

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	22 October 2014	AGENDA ITEM:	8
Title:	Schools Forum membership		
Responsible officer:	David Scott, Head of Education Strategy and Commissioning.		
Contact officer:	Edmund Bradley Finance Partner (Children & Schools)	Tel:	01628 796904
		E-mail	Edmund.bradley@rbwm.gov.uk

1 SUMMARY

- 1.1 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.
- 1.2 Schools Forum are recommended:
- 1.2.1 To note the existing membership of the Schools Forum and particularly, that, following the transfer of Knowl Hill to academy in September 2014, there are now two maintained primary vacancies and one maintained secondary vacancy on Forum, see table 1 and 2.
 - 1.2.2 To note the expected changes in pupil numbers in each sector following the forthcoming academy conversions and the effect this will have on the expected composition of the Forum. Specifically that by March 2015 there are likely to be two more academy representatives on Forum and one fewer representative in each of the maintained primary and secondary sectors, as set out in table 3.
 - 1.2.3 In view of this expected change in the composition of the Forum as a consequence of academy conversions, to seek nominations for just one of the two existing maintained primary vacancies, and none for the existing secondary vacancy.
 - 1.2.4 To seek nominations for two new academy representatives over the next six months when the number of academy pupils warrants an increase in the number of academy posts on the Forum.

2 SUPPORTING INFORMATION

- 2.1 The membership requirements of Schools Forums are set out in the School Forum Regulations. These are further defined in RBWM's Constitution and Schools Forum Terms of Reference.
- 2.2 Regulations require the schools membership to represent the Academies and maintained schools in proportion to the number of pupils in each phase and type of provision¹. The constitution includes a commitment to review the proportional representation each year. Head teachers on the Forum representing maintained schools should be endorsed annually by colleagues in their relevant sector.
- 2.3 The current membership on RBWM's Schools Forum is made up of 17 places. Two are for 'non school' members, and 15 are for 'schools' members. Of the 15 school members, 13 are for academy and maintained schools, one for the special school, and one for the PRU (see table 1).

¹ Special schools and PRUs, where they exist in a LA, have to be represented on the Forum regardless of how many pupils they have.

Table 1 Existing and expected RBWM Schools Forum membership

School / Non School	Sector	Existing	Expected by Mar 2015
Non Schools	Early Years / PVI	1	1
	14-19	1	1
Non Schools members total		2	2
Schools	Academy (all phases)	4	6
	Maintained primary & nursery	6	5
	Maintained secondary	3	2
	Special	1	1
	Pupil Referral Unit	1	1
Schools members Total		15	15
Grand Total		17	17

- 2.4 Until recently there was one vacancy among the maintained primary group, and one vacancy among the maintained secondary group. In September 2014, Knowl Hill converted to academy. This does not change the current distribution of places, but it does mean that a governor of Knowl Hill who is also a current member of the Forum, will need to step down as a representative of the maintained primary group. This means the Forum membership will now have two maintained primary vacancies.
- 2.5 Note that a member of the Forum representing a maintained school does not automatically become an academy representative when the school becomes an academy. This would only be the case if there was a vacancy among the academy group, and the person had been formally nominated by academy proprietors. Currently, the four academy places on RBWM's Schools Forum required by the existing distribution of pupils are already filled (see table 2).

Table 2 SF school members as at Sep 2014	% of pupil	Places (rounded)	Filled	Vacant
Academy	31%	4.0 (4)	4	0
Maintained Nursery & primary	45%	5.9 (6)	4	2 *
Maintained Secondary	24%	3.1 (3)	2	1

*Including post vacated by transfer of Knowl Hill to academy.

- 2.6 Whilst the current distribution of places is proportionate to the number of pupils in each type and phase of school, this is only likely to be the case for a short time. An analysis of pupil numbers as at July, which takes account of further possible academy conversions up to March 2015, shows that the proportion of pupils in academy schools would increase from 31% to 45%. This would mean academy representatives on the Forum would need to increase from four to six, and maintained primary and secondary sectors would need to reduce by one each, to five and two respectively. See table 3.

Table 3 anticipated SF school members as at Mar 2015	Existing		Expected by Mar 2015		Change
	% of pupils	Places (rounded)	% of pupils	Places (rounded)	Places
Academy	31%	4.0 (4)	45%	5.9 (6)	+ 2
Maintained Nursery & primary	45%	5.9 (6)	43%	5.6 (5)	-1
Maintained Secondary	24%	3.1 (3)	12%	1.5 (2)	-1
	100%	13	100%	13.0	0

- 5.6 This would leave just one vacant post in the maintained primary sector, and none in the maintained secondary sector. Our recommendation to Schools Forum therefore is that nominations are sought for one representative from the maintained primary group, and no attempt is made to fill the remaining primary or secondary vacancies at the current time, as it is very likely that the number of places in each of these sectors would probably need to reduce again by the end of the financial year, see recommendation 3. It is further proposed that over the next six months, as the new academies convert and existing maintained places on the Forum are 're-assigned' to the academy group proportional to academy pupil numbers, two additional members are sought from the whole group of academy schools (including free schools), see recommendation 4.
- 5.7 Academy representatives are nominated and elected by the proprietors of the academy schools. Representatives are not restricted to head teachers or governors from the Academy Schools and it is a matter for them to decide who is best placed to represent them. Currently three of the four academy representatives are from the secondary phase.
- 5.8 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.
- 5.9 Annex A lists the existing membership and groupings of the Schools Forums based on July 2014 pupil numbers and academy conversions up to the end of October 2014. Annex B lists the expected membership and groupings of the Schools Forums based on July 2014 pupil numbers and academy conversions up to the end of March 2015. The final column of the table shows the required number of representatives based on pupil numbers.

Annex A

SF membership and groupings based on current academy conversions up to 31 October 2014

School / Non school	Type of member	Sector	Area	Current post holder	School	Start Date	Membership of 17
1 School	Head Teacher	Academy	Maidenhead	Isabel Cooke	White Waltham	Jan-13	4 available 4 filled
2 School	Head Teacher	Academy	Ascot	Richard Pilgrim	Charters	Jun-11	
3 School	Head Teacher	Academy	Maidenhead	Heidi Swidenbank	Cox Green	Oct-13	
4 School	Governor	Academy	Maidenhead	Dan Jacoby	Desborough	Jan-13	
5 School	Head Teacher	Maintained Nursery	Maidenhead	Helen McHale	Maidenhead Nursery	Sep-09	6 available 4 filled 2 vacant
6 School	Head Teacher	Maintained Primary	Ascot	Gill Cocklin	South Ascot Primary	Apr-05	
7 School	Head Teacher	Maintained Primary	Maidenhead	Alison Penny	Woodlands Park	Jun-12	
8 School	Head Teacher	Maintained Primary	Maidenhead	Nick Stevens	Wessex Primary	Sep-11	
9 School	Head Teacher	Maintained Primary	Windsor	Vacant	Vacant		
10 School	Governor	Maintained Primary	Vacant	Vacant	Vacant		
11 School	Head Teacher	Maintained Secondary	Windsor	Stuart Muir	Dedworth Middle	Sep-11	3 available 2 filled 1 vacant
12 School	Head Teacher	Maintained Secondary	Vacant	Vacant	Vacant		
13 School	Governor	Maintained Secondary	Windsor / Ascot	Phyllis James	Windsor Girls	Sep-11	
14 School	Head Teacher	Maintained Special	Maidenhead	Ania Hildrey	Manor Green	Sep-10	
15 School	Head Teacher	Pupil Referral Unit	Windsor / Maidenhead	Eileen Hinds	PRU	Sep-13	
16 Non Schools	Non schools Rep	14-19		Gillian May	Berkshire College of Agriculture	Mar-12	
17 Non Schools	Non schools Rep	Early Years		Gina Kendall	PVI Rep	Mar-08	

ANNEX B
SF membership and groupings based on expected academy conversions up to 31 March 2015

School / Non school	Type of member	Sector	Area	Current post holder	School	Start Date	Membership of 17
1 School	Head Teacher	Academy	Maidenhead	Isabel Cooke	White Waltham	Jan-13	6 available 4 filled 2 vacancy
2 School	Head Teacher	Academy	Ascot	Richard Pilgrim	Charters	Jun-11	
3 School	Head Teacher	Academy	Maidenhead	Heidi Swidenbank	Cox Green	Oct-13	
4 School	Governor	Academy	Maidenhead	Dan Jacoby	Desborough	Jan-13	
5 School	Vacant	Academy	Vacant	Vacant	Vacant		
6 School	Vacant	Academy	Vacant	Vacant	Vacant		
7 School	Head Teacher	Maintained Nursery	Maidenhead	Helen McHale	Maidenhead Nursery	Sep-09	5 available 4 filled 1 vacant
8 School	Head Teacher	Maintained Primary	Ascot	Gill Cocklin	South Ascot Primary	Apr-05	
9 School	Head Teacher	Maintained Primary	Maidenhead	Alison Penny	Woodlands Park	Jun-12	
10 School	Head Teacher	Maintained Primary	Maidenhead	Nick Stevens	Wessex Primary	Sep-11	
11 School	Governor	Maintained Primary	Vacant	Vacant	Vacant		
12 School	Head Teacher	Maintained Secondary	Windsor	Stuart Muir	Dedworth Middle	Sep-11	2 available 2 filled
13 School	Governor	Maintained Secondary	Windsor / Ascot	Phyllis James	Windsor Girls	Sep-11	
14 School	Head Teacher	Maintained Special	Maidenhead	Ania Hildrey	Manor Green	Sep-10	
15 School	Head Teacher	Pupil Referral Unit	Windsor / Maidenhead	Eileen Hinds	PRU	Sep-13	
16 Non Schools	Non schools Rep	14-19		Gillian May	Berkshire College of Agriculture	Mar-12	
17 Non Schools	Non schools Rep	Early Years		Gina Kendall	PVI Rep	Mar-08	