schools Block had already been allocated, but there was a pressing need to make the two corrections as not enough money was allocated to Brisley and Sprowston.. Assuming the applications were accepted in the current financial year, this would result in an overspend on the Schools Block, as new money was required to be allocated to the affected establishments. Future discussions with the safety valve team at the DfE were required towards managing the overspend.
- The Chair queried a £60,000 difference between the local authority's calculations and those provided by Brisley. Officers stated that Brisley had provided draft calculations, which had been analysed by the team. The discrepancy was due to Brisley assuming they would receive two allocations of sparsity, which was not the case.

- A Forum Member asked if there was a possibility the same issues could arise in the next academic year. Officers confirmed that internal processes were being reviewed as a result of the discrepancies.
- A Forum Member queried how the schools would be affected if the additional funding
  was allocated immediately. An officer stated that outcomes were being discussed with
  the DfE safety valve team. The DSG deficit in Norfolk had to be taken into account when
  considering the requests. The local authority was working closely with Sprowston with
  regard to rectifying cashflow in either academic year. With regard to Brisley, there were
  two options possible from the DfE, which would shortly be presented to the school.
- A Forum Member requested clarification regarding the options available to Sprowston. Officers confirmed that the desired option was to submit a disapplication request.
- The Schools Forum took a vote on whether to approve the submissions. With 15 votes for, 0 votes against and 2 abstentions, the proposal was **CARRIED**.
- 8.5 The Norfolk Schools Forum **RESOLVED** to **APPROVE** the submission of disapplication requests to the DfE in respect of retrospective budget adjustments for Brisley CE Primary Academy (2024-25) and Sprowston Community Academy (2023-24 and 2024-25).
- 9. Norfolk Schools Forum Forward Work Plan
- 9.1 Officers introduced the current forward work plan to the Forum.
- 9.2 The following items were scheduled for the September 2024 meeting of the Schools Forum.
  - Strategic Planning (inc. Local First Inclusion)
  - Provisional DSG Allocations for 2025/26 and Fair Funding Consultation for Mainstream Schools' Formula
  - Early Years Funding Consultation
  - Annual Audit Report (Norfolk Audit Service)
- 9.4 The Norfolk Schools Forum **RESOLVED** to **NOTE** the forward work plan.

### 10. Any Other Business

- 10.1 The Corporate Finance Team at Norfolk County Council requested that schools uploaded all invoices for Barclaycard forthwith, as the 2023-24 academic year was about to conclude. Late submissions in previous years had caused issues with BACS returns.
- 10.2 Forum Members proposed a vote of thanks to Clare Jones, as this was her final meeting as a member of the Schools Forum.
- 10.3 A date and location for the September 2024 meeting of the Schools Forum was currently under consideration between officers and Democratic Services at Norfolk County Council.

The meeting closed at 12:18

## Martin White, Chair Norfolk Schools Forum



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