

Schools' Forum Membership

Schools' Forum

Date: 8th July 2014

Author:	Head of Economy and Skills
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The Schools' Forum received a report at its meeting on the 21st January 2014, which explained the changes to be undertaken following the implementation of new regulations for Schools' Forums (The Schools' Forums (England) Regulations 2012).
- 1.2 This report sets out the mechanisms to be undertaken to elect members to the Schools' Forum with effect from September 2014.
- 1.3 This report introduces revised Terms of Reference for the Schools' Forum.

2. Recommendations

The Schools' Forum is recommended to agree:

- 2.1 The election mechanism for future Schools' Forum representation.
- 2.2 A timescale to implement the above mechanism by October 2014.
- 2.3 Revised Terms of Reference for the Schools' Forum.

3. Detail

- 3.1 Schools' Forums were put in place to support local authorities on matters relating to school budgets and therefore play an important part in the local decision-making processes.
- 3.2 Each local authority must ensure that the Schools' Forum for its area is constituted in accordance with regulations promulgated by the Secretary of State for Education.
- 3.3 In accordance with the requirement to implement the Schools' Forum (England) Regulations 2012, Schools' Forum members considered a report on membership at the meeting held on 21st January 2014.
- 3.4 The Schools' Forum noted that future Schools membership of the Forum should consist of 12 members consisting of Maintained Schools and Academy members, including governors (Minute 14 refers). It is now proposed, that the Schools membership should be altered in line with revised Terms of Reference (Appendix 3) utilising the following breakdown:

Further information on the subject of this report can be obtained from Paddy Bradley, 01793 465744, pbradley@swindon.gov.uk.

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3.4.1 Schools

- 1 PRU headteacher or senior member of staff
- 1 special school headteacher or senior member of staff
- 1 secondary headteacher or senior member of staff
- 3 primary headteachers or senior members of staff

3.4.2 Academies

- 3 secondary headteachers or senior members of staff (could include the UTC or a Free School)
- 3 primary headteachers or senior members of staff

3.4.3 Governors

- 3 governors (1 primary, 1 special and 1 secondary)

3.5 This report does not cover election arrangements for non-schools representatives. Currently there are single representatives from each of the following groups; 16-19 providers, Early Years Private, Voluntary and Independent providers, Trade Unions, BME Community and Catholic and Anglican Dioceses. These representatives are determined locally and it is not proposed to include these representatives in these election arrangements.

3.6 It is the role of the Local Authority to ensure adherence to the regulations and, where applicable, to support schools in the election of Schools' Forum members.

3.7 Election Arrangements

3.7.1 As recommended by the Education Funding Agency (EFA) Schools Forums: Operational and Good Practice Guide, school members of the Forum are best proposed and elected by the members of the relevant group or sub-group in the authority's area (1.21).

3.7.2 EFA guidance clearly states election processes should be transparent and representative of the groups and sub-groups involved (1.24).

3.7.3 Consultation and election processes for maintained schools may need to be discussed and implemented via extraordinary meetings of SAPH, SASH and AASSH in order to meet implementation deadlines and comply with the guidance. In addition, Academy Trusts will need to make their own arrangements to elect representatives and Governor Services will co-ordinate an election process for governors.

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- 3.7.4 Appendix 1 illustrates the election process for future Schools' Forum representation.
- 3.7.5 Appendix 2 demonstrates the proposed timescale required to implement the election process ensuring membership is revised for the Schools' Forum 7th October 2014 meeting.
- 3.8 To enable the election to be conducted within timescales, the local authority will assist SAPH, SASH and AASSH in the election process as explained in Appendices 1 and 2.
- 3.9 It is envisaged that this offer of assistance be also extended to Academies.
- 3.10 The Schools' Forum was set up in response to the duty placed on local authorities by Central Government to establish a Schools' Forum by January 2003. Swindon's current Terms of Reference became effective in February 2003 and its role and responsibilities were updated in March 2007 (Minute 37 refers).
- 3.11 Following changes to the regulations and in line with good practice, the Terms of Reference have been revised and updated (Appendix 3).

4. Alternative Options

- 4.1 The Schools' Forum could decide not to review its practices in light of the non-statutory guidance from the Education Funding Agency.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications arising from this report.

Legal and Human Rights Implications

- 5.2 There are no legal or human rights implications arising from this report.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 This report does not make any recommendations that affect these areas.

Links to One Swindon, Plans and Policies

- 5.4 Utilisation of the DSG has a direct link to two of the Council's five priorities – "Right skills, right jobs in the right place" and "Make the best use of Swindon's resources inside and outside the Council".

Diversity Impact Assessment

- 5.5 As there are no proposals in this report, a DIA has not been completed.

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Risk Management

- 5.6 There are no specific risk management implications not highlighted in the body of the report.

6. Consultees

- 6.1 The Board Director Resources (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 None

8. Appendices

- 8.1 Appendix 1 – Election Mechanism for Schools' Forum representation.
- 8.2 Appendix 2 – Timescale to implement election.
- 8.3 Appendix 3 – Revised Terms of Reference for Schools' Forum