
January 2022

To: All Registered Providers of Free Entitlement to Early Years Provision

Dear Colleague,

West Sussex Schools Forum

The West Sussex Schools Forum was established in January, 2004 in response to the requirements of the Education Act 2002.

Following many years service, the Early Years Private Voluntary and Independent (PVI) representative, Helen Fletcher-Reilly has tendered her resignation. Sharon Moody (Kid Capers) will attend the meeting as the substitute representative, on 3 February 2022.

I am writing to all Registered Providers who offer the Free Entitlement to seek a replacement representative plus a substitute to serve on the Schools Forum as from 1 March 2022.

Representation from Early Years is important to ensure the views of the sector are taken into account in decision making. This includes discussions around Early Years funding and support from the local authority.

The next meeting of the Schools Forum will be held on 17 March 2022 between 4.30 and 6.30 p.m.

A non-schools member remains in office until he/she resigns office, or until the local authority makes a further appointment to replace him/her on nomination from the relevant body.

The Schools Forums (England) Regulations 2012 have been amended so that schools forums can meet remotely because of the coronavirus (Covid-19) pandemic. This means that schools forums can, but are not limited to, meet by telephone conferencing, video conferencing, live webcast, or live interactive streaming.

Schools Forum documents including membership and functions, agenda, reports and minutes are available on the [West Sussex Service for Schools](#) website. The Schools Forum usually meets five times per year and we try to ensure that there is a balance between presentations from our officers and time for members' discussions.

Future dates of the Schools forum Meetings are as follows:

- Thursday 3 February 2022
- Thursday 17 March 2022
- Thursday 16 June 2022

- Thursday 29 September 2022
- Thursday 24 November 2022

All meetings will take place between 4.30pm - 6.30pm

Schools Forum meets in Jan, March, June, October and December each year.

If you are interested in becoming a member of the Schools Forum, please email family.info.service@westsussex.gov.uk by **4 February 2022**.

Please include a brief election statement (no longer than one side of A4) including the name of your setting and why you would like to represent the Early Years providers in West Sussex and what skills and experience you could bring to this role.

If there is more than one candidate, we will arrange a ballot. Election statements will be circulated with the ballot papers.

All PVI Registered Providers meeting the requirements of the current Free Entitlement agreement will be eligible for election and to take part in this ballot, other than:

- elected members of the County Council who hold Cabinet – level posts;
- senior officers of the authority involved in strategic resource management;
- governors or other employees in West Sussex County Council settings including maintained nursery/primary/secondary/special schools.

We thank you in advance for your interest.

Yours sincerely,



Helen Gillespie

Area Education Adviser West (School Effectiveness)
Children, Young People and Learning, Education & Skills