

Schools' Forum Membership and Constitution from September 2023

Report being considered by: Schools' Forum on 19th June 2023

Report Author: Jessica Bailiss

Item for: Decision **By:** All Forum Members

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 2023.

Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?	
Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>

3. Implications and Impact Assessment

Equalities Impact:	Positive	No Impact	Negative	Commentary
	A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		There will be no adverse impact caused upon the lives of people, including employees or service users as a result of the decision.
Data Impact:		X		
Consultation and Engagement:	Michelle Sancho (Acting Head of Education Services), Melanie Ellis (Acting Head of Finance and Property) and Stephen Chard (Democratic Services Manager)			

4. Introduction/Background

- 4.1 The Schools' Forum is required to review its membership and Constitution annually. The current Constitution complies with The Schools' Forums' (England) Regulations 2012, which were last updated in 2020 to allow Schools' Forums to continue to meet remotely.
- 4.2 There have been no legislative changes over the last year requiring a change to the Forum's current practice. 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.
- 4.3 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.
- 4.4 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 22 census)		Pupil Numbers (Jan 23 census)	
	Number	%	Number	%
Primary Schools	(61) 12,007	46%	(61) 11,837	45%
Secondary Schools	(3) 4,182	16%	(3) 4275	16%
Academy Schools	(13) 9886	38%	(13) 10,125	39%
TOTAL	26,075	100%	26,237	100%

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

- 4.5 No schools in West Berkshire have converted to academy status since the last membership report that was presented to the Schools' Forum in July 2022. However, there has been an increase in academy pupil numbers.
- 4.6 Schools and academies members together must make up at least two-thirds of the total membership of the Schools' Forum. The current membership of the Schools' Forum is organised as follows under Table 2:

TABLE 2					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4 (2v)	3	1	8	47%
Secondary	3	0	0	3	18%
Academies	4	2	0	6	35%
	11	5	1	17	100%
Other School Members					
Nursery Schools	1			1	
Special Schools	1			1	
iCollege (PRU)	1			1	
Non School Members					
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	
TOTAL MEMBERSHIP	13	6	6	25	
Proportion of School Members (minimum must be 66.7%)				80%	

(*v stands for vacancy)

- 4.7 Pupil numbers in the academy sector have increased between 2022 and 2023. Based on this it is proposed that the number of school members on the Schools' Forum (excluding 'other school members' listed below) is increased from 17 to 18. 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 Forum would be as follows (amended figures are highlighted in red) under Table 3.
- 4.8 It is suggested that the extra proposed academy position be awarded to an Academy Governor as this will reflect how the academy and other groups have been split historically.

TABLE 3					
School Members	Heads	Governors	Other	Total	
	Number	Number	Number	Number	%
Primary	4	3	1	8	44%
Secondary	3	0	0	3	17%
Academies	4	3	0	7	39%
	10	6	1	18	100%
Other School Members					
Nursery Schools	1			1	
Special Schools	1			1	
iCollege	1			1	
Non School Members					
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	
TOTAL MEMBERSHIP	12	6	6	26	
Proportion of School Members (minimum must be 66.7%)				81%	

5. Membership and end of Term of Offices

- 5.1 The term of office for members of the Forum is four 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 The current vacancies on the Schools' Forum are as follows and work is taking place with the relevant groups to fill these positions:
- One maintained primary headteacher representative;
 - The non-school post 16 representative;
 - The Early Years PVI representative.
 - Academy governor representative (subject to approval. If approved an election will take place with academy governors in June/July.)
- 5.3 No Forum members are due to reach the end of their term of office in 2023. When approaching the end of their term of office, Forum members are contacted individually and asked to consult with their relevant forums or alternatively for Governors an election process will be coordinated.

5.4 A list of standing declarations of interest is kept up to date and published on the Schools' Forum webpage (Appendix D).

6. Constitution

6.1 Amendments are being proposed to the Constitution to ensure it reflects the proposed change in membership (if approved). These amendments can be seen highlighted in blue (sections 2.1, 2.2 and 2.4) in the proposed Constitution under Appendix C.

6.2 Forum Members are invited to suggest any changes which they deem necessary or desirable.

7. Proposals

7.1 That the Schools' Forum agree the revised membership for the Forum as set out in sections 4.7 and 4.8.

7.2 There have been no changes to the Regulations or Operational Guidance for the Schools' Forum, so it is not proposed that any changes are made to the Constitution, apart from those highlighted in 6.1 above, which will ensure it reflects the proposed change in membership (if approved).

8. Conclusion

8.1 The Schools' Forum is invited to approve the membership and the Constitution for the Schools' Forum from September 2023.

9. Appendices

9.1 Appendix A: Equalities Impact Assessment

9.2 Appendix B: Membership of the Schools Forum – September 2023

9.3 Appendix C: Constitution of the Schools Forum

9.4 Appendix D: Standing declarations of interest

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Schools' Forum to make:	To approve the membership and Constitution of the Schools' Forum from September 2023.
Name of Service/Directorate:	Legal and Democratic
Name of assessor:	Jessica Bailiss
Date of assessment:	May 2023

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To review and where necessary update the membership and Constitution of the Schools' Forum.
Objectives:	Review the Constitution for the Forum and ensure it reflects any changes made to the Schools' Forum Regulations 2012. Review the membership composition against pupil numbers to ensure that it is still correct or needs to be changed.
Outcomes:	A reviewed Constitution and membership for 2023/24
Benefits:	Pupils across school phases in the district are fairly represented at the Schools' Forum. A Constitution that is fit for purpose.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

Group Affected	What might be the effect?	Information to support this
Age	Pupils across the school phases are fairly represented at the Schools' Forum.	The January schools' census is used to calculate the membership composition for the Forum.
Disability	None	None
Gender Reassignment	None	None
Marriage and Civil Partnership	None	None
Pregnancy and Maternity	None	None
Race	None	None

Religion or Belief	None	None
Sex	None	None
Sexual Orientation	None	None

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p><u>Only a positive impact identified</u></p> <p>The report aims to review and where necessary update the membership and Constitution of the Schools' Forum. This will help to ensure that pupils are fairly represented at the Schools' Forum. The refreshed Constitution will be published on the Schools' Forum's webpage.</p>	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>There will be no adverse impact caused upon the lives of people, including employees or service users as a result of the decision.</p>	

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	N/A
Timescale for EqlA Stage Two:	N/A

Name: Jessica Bailiss

Date: May 2023