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# Schools' Forum Membership & Constitution from September 2016

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**Report being considered by:** Schools Forum  
**On:** 11 July 2016  
**Report Author:** Jo Reeves  
**Item for:** Decision      **By:** All Forum Members

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## 1. Purpose of the Report

- 1.1 To review and where necessary update the membership and Constitution of the Schools Forum.

## 2. Recommendation

- 2.1 To approve the membership and Constitution of the Schools Forum from September 2016.

<b>Will the recommendation require the matter to be referred to the Council or the Executive for final determination?</b>	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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## 3. Introduction/Background

- 3.1 The Schools' Forum is required to review its membership and constitution annually. The last change made to the constitution was four years ago and there has since been no legislative changes requiring a change to our current practice. The current constitution complies with The Schools Forums (England) Regulations 2012. The membership however does need to be reviewed to see if the split based on pupil numbers is still correct or needs to be changed.
- 3.2 The current rules in respect to School Forum membership are as follows:
- (1) The need to have full representation for the various types of school with the number of members representing each being broadly proportionate to the number of pupils in each phase. This is to ensure debate within the Schools' Forum is balanced and representative.
  - (2) There is no minimum or maximum number of members, but non school members must not make up more than one third of the total membership. However, care should be taken to keep the Schools Forum to a reasonable size to ensure that it does not become too unwieldy.

## 4. Membership – ensuring proportionality

- 4.1 At the time of writing the report, the May 2016 Schools Census was not yet public.
- 4.2 The May 2016 Census revealed the following breakdown in pupil numbers:

TABLE 1	Pupil Numbers (inc nursery & 6 <sup>th</sup> from Jan 15 census)		Pupil Numbers (inc nursery & 6 <sup>th</sup> from May 16 census)	
	Number	%	Number	%
Primary (64 schools)	12,810	51%	13,106	52%
Secondary (4 schools)	4,297	17%	4224	17%
Academies (8 schools)	7,788	31%	7743	31%
	24,895	100%	25,073	100%

4.3 As John O'Gaunt is has joined Excalibur Academies Trust, it is recommended to include John O'Gaunt under academy numbers for the purposes of setting the Schools Forum membership. John O'Gaunt has 337 pupils. The following table shows pupil numbers adjusted to include the school as an academy:

TABLE 2	Pupil Numbers (inc nursery & 6 <sup>th</sup> from Jan 15 census)		Pupil Numbers (inc nursery & 6 <sup>th</sup> from May 16 census) adjusted for JOG	
	Number	%	Number	%
Primary (64 schools)	12,810	51%	13,096	52%
Secondary (3 schools)	4,297	17%	3887	16%
Academies (9 schools)	7,788	31%	8080	32%
	24,895	100%	25,063	100%

4.4 Although the numbers indicate that some minor shifts in overall pupil numbers have occurred, the distribution of pupils across the sectors remains relatively similar.

4.5 The current membership is organised as follows:

TABLE 3					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1	8	50%
Secondary	2	1	0	3	19%
Academies	3	2	0	5	31%
	9	6	1	16	100%
<b>Other School Members</b>					
Nursery Schools	1			1	
Special Schools	1			1	

PRUs	1			1	
<b>Non School Members</b>					
RC Diocese			1	1	
C of E Diocese			1	1	
Early Years PVI			1	1	
Trade Union			1	1	
Non School Post 16			1	1	
<b>TOTAL MEMBERSHIP</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>24</b>	
<b>Proportion of School Members (minimum must be 66.7%)</b>				<b>79.17%</b>	

4.6 Elected councillors join the Forum on the basis of being observers with speaking but not voting rights.

4.7 It is not proposed to make any changes to the structure of the membership. If the Forum were to increase primary by one and decrease secondary by one this wouldn't be as close a fit to the percentage of pupils as the current membership.

## 5. Membership – end of term

5.1 The term of office for members of the Forum is three years or until the position by virtue of which they are eligible for Forum membership comes to an end, whichever is the sooner.

5.2 Keith Watts (union representative) will come to the end of his three year term in August 2016 and the unions would like him to continue to be their representative for a further three-year term.

5.3 The following Forum members will be coming to the end of their terms in September 2016:

5.4 *Brian Jenkins (Nursery Proprietor)*: Brian will be requested to consult with other proprietors to establish whether they still wish to appoint him as their representative to the Schools Forum.

5.5 *David Ramsden (Secondary Headteacher)*: David will be requested to consult with other secondary heads to establish whether they still wish to appoint him as their representative to the Schools Forum.

5.6 *Patricia Brims (Primary Governor) and Clive Rothwell (Secondary Governor)*: An election will take place in September 2016 to appoint a Primary Governor and a Secondary Governor to the Schools Forum. Patricia will be eligible to stand in this election however if John O'Gaunt becomes an academy, Clive will not be eligible for re-election.

- 5.7 *Jon Hewitt (Special Schools Headteacher)*: Jon will be requested to consult with other Heads of Special Schools whether they still wish to appoint him as their representative to the Schools Forum.

## **6. Constitution**

- 6.1 The government's national funding formula consultation included proposals which would change the role of the Schools Forum. However, there have been no changes to the Regulations at this stage.
- 6.2 No changes are required to the Schools Forum's Constitution.
- 6.3 Forum members are invited to suggest any changes which they deem necessary or desirable.

## **7. Proposals**

- 7.1 There have been no changes to the Regulations or Operational Guidance for the Schools Forum so it is not proposed to make any changes to the Constitution.

## **8. Conclusion**

- 8.1 The Schools Forum are invited to approve the membership and the Constitution for the Schools Forum from September 2016.

## **9. Consultation and Engagement**

- 9.1 Claire White, Schools Finance Manager, has been consulted in the preparation of this report.

## **10. Appendices**

- 10.1 Appendix A: Membership of the Schools Forum as at July 2016
- 10.2 Appendix B: Constitution of the Schools Forum

## Appendix A – Membership of the Schools Forum as at July 2016

### West Berkshire Council Schools' Forum

#### Membership as of July 2016

Contact e-mail address for all members: [schoolsforum@westberks.gov.uk](mailto:schoolsforum@westberks.gov.uk)

<b>School Members:</b>				<b>E-Mail Address</b>	<b>Start</b>	<b>End</b>	<b>Duration</b>
<u>Nursery Schools</u>	Suzanne Taylor	Headteacher	Hungerford Nursery School	<a href="mailto:headteacher@hungerfordnursery.w-berks.sch.uk">headteacher@hungerfordnursery.w-berks.sch.uk</a>	Apr-14	Apr-17	3 years
<u>Primary Schools</u>	<i>Patricia Brims</i>	<i>Governor</i>	<i>Brimpton Primary School</i>	<a href="mailto:pbrims@brimpton.w-berks.sch.uk">pbrims@brimpton.w-berks.sch.uk</a>	Sep-13	Sep-16	3 years
	Anthony Gallagher	Headteacher	Burghfield Primary School	<a href="mailto:headteacher@burghfield.w-berks.sch.uk">headteacher@burghfield.w-berks.sch.uk</a>	Jan-16	Jan-19	3 years
	Angela Hay	Headteacher	The Winchcombe School	<a href="mailto:headteacher@winchcombe.w-berks.sch.uk">headteacher@winchcombe.w-berks.sch.uk</a>	Dec-15	Dec-18	3 years
	Keith Harvey	Headteacher	St Nicholas' School	<a href="mailto:headteacher@stnics.w-berks.sch.uk">headteacher@stnics.w-berks.sch.uk</a>	Jan-16	Jan-19	3 years
	Chris Davies	Headteacher	Francis Baily Primary School	<a href="mailto:headteacher.fbaily@fb.w-berks.sch.uk">headteacher.fbaily@fb.w-berks.sch.uk</a>	Feb-16	Feb-19	3 years
	Sheilagh Peacock	School Business Manager	The Winchcombe School	<a href="mailto:finance@winchcombe.w-berks.sch.uk">finance@winchcombe.w-berks.sch.uk</a>	Jul-14	Jul-17	3 years
	Catie Colston	Governor	St Nicholas' School	<a href="mailto:colstons@tiscali.co.uk">colstons@tiscali.co.uk</a>	Apr-16	Mar-19	3 years
	Peter Hudon	Governor	Mortimer St Johns School	<a href="mailto:phudson@msj.w-berks.sch.uk">phudson@msj.w-berks.sch.uk</a>	Apr-16	Mar-19	3 years
<u>Secondary Schools</u>	Chris Prosser	Headteacher	The Downs School	<a href="mailto:head@thedownsschool.org">head@thedownsschool.org</a>	Oct-14	Oct-17	3 years
	David Ramsden	Headteacher	Little Heath School	<a href="mailto:dramsden@littleheath.org.uk">dramsden@littleheath.org.uk</a>	Sep-13	Sep-16	3 years
	Clive Rothwell	Governor	John O'Gaunt School	<a href="mailto:clive.rothwell@apnetsolutions.com">clive.rothwell@apnetsolutions.com</a>	Sep-13	Sep-16	3 years
<u>Special Schools</u>	Jon Hewitt	Headteacher	The Castle School	<a href="mailto:headteacher@castle.w-berks.sch.uk">headteacher@castle.w-berks.sch.uk</a>	Sep-13	Sep-16	3 years
<u>Pupil Referral Units</u>	Stacey Hunter	Headteacher	The Reintegration Service	<a href="mailto:staceyhunter@reintegrationservice.com">staceyhunter@reintegrationservice.com</a>	Oct-15	Oct-18	3 years
<u>Academies</u>	Reverend Mark Bennet	Governor	Kennet School	<a href="mailto:markbennet@btinternet.com">markbennet@btinternet.com</a>	Feb-15	Feb-18	3 years
	Paul Dick	Headteacher	Kennet School	<a href="mailto:headteacher@kennetschool.co.uk">headteacher@kennetschool.co.uk</a>	Oct-15	Oct-18	3 years
	Derek Peaple	Headteacher	Park House School	<a href="mailto:dpeaple@parkhouseschool.org">dpeaple@parkhouseschool.org</a>	Feb-14	Feb-17	3 years
	Bruce Steiner	Governor	St Bartholomews School	<a href="mailto:brucesteiner50@hotmail.com">brucesteiner50@hotmail.com</a>	Jul-15	Jul-18	3 years
	Charlotte Wilson	Headteacher	Trinity School	<a href="mailto:headteacher@trinity.newburyacademytrust.org">headteacher@trinity.newburyacademytrust.org</a>	Oct-15	Oct-18	3 years
<b>Non School Members:</b>							
Non School Post 16 Providers	Ben Broyd	Learner Services Manager	Newbury College	<a href="mailto:b-broyd@newbury-college.ac.uk">b-broyd@newbury-college.ac.uk</a>	Feb-16	Feb-19	3 years
Early Years PVI Providers	Brian Jenkins	Proprietor	Jubilee Day Nursery	<a href="mailto:brian.jenkins@btconnect.com">brian.jenkins@btconnect.com</a>	Sep-13	Sep-16	3 years
Church of England Diocese	Reverend Mary Harwood		Diocese of Oxford	<a href="mailto:maryharwood695@btinternet.com">maryharwood695@btinternet.com</a>	Oct-15	Oct-18	3 years
Roman Catholic Diocese	Graham Spellman		Diocese of Portsmouth	<a href="mailto:graham@easytax.net">graham@easytax.net</a>	Jul-14	Jul-17	3 years
Trade Union	Keith Watts		NUT	<a href="mailto:secretary@west-berkshire.nut.org.uk">secretary@west-berkshire.nut.org.uk</a>	Aug-13	Aug-16	3 years
<b>Other Attendees:</b>							
<b>Executive Members:</b>							
	Dominic Boeck	Portfolio Holder for Education and Corporate Infrastructure		<a href="mailto:dominic.boeck@westberks.gov.uk">dominic.boeck@westberks.gov.uk</a>			
	Mollie Lock	Shadow Portfolio Holder for Education, Children's Services, Adult		<a href="mailto:mollie.lock@westberks.gov.uk">mollie.lock@westberks.gov.uk</a>			
	Anthony Chadlet	Portfolio Holder for Finance and Transformation		<a href="mailto:anthony.chadley@westbers.gov.uk">anthony.chadley@westbers.gov.uk</a>			
<b>LA Officers:</b>							
	Ian Pearson	Head of Education Service		<a href="mailto:ian.pearson@westberks.gov.uk">ian.pearson@westberks.gov.uk</a>			
	Claire White	Schools' Finance Manager		<a href="mailto:claire.white@westberks.gov.uk">claire.white@westberks.gov.uk</a>			
<b>Clerk:</b>							
	Jo Reeves	Policy Officer		<a href="mailto:joanna.reeves@westberks.gov.uk">joanna.reeves@westberks.gov.uk</a>			
<b>EFA Observer:</b>							
	Owen Jenkins		Education Funding Agency				