**MINUTES OF TOWER HAMLETS ADMISSION FORUM**

**Tuesday 28 September 2021 via Teams**

**Members:**

1. Dee Bleach (DB) Primary Community Schools\*
2. Terry Bryan (TB) Service Head (Pupil Access and School Sufficiency)\*
3. Vacancy Free/Academy Primary Schools
4. Penny Harvey (PH)The London Diocesan Board for Schools\*
5. Jenny Miller (JMi) Parents Advice Centre\*
6. Alex Nelson (AN) Voluntary Sector Children & Youth Forum
7. Lynn Cottle (LC) Nursery Schools\*
8. Shahanur Khan (SK) Collective of Bangladeshi Governors
9. Vacancy Parent Governor Representative
10. Dennis Jenner (DJ) LA Education Appeal Panel Member\*
11. Shahana Begum (SB) Parent Carer Council Representative
12. Fathima Rofe (FR) Parent Carer Council Representative
13. Vacancy Archdiocese of Westminster
14. Sarah Counter (SC) Free/Academy Secondary Schools\*
15. Patrice Canavan (PC) Secondary Community Schools\*
16. Mafijur Rab (MRa) Council of Mosques
17. Vacancy Head of LEAP
18. Elizabeth Figueiredo (EF) Primary Voluntary Aided Schools\*
19. Vacancy Secondary Voluntary Aided Schools

*\*indicates present at meeting*

**Observer:**

Paramjit Bhutta (PB) Secondary Free/Academy School\*

**Officers present:**

Kelly Mack (KM) - Clerk Secondary Admissions Operations Manager\*

Naheeda Begum – LA Officer Primary Admissions Operations Manager\*

**Actions**

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| **1.** | Apologies for Absence: Shahana Begum, Shahanur Khan | Clerk |
| **2.** | Declaration of Interest   * This item gives opportunity for forum members to declare an interest in any agenda item which directly affects the school at which they are a governor, member of staff or which their children attend, or in which they might have a direct pecuniary interest. | Chair |
| **3.** | Election of Chair and Vice Chair   * KM invited nominations for role of Chair – PH nominated DB, seconded by EF. DB nominated EF, seconded by LC. | Clerk |
| **4.** | Minutes of meeting held on 15 June 2021   * The minutes were accepted as an accurate record of the meeting | Chair |
| **5.** | Matters Arising   * None | Chair |
| **6.** | Pupil Place Planning Update   * Update on Place Planning and School Organisational change proposals -Terry Bryan updated the forum - Details of amalgamations/closures in previous minutes. Report giving annual update on School Place Planning will be presented to Cabinet in November. * Update on current capacity and surplus across primary and secondary – report tabled | TB  TB |
| **7.** | Annual Review of LA Admissions Policy   * After review and discussion it was agreed that the LA would not be proposing changes to its admissions policy for 2023/24 but would review again for 2024/25 |  |
| **8.** | **Report on Previous Year’s School Admissions Out-turn**   * **Secondary Transfer 2021 –** KM presented the updated offers made for each Tower Hamlets School in Year 7 for September 2021 * **Reception 2021 –** NB updated the forum on offers made for each Tower Hamlets School for Reception for September 2021 * **Nursery 2021** – NB updated the forum on offers made for each Tower Hamlets Nursery Class for September 2021 |  |
| **9.** | Nursery Admissions   * TB advised that he had been contacted by nursery HTs to consider whether it would be possible to fastrack admissions for parents needing to arrange childcare quickly. He had therefore asked Helen Jenner to look at this as part of the work that she was already doing with nursery schools. It was agreed that NB and LC would work with Helen on this and report progress at the next Forum meeting. |  |
| **9.** | Date, time and venue for next meeting  Monday 13 December 2021 1 – 3pm  **via Teams** |  |
| **10.** | New Head of School Admissions   * TB confirmed that the LA had appointed Catherine Grace as it new Head of Admissions and she would be in situ by the time of the next forum meeting. |  |