



NOTICE OF MEETING

Schools Forum

Thursday 8 December 2011, 4.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: The Schools Forum

Schools Members:

Maureen Beadsley, Secondary School Governor
Trisha Donkin, Primary School Representative
Andrew Fletcher, Secondary School Representative
Brian Fries, Secondary School Governor
Ed Glasson, Primary School Governor
Gill Harbut, Primary School Representative
Louise Lovegrove, Primary School Representative
John McNab, Secondary School Governor
Kelvin Menon, Primary School Governor
Joanna Quinn, Primary School Representative
Tony Reading, Primary School Governor
Paul Salter, Secondary School Representative
Trudi Sammons, Primary School Representative
Anne Shillcock, Special Education Representative
John Throssell, Primary School Governor (Vice-Chairman)
Kathy Winrow, Secondary School Representative
Vacant, Primary School Representative

Non-Schools Members

George Clement, Union Representative (Chairman)
Kate Sillett, PVI Provider Representative
Vacant, 14-19 Partnership Representative
Vacant, Diocese Representative (Roman Catholic)
One Vacancy, Diocese Representative

ALISON SANDERS
Director of Corporate Services

EMERGENCY EVACUATION INSTRUCTIONS

- 1 If you hear the alarm, leave the building immediately.
- 2 Follow the green signs.
- 3 Use the stairs not the lifts.
- 4 Do not re-enter the building until told to do so.

If you require further information, please contact: Amanda Roden
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Published: 30 November 2011

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AGENDA

Page No

1. **Apologies for Absence/Substitute Members**
To receive apologies for absence and to note the attendance of any substitute members.
2. **Declarations of Interest**
Members are required to declare any personal or prejudicial interests and the nature of that interest, in respect of any matter to be considered at the meeting.
3. **Minutes and Matters Arising**
To approve as a correct record the minutes of the meeting of 15 September 2011. 1 - 6
4. **Membership of the Schools Forum**
To receive an information report in relation to the new Primary School Governor Representative on the Schools Forum. 7 - 10
5. **Role of Executive Member for Education on Schools Forum**
To receive a report which seeks to amend the Constitution of the Bracknell Forest Schools Forum to add the Executive Member for Education as an observer of the Forum. 11 - 12
6. **School Meals Specification**
To receive a report which seeks feedback from the Schools Forum on the proposed specification for the school meals contract from July 2012. 13 - 50
7. **School Building Cleaning**
To receive a report which advises the Schools Forum on the decision and outcome of awarding the corporate cleaning contract (which includes school sites) to KGB Cleaning. 51 - 54
8. **Priority School Building Programme**
To receive a report which seeks feedback from the Schools Forum on the future participation by Bracknell Forest in the new DfE Priority School Building Programme. 55 - 60

9. **The Schools Budget: 2011-12 Budget Monitoring and other Financial Matters** 61 - 68
- To receive an update on the Schools Budget 2011-12, the current budget monitoring forecast, the revised criteria proposed to be used to fund schools experiencing significant in-year growth in pupil numbers, and changes made by the Department for Education (DfE) to the initial per pupil funding rates for the Pupil Premium.
10. **Preparations for the 2012-13 Schools Budget** 69 - 90
- To receive an update on progress towards setting the 2012-13 Schools Budget; in particular seeking agreement to a budget strategy to enable effective budget planning, reviewing the questions posed and responses received to the financial consultations with schools, the current evaluation of the financial outlook for the 2012-13 budget, and the current position regarding the Council's Job Evaluation exercise.
11. **Exclusion of Public and Press (S100A)**
- To consider the following motion:
- That pursuant to section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for consideration of the following items which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:
- (3) Information relating to the financial or business affairs of any particular person (including the authority)

Report Containing Exempt Information

12. **Off Site and Adventurous Activities Service** 91 - 100
- To receive a report which seeks feedback from the Schools Forum on the proposed changes to the Off Site and Adventurous Activities Services for schools.
13. **Dates of Future Meetings**
- The next meeting of the Schools Forum is scheduled for Thursday 9 February 2012 at 4.30pm in the Council Chamber at Easthampstead House.