

WIGAN SCHOOL'S FORUM

CONSTITUTION AND OPERATIONAL ARRANGEMENTS 2025-27

PROPOSAL: to agree the following constitution at the meeting of the School's Forum 16th October 2025:

(1) The Forum constitution be as follows with effect from September 2024:

Schools Representation: (Total of 14)

- Nursery Sector representative – 1
- Maintained Primary School Headteacher Representatives – 5
- Academy Primary School Headteacher Representatives - 1
- Primary School Governor Representative - 1
- Maintained Secondary School Headteacher Representatives – 2
- Academy Secondary School Headteacher representatives – 2
- Secondary School Governor Representative - 1
- Special School Headteacher representatives - 1
- Alternative Provision representative - 1

Non - Schools Representation: (Total of 4)

- Private, Voluntary and Independent (PVI) nursery providers - 1
- 16-19 Partnership (including FE Colleges and Sixth Form Colleges) - 1
- A recognised representative of the Headteacher; teacher associations or support unions (currently Wigan ATL) - 1
- A Diocesan Representative (currently Liverpool RC Archdiocese) - 1

Nominated Observers: (Total of 4)

- NASUWT – 1
- NUT – 1
- UNISON 1
- Cabinet Member for Children and Young People

- (2) That representatives continue to be authorised to nominate substitute representatives and they be given voting rights.
- (3) That every effort be made to balance the Academy and maintained school representation on the Forum in accordance with the proportion of pupils attending those schools.
- (4) Members will be elected to Schools forum following nomination by each consortia group for school representatives. For non-schools representatives the forum will

request that the relevant sector puts forward a nomination following a consultation process.

- (5) That the Chair be elected from amongst the voting members of the Forum. Nominees to be proposed and seconded and voting by show of hands. The term of office is for one year, commencing from the first meeting of the new academic year.
- (6) A meeting will be quorate if 40% of the total membership or more (excluding vacancies and observers) is in attendance.
- (7) The term of office for each member is annual. A member may be re-appointed to school's forum at the end of his or her tenure. This should be determined by each sector by the end of July, ahead of the new academic year.
- (8) Decisions will be a majority vote of those present. Where there are an equal number of votes the Chair will have the casting vote.
- (9) That information on the planned annual cycle of meetings and the agendas for those meetings be placed on the Forum website and meetings be open to the public to attend.
- (10) That reports considered at the Forum be made available to the public by placement on the Forum website; all reports containing confidential information relating to schools and pupils will be referred to the appropriate Sub-Group meetings for consideration and recommendation to the Forum.
- (11) That the following officers of the LA be authorised to attend and speak at meetings of the Forum:
 - The Director of Children's Services – or their representative.
 - The Chief Financial Officer – or their representative.
 - Any officer invited by the Forum to provide advice
 - Any officer presenting a report (attendance limited to that item only)
 - The Clerk
- (12) That a cycle of 6 meetings per annum be agreed (one each half term) and that a schedule of meetings be agreed for the year and made available to the public via the website. Additional meetings may be convened, together with any meetings of an appointed Working Group. Membership of a Working Group is at the discretion of the Forum.
- (13) Where there is a need, an urgent meeting may be called at the discretion of the Chair. Alternatively, the views of members may be sought (most usually by e-mail) to a specific proposal by a set date. The responses made and any subsequent action taken to be then reported to the next meeting for information or confirmation.
- (14) Where a member fails to attend Schools Forum meetings for 3 consecutive meetings and with no acceptable apology submitted or substitute in attendance, the Chair will contact the member to confirm the circumstances regarding non-attendance. Following this, Forum will then determine the most appropriate course of action.

- (15) That the current communication arrangements, including the placing of the draft minutes on the website as soon as possible after the meeting (clearly marked as “draft”) be approved.
- (16) The constitution and associated representation will be reviewed every two years at the first Autumn Term meeting.