

**Decision Maker:**        **SCHOOLS FORUM**

**Date:**                    **13<sup>th</sup> July 2023**

**Decision Type:**        Non-Urgent                    Executive                    Non-Key

**Title:**                    **CONSTITUTION OF THE SCHOOLS FORUM**

**Contact Officer:**        David Bradshaw, Head of Finance  
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**Chief Officer:**         Richard Baldwin, Director of Children, Education and Families

**Ward:**                    (All Wards);

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1. Reason for report

1.1 This report provides an overview of the representation on the Schools Forum.

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**2. RECOMMENDATION(S)**

**2.1 The Schools Forum are asked to:-**

**(i) make any comment on the report and the appendices before final submission to the CEF PDS for approval.**

### Corporate Policy

1. Policy Status: Not Applicable
  2. BBB Priority: Health and Integration
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### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Not applicable
  4. Total current budget for this head: n/a
  5. Source of funding: Not applicable
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### Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: N/A
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### Legal

1. Legal Requirement: Statutory Requirement
  2. Call-in: Applicable
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### Customer Impact

1. N/A
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

### 3. BACKGROUND

- 3.1 As part of the Constitution and Terms of Reference, the constitution of the Schools Forum is regularly reviewed to reflect any changes to the make up of the Forum in terms of member representation.
- 3.2 The Constitution was last fundamentally reviewed in September 2012 when Department for Education (DfE) introduced new Schools Forum regulations. Since this point there have been no further major DfE regulations affecting Schools Forums. DfE have said that the role of Schools Forum will be revisited.
- 3.3 The last review to make minor changes was in March 2021
- 3.4 The Constitution will be agreed at the next CEF PDS where any comments from the Forum will be considered.

### 4. MEMBERSHIP OF THE FORUM

#### Schools Membership

- 4.1 Representation on the Schools element of the Forum is derived in the main from pupil numbers. Currently there are fourteen members made up of Heads and Governors/Trustees. Current pupil numbers in each sector (primary/secondary/special, etc) have not changed significantly in terms of ratios between each area.
- 4.2 It is proposed to reduce the Membership by two in the Schools Membership removing one Governor/Trustee member from both Primary and Secondary. This is to reflect the difficulty in obtaining a full cohort of membership and changes proposed to ensure that the meetings remain quorate. This proposal will maintain the schools membership at 70%, which is above the DfE guidance of two thirds of the overall membership being from the Schools area.
- 4.3 Therefore overall membership will reduce to twelve.

#### Non Schools Membership

- 4.4 Current representation in the non-schools element of the Forum is five. It is recommended that this remains the same. There is little room for manoeuvre in this area.
- 4.5 A summary of the proposed new Constitution is below.

### CONSTITUTION

Membership	OLD	NEW
<b>SCHOOLS</b>		
Special Maintained school representative governor/head	1	1
Special Academy school representative governor/head	1	1
PRU Academy head/governor	1	1
Primary Academy head representative	2	2
Primary Academy governor representative	3	2
Primary Maintained head representative	1	1
Secondary Maintained head/governor representative	1	1
Secondary Academy head representative	2	2
Secondary Academy governor representative	2	1
	<b><u>14</u></b>	<b><u>12</u></b>

## **NON SCHOOLS**

Early year provider (PVI)	1	1
14-19 partnership**	1	1
Diocese CofE**	1	1
Diocese Catholic**	1	1
Joint Teacher Liaison**	1	1
	<u>5</u>	<u>5</u>

## **OTHER NON- VOTING ATTENDEES**

Portfolio Holder/Portfolio Holder Assistant	1	1
Director of Education	1	1
Head of Finance	1	1
Head of Schools Finance Support	1	1
Clerk of the Forum	1	1
	<u>5</u>	<u>5</u>

\*\* These members cannot vote on matters relating to the funding formulae to be used by the Local Authority

- 4.6 As there has been no material change in terms of the number of pupils in the different categories then it is proposed not to make any alterations to the makeup of the Forum.

## **Vacancies**

- 4.7 Assuming the new constitutional arrangements are agreed, there are currently five vacancies on the Forum as follows:-

1 Special Maintained Head/Governor  
1 Primary Academy Head  
1 Primary Academy Governor  
Diocese Catholic  
Joint Teacher Liaison

- 4.8 As per the terms of reference the relevant group will be asked to nominate a representative using a democratic process. The Council will assist where necessary. Where this is not possible, the Council will approach the relevant group for nominations.

## **5. TERMS OF REFERENCE OF THE FORUM**

- 5.1 The Terms of Reference are largely unchanged. However some minor points of clarification are as follows:-

i) included the word 'Trustee' to encompass slightly different arrangements with Academy school in relation to Governors

ii) clarified the 40% quorate meeting arrangement to exclude vacancies

iii) changed the term of office dates

iv) amended the membership numbers as per the recommendation

- 5.2 Terms of Reference are attached in Appendix 1. The latest DfE Forums good practice guide and regulations, powers and responsibilities and structure are contained in Appendix 2, the

relevant Statutory Instrument is contained in Appendix 3 and the workings of the membership numbers in Appendix 4.

<b>Non-Applicable Sections:</b>	Financial Implications Legal Implications Policy Implications Personnel Implications Customer Implications
Background Documents: (Access via Contact Officer)	N/A