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# Schools' Forum Membership and Constitution from October 2019

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**Report being considered by:** Schools' Forum on 14<sup>th</sup> October 2019

**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 October 2019.

<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 2018 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 18 census)		Pupil Numbers (Jan 19 census)	
	Number	%	Number	%
Primary Schools	(62) 12,769	51%	(61) 12,173	48%
Secondary Schools	(3) 3,809	15%	(3) 3,902	15%
Academy Schools	(11) 8,513	34%	(12) 9,288	37%
<b>TOTAL</b>	<b>25,091</b>	<b>100%</b>	<b>25,363</b>	<b>100%</b>

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

3.4 In July 2019 Francis Baily Primary School converted to an Academy and therefore the pupil numbers for this school have been added to the academy data. Lambourn Primary School has also converted to an Academy since the 2018 January census however, because there was knowledge of this conversion when writing the report for 2018, the pupil numbers were included within the Academy data accordingly. Due to the increase in pupil numbers a change to the membership composition of the Schools' Forum is required and is set out in section 3.6 of this report.

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 (v)	8	50%
Secondary	2	1 (v)	0	3	19%
Academies	3	2	0	5	31%
	<b>9</b>	<b>6</b>	<b>1</b>	<b>16</b>	<b>100%</b>
<b>Other School Members</b>					
Nursery Schools	1			1	
Special Schools	1			1	
iCollege	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>	

- 3.6 As there has been an increase in pupil numbers, particularly in the Academy sector, it is proposed that the number of School Members on the Forum (excluding 'other school members' listed below) is increased from 16 to 17. This would increase the number of Academy representatives on the Schools' Forum by one. All other sectors would remain the same. The revised composition of the Schools' Forum would be as follows (amended figures are highlighted in red):

<b>TABLE 3</b>					
<b>School Members</b>	<b>Heads</b>	<b>Governors</b>	<b>Other</b>	<b>Total</b>	
	Number	Number	Number	Number	%
Primary	4	3	1 (v)	8	47%
Secondary	2	1 (v)	0	3	18%
Academies	4	2	0	6	35%
	10	6	1	17	100%
<b>Other School Members</b>					
Nursery Schools	1			1	
Special Schools	1			1	
iCollege	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>25</b>	
<b>Proportion of School Members (minimum must be 67.2%)</b>				<b>80%</b>	

#### 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.
- 4.3 Each Member is contacted individually as the end of their term approaches and asked to consult with their relevant forums or alternatively for Governors an election process will be coordinated.

#### 5. Constitution

- 5.1 Amendments are being proposed to the Constitution to ensure it reflects the proposed change in membership and recent election activity that has been taking

place to elect Governor representatives. The amendments can be viewed under Section B - Membership of the Forum, under paragraphs 2.1, 2.2, 2.3 and 2.8. These changes are also summarised below:

### **Amendment One:**

#### **2.1 Composition**

The Forum shall in total comprise of ~~24~~ 25 members being ~~19~~ 20 school members (including Academies) and 5 non school members

### **Amendment Two:**

#### **2.2 School Members**

##### **e) Academy Headteacher or their representative**

~~5~~ 6 representatives from the Academies, as elected by the proprietors of the Academies, of which at least 2 must be Headteachers

### **Amendment Three:**

#### **2.3 Election of Schools Members**

~~Governors representatives shall be elected by the Governors Forum~~  
Governors shall be elected through an election process coordinated by the Clerk to the Schools' Forum.

Support can be requested by Heads Forums ~~or Governors Forum~~ or the Clerk to the Schools' Forum to help manage their election process.

### **Amendment Four:**

#### **2.8 Terms of Office**

The term of office for members of the Forum is three years. The same members can be reappointed providing they are re-elected by the group that they represent. This also applies to any permanent substitutes. A Governor representative reaching the end of their term can stand again for re-election through an election process run by the Schools' Forum Clerk.

- 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 revised Membership for the Forum as set out in section 3.6.
- 6.2 That the Schools' Forum agree the amendments regarding the election of Governor Representatives.
- 6.3 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 October 2019.

## **8. Consultation and Engagement**

- 8.1 Ian Pearson (Head of Education) and Melanie Ellis (Chief Management Accountant)

## **9. Appendices**

- 9.1 Appendix A: Membership of the Schools Forum as at September 2019
- 9.2 Appendix B: Constitution of the Schools Forum