

Schools' Forum Membership and Constitution from September 2024

Report being considered by: Schools' Forum on 15th July 2024

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 2024.

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:

No:

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:	Graham Spellman (Chair of the Schools' Forum), Neil Goddard (Service Director Education), Rose Carberry (Principal Advisor for School Improvement) 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.
- 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 23 census)		Pupil Numbers (Jan 24 census)	
	Number	%	Number	%
Primary Schools	(61) 11,837	45%	(61) 11,448	44%
Secondary Schools	(3) 4275	16%	(3) 4329	17%
Academy Schools	(13) 10,125	39%	(13) 10,178	39%
TOTAL	26,237	100%	25,955	100%

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

- 4.5 Data shows that overall, the percentage of pupils in each sector has remained almost the same.
- 4.6 No schools in West Berkshire have converted to academy status since the last membership report that was presented to the Schools' Forum in June 2023.
- 4.7 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	3	1	8	44%
Secondary	3	0	0	3	17%
Academies	4	3	0	7	39%
	11	6	1	18	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	14	6	6	26	
Proportion of School Members (minimum must be 66.7%)				80.8%	

4.8 It is not proposed that any changes are made to the structure of the membership at this time.

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:

- The Early Years PVI representative
- Academy governor representative (this will increase to two vacancies from September and an election will be held in effort to fill both roles at the beginning of the autumn term)

5.3 Forum members approaching the end of their term of office in 2024/25 can be seen in Appendix B. Forum members are 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.

- 5.4 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 No amendments are proposed to the Constitution at this time (Appendix C).
- 6.2 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 that any changes are made to the Constitution.
- 7.2 As the overall percentage of pupils in each sector has remained largely the same, no changes are proposed to the membership or composition of the Forum.

8. Conclusion

- 8.1 The Schools' Forum is invited to approve the membership and the Constitution for the Schools' Forum from September 2024.

9. Appendices

- 9.1 Appendix A: Equalities Impact Assessment
- 9.2 Appendix B: Membership of the Schools Forum – September 2024
- 9.3 Appendix C: Constitution of the Schools Forum
- 9.4 Appendix D: Standing declarations of interest
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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 2024.
Name of Service/Directorate:	Legal and Democratic
Name of assessor:	Jessica Bailiss
Date of assessment:	June 2024

(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 2024/25
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:	
EqIA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqIA Stage Two:	N/A
Timescale for EqIA Stage Two:	N/A

Name: Jessica Bailiss

Date: June 2024