

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	11 July 2013	AGENDA ITEM:	07
Title:	Schools Forum membership		
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1 PURPOSE

- 1.1 As schools convert to academies, membership of the Forum must be reviewed so that it remains representative. This paper summarises the changes needed to ensure membership of the Schools Forum proportionately reflects the numbers of pupils in primary and secondary maintained schools, and academies, as required by Schools Forum legislation, and recommends a reduced membership for September 2013.

2 SCHOOLS FORUM IS RECOMMENDED TO:

- 2.1 **Reduce the current membership of the RBWM Schools Forum from 20 members to 17, consisting of 15 school members and 2 non school members.**
- 2.2 **To note the reconstituted membership of the Forum reflecting academy conversions as at September 2013.**

3 SUPPORTING INFORMATION

- 3.1 Schools Forum Regulations set out the framework for the membership and practices of Schools Forums. Current membership requirements are:
- Schools Forums should include school members (headteachers and governors of maintained and academy schools) and non-school members
 - 'school' members, representing primary, secondary and academy schools in proportion to the number of pupils in each category, must form at least two thirds of the membership.
 - non-school members must include PVI and 14-19 representatives, and may include others such as Diocesan representatives and union members
 - special schools, PRUs, and nurseries should also be represented if there is at least one in the area
 - executive members or 'relevant officers' (e.g. DCS) are not permitted to be members of the Forum.
 - schools members must be elected to the schools forum by the members of the relevant group, or sub-group, in the authority's area.
 - the members of the forum must elect a person as chair from among their number and determine the chair's term of office.
- 3.2 The following requirements, revised in October 2012, are also part of the Regulations:
- No minimum number of members in a Schools Forum
 - only schools members and PVI representatives can vote on the local funding formula

- a limit to the number of LA attendees participating in meetings unless they are a Lead Member, a Director of Children's Services (or their representative) or are providing specific financial or technical advice;
- LAs are required to publish Forum papers and minutes on their websites
- Schools Forum meetings must be held in public
- a meeting is quorate if 40% of the total membership is present
- the Forum must meet at least 4 times a year.

RBWM Membership

3.3 RBWM's Schools Forum currently has 20 places, of which 18 are schools members and 2 are non-schools members.

Table 1 Current membership

School / Non School	Sector	Nos
Non Schools	Early Years / PVI	1
	14-19	1
Non Schools members total		2
Schools	Academy (all phases)	5
	Maintained primary & nursery	7
	Maintained secondary	4
	Special	1
	Pupil Referral Unit	1
Schools members Total		18
Grand Total		20

3.4 'School members'¹ representing academy, maintained nursery and primary, and maintained secondary school, need to be in proportion to pupil numbers. An analysis of October 2012 pupil numbers in nursery / primary, secondary, and academy² schools, taking account of expected conversions up to October 2013, shows that the number of representatives in each phase would remain unchanged.

3.5 However, we know that by October 2013 a number of existing Forum members will have left. School member vacancies among the academy, nursery and primary, and secondary sector³ are expected to be as shown in Table 2 in October 2013:

Table 2: Oct 2013 places and expected vacancies (based on SF membership of 20)

School Members	% of pupils (as at Oct 13)	Proportional places	Filled places	Vacancies
Academy	34%	5	3	2
Nursery & primary	44%	7	7	0
Secondary	22%	4	3	1
	100%	16	13	3

3.6 Prior to October 2012, the minimum number of Schools Forum members was 15. The Government removed this stipulation in October 2012 in an attempt to make the operation of Schools Forums across the country less unwieldy.

¹ Schools members can be head-teachers, governors, or members of schools' senior management teams

² Academy pupils are treated as one category, regardless of sector. The schools counted as academies are Lowbrook, Datchet St Mary's, White Waltham, St Marys, Charters, Desborough, Furze Platt Senior, Altwood and Cox Green.

³ Special schools and PRU representatives are not proportional to pupil numbers.

- 3.7 Anecdotally, RBWM's current membership of 20 is already larger than most schools forums even though RBWM is one of the smallest LAs in the country. Continuing with a total membership of 20 would mean appointing 4 new Forum members by October 2013. Typically, interest in becoming school members on the Forum has been limited.
- 3.8 School Forum is asked to consider a proposal to reduce RBWM's Schools Forum total membership by 3 from 20 to 17. This would reduce the number of vacancies that would otherwise need to be filled, whilst ensuring a more compact and effective membership. A total membership of 17 would result in a proportional structure shown in Table 3.

Table 3 Proposed structure based on October 2012 pupil numbers

School / Non School	Sector	Nos
Non Schools	Early Years / PVI	1
	14-19	1
Non Schools members total		2
Schools	Academy (all phases)	4
	Maintained primary & nursery	6
	Maintained secondary	3
	Special	1
	Pupil Referral Unit	1
Schools members Total		15
Grand Total		17

- 3.9 Table 4 shows the effect of a reduced membership on unfilled places:

Table 4: places and expected vacancies (based on SF membership of 17)

School Members	% of pupils (as at Oct 13)	Proportional places	Filled places	Vacancies
Academy	34%	4	3	1
Nursery & primary	44%	6	7	0
Secondary	22%	3	3	0
	100%	13	13	1

- 3.10 Note that under this model there would be one too many maintained nursery/primary representatives than required. We would seek to manage this by not re-appointing to the next vacancy in this sector.
- 3.11 The above changes will need to be reflected in a revised Terms of Reference for the Schools Forum, which would require a change to the relevant section in the RBWM Constitution.
- 3.12 Annex A lists the membership and groupings of the Schools Forums as expected in September 2013.

Schools Forum Members as at October 2013

School / Non school	Type of member	Sector	Area	Current post holder	School	Start Date	Next due for election / re-appointment	Membership of 20	Membership of 17
1 School	Head Teacher	Academy	Maidenhead	Isabel Cooke	White Waltham	Jan-13	Jan-16	3 filled 2 vacancies Total 5	3 filled 1 vacancy Total 4
2 School	Head Teacher	Academy	Ascot	Richard Pilgrim	Charters	Jun-11	Jun-14		
3 School	Head Teacher	Academy	Maidenhead	VACANCY - (K Higgins)					
4 School	Governor	Academy	Maidenhead	VACANCY - (Mark Eynon)					
5 School	Governor	Academy	Maidenhead	Dan Jacoby	Desborough	Jan-13	Jan-16		
6 School	Head Teacher	Nursery	Maidenhead	Helen McHale	Maidenhead Nursery	Sep-09	Sep-13	7 filled Total 7	7 filled 1 too many Total 6
7 School	Head Teacher	Primary	Ascot	Gill Cocklin	South Ascot Primary	Apr-05	Sep-13		
8 School	Head Teacher	Primary	Windsor	Liz Clark	Hilltop	Jan-08	Sep-13		
9 School	Head Teacher	Primary	Maidenhead	Alison Penny	Woodlands Park	Jun-12	Sep-13		
10 School	Head Teacher	Primary	Maidenhead	Nick Stevens	Wessex Primary	Sep-11	Sep-13		
11 School	Governor	Primary	Maidenhead	Clive Haines	Wessex	Mar-10	Mar-13		
12 School	Governor	Primary	Windsor / Ascot	Cynthia Pitteway	Knowl Hill Primary	Sep-11	Sep-14		
13 School	Head Teacher	Secondary	Windsor	Gill Labrum	Windsor Girls		Sep-13	3 filled 1 vacancy Total 4	3 filled 0 vacancy Total 3
14 School	Head Teacher	Secondary		VACANCY					
15 School	Head Teacher	Secondary	Windsor	Stuart Muir	Dedworth Middle	Sep-11	Sep-13		
16 School	Governor	Secondary	Windsor / Ascot	Phyllis James	Windsor Girls	Sep-11	Sep-14		
17 School	Head Teacher	Special	Maidenhead	Ania Hildrey	Manor Green	Sep-10	Sep-13		
18 School	Head Teacher	Pupil Referral Unit	Windsor / Maidenhead	Sandy Brown	PRU	Dec-12	Sep-13		
19 Non Schools	Non schools Rep	14-19		Gillian May	Berkshire College of Agriculture	Mar-12	Mar-15		
20 Non Schools	Non schools Rep	Early Years		Gina Kendall	PVI Rep	Mar-08	Sep-14		