

Time Commenced: 5.00 pm

Time Finished: 5.30 pm

**SCHOOL ADMISSIONS FORUM  
8 JULY 2004**

Present: Ian Samways – (in the Chair)  
Councillors MacDonald and Winter  
David Keys - Community and Voluntary Controlled Schools  
Carran Stevenson – Community and Voluntary Controlled  
Schools  
Andrew Prince – Derbyshire County Council

The meeting was inquorate.

**01/04 Apologies for Absence**

Apologies for absence were received from Councillor Liversedge, David Edwards - Church of England Schools, Edward Hayes – Catholic Church Diocese, Neil Plimmer - Foundation Schools, Stephen Whiteley – City Technology College and Lance Dean - Foundation Schools.

**02/04 Late Items Introduced by the Chair**

There were no late items.

**03/04 Declarations of Interest**

<b>Name</b>	<b>Type of Interest</b>	<b>Reason</b>
Councillor MacDonald	Personal	Governor – Leas Brook School
Councillor Winter	Personal	Governor – Mickleover Primary School
Carran Stevenson	Personal	Governor – Meadow Farm Community School
David Keys	Personal	Governor – Brackensdale School and Mickleover Primary

**04/04 Minutes of Previous Meeting**

**The Minutes of the meeting held on 28 April 2004 were approved as a correct record.**

## 05/04      Draft Common Application Form for Secondary Schools

The Forum considered the draft Common Application form for secondary schools and comments received from Chellaston School, West Park School, and Saint Benedict's School. Cathy Ford advised that she had received a copy of the Common Application form that would be used by Derbyshire County Council.

**Resolved to note the draft Common application form and ask that all comments received be taken in to account in the final version.**

## 06/04      Draft Parent Booklet for the Coordinated Admissions Scheme for Secondary Schools

The Forum considered the draft Parent Booklet for the Coordinated Admissions Scheme for secondary schools. The Chair thanked Cathy Ford, Ben Lysaczenko and the rest of the Admissions team for their hard work in producing this document. Cathy stated that the booklet would be published mid-August. Cathy asked that if members had any individual comments they let her have these by the end of July.

**Resolved to note the draft Parent Booklet for the Coordinated Admissions Scheme.**

## 08/04      Member Training

Robin Constable advised that he was willing to conduct training for members of the Forum. Suggestions for the content of the training were:

- What was the role of the Admissions Forum?
- Basic law and procedures relating to admissions.
- How do appeals fit in?
- The role of governing bodies.
- Review of the work of the Forum.

The Chair suggested inviting members of the Education Commission to attend the training. Councillor MacDonald agreed to ask the Commission at their meeting on 6 September 2004.

**It was agreed that the training session would take place at 6.00pm on Wednesday 10 November 2004 in Room 96 at the Council House. Members of the Education Commission would be invited to attend the training session.**

Minutes End