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# Schools' Forum Membership and Constitution from September 2018

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**Report being considered by:** Schools Forum on 16<sup>th</sup> July 2018  
**Report Author:** Jessica Bailiss  
**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 2017.

<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 in 2012 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.
- 3.3 The current breakdown in pupil numbers between the three main groups is as follows (*Pupil numbers include Nursery and Sixth Form*):

TABLE 1	Pupil Numbers (Jan 17 census)		Pupil Numbers (Jan 18 census)	
	Number	%	Number	%
Primary Schools	( 63) 12, 930	52%	(62) 12,769	51%
Secondary Schools	(3) 3,861	15%	(3) 3,809	15%
Academy Schools	(10) 8,308	33%	(11) 8,513	34%
<b>TOTAL</b>	<b>25, 099</b>	<b>100%</b>	<b>25,091</b>	<b>100%</b>

(\*The number of schools in each sector is shown in brackets)

3.4 Data shows that overall the percentage of pupils in each sector has remained relatively the same. No schools in West Berkshire have converted to Academies since the January 2017 census however, Lambourn Primary School is due to convert in September 2018 and therefore its pupil numbers have been included with the Academy data.

3.5 The current membership of the Schools' Forum is organised as follows:

TABLE 3					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1	<b>8</b>	50%
Secondary	2	1 (v)	0	<b>3</b>	19%
Academies	3	2	0	<b>5</b>	31%
	<b>9</b>	<b>6</b>	<b>1</b>	<b>16</b>	100%
<b>Other School Members</b>					
Nursery Schools	1			<b>1</b>	
Special Schools	1			<b>1</b>	
iCollege	1			<b>1</b>	
<b>Non School Members</b>					
RC Diocese			1	<b>1</b>	
C of E Diocese			1	<b>1</b>	
Early Years PVI			1	<b>1</b>	
Trade Union			1	<b>1</b>	
Non School Post 16			1	<b>1</b>	
<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>	

- 3.6 Elected Councillors join the Forum on the basis of being observers with speaking but not voting rights.
- 3.7 It is not proposed to make any changes to the structure of the membership.

#### 4. Membership – end of term

- 4.1 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.
- 4.2 The following Forum members will be coming to the end of their terms in 2018:
- Bruce Steiner – July 2018
  - Jacquie Davies – October 2018
  - Charlotte Wilson – October 2018
  - Reverend Mary Harwood – October 2018
  - Angela Hay – December 2018
- 4.3 Each Member will be contacted individually as the end of their term approaches and asked to consult with their relevant forums.

#### 5. Constitution

- 5.1 A single amendment has been made to the Constitution so that it reflects the Local Authority's rules on attendance at meetings. The amendment can be viewed under section 2.9 of the constitution:

**2.9 Failure to attend meetings**

*Where a member of the Schools' Forum fails throughout a period of six consecutive months from the date of their last attendance to attend a meeting of the Forum (or to organise for an appropriate substitute to attend on their behalf), then subject to certain exceptions, they will cease to be a member of the Schools' Forum unless the failure was due to some reason approved before the expiry of that period.*

- 5.2 Forum members are invited to suggest any further changes which they deem necessary or desirable.

#### 6. Proposals

- 6.1 That the Schools' Forum agree the amendment regarding attendance at meetings as set out above in paragraph 5.1.
- 6.2 There have been no changes to the Regulations or Operational Guidance for the Schools Forum so it is not proposed to make any other changes to the Constitution.

## **7. Conclusion**

- 7.1 The Schools Forum is invited to approve the membership and the Constitution for the Schools Forum from September 2018.

## **8. Consultation and Engagement**

- 8.1 Ian Pearson (Head of Education) / Wendy Howells (Schools' Finance Manager) / Claire White (former Schools' Finance Manager).

## **9. Appendices**

- 9.1 Appendix A: Membership of the Schools Forum as at July 2018
- 9.2 Appendix B: Constitution of the Schools Forum