



**Report to:** Schools Forum

**Date:** 20<sup>th</sup> October 2022

**Subject:** Schools Forum Constitution

**Report of:** Colette Dutton - Director Children and Families

**Contact officer:** Mark Rotheram – Strategic Finance Manager  
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**Summary:** To provide an updated constitution to align with best practice and to review membership to ensure all sectors are adequately represented.

**Recommendation(s):** For Schools Forum to approve the updated constitution.

To note the information regarding representation and to consider changes to representatives.

**Implications:**

*What are the **financial** implications?* n/a

*What are the **staffing** implications?* n/a

**Risks:** n/a

**Appendices:**

Appendix 1 – Draft Constitution

## 1. Introduction

- 1.1 At the last Schools Forum meeting a report was brought providing information on a self-assessment of the Forum's compliance with best practice as well as overall representation. It was recommended that the constitution of the forum was updated to ensure all appropriate areas were covered.
- 1.2 A meeting was held with the Forum Chair, Clerk and LA finance officer to review and update the constitution and to also further review representation.

## 2. Schools Forum Constitution

- 2.1 An updated Schools Forum constitution has been included at appendix 1 of this report. Below are the areas highlighted at the last meeting which needed to be included in the updated constitution together with the paragraph references in which these are now covered:

- Process for election – Now included at para 4
- Tenure – Now included at para 7
- Non-attenders – Now included at para 14
- Timescales for review – Now included at para 16

Schools Forum are asked to approve the updated constitution included at Appendix 1.

## 3. Schools Forum Representation

- 3.1 A further review of headteacher representation has been undertaken comparable to pupil numbers in LA maintained and academy schools. The table below outlines pupil numbers in each area (as at Oct 2021), current representation and the recommended representation to align with the pupil numbers.

<b>Primary Schools</b>					
	<b>POR</b>	<b>Percentage</b>	<b>Current Representation</b>	<b>Percentage</b>	<b>Recommended Representation</b>
Maintained schools	19,727	76%	5	100%	4
Academy	6,141	24%	0	0%	1
<b>Total</b>	25,868				
<b>Secondary Schools</b>					
	<b>POR</b>	<b>Percentage</b>	<b>Current Representation*</b>	<b>Percentage</b>	<b>Recommended Representation</b>
Maintained schools	10,571	55%	1	50%	2
Academy	8,565	45%	1	50%	2
<b>Total</b>	19,136				

\*2 vacancies

In view of the above and to ensure fair headteacher representation it is recommended that there is 1 less LA maintained primary school head and 1 more academy primary head on Forum to align with pupil numbers.

The two vacancies should be filled with 1 maintained school secondary head and 1 academy secondary head to align with pupil numbers.

#### **4. Recommendation**

- 4.1 Members are asked to consider the information above and agree the constitution.
- 4.2 Members to agree the recommendations regarding changes to representation and for nominations to subsequently be sought from the relevant sectors.