

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD SCHOOLS FORUM

Date:	26th September 2019	AGENDA ITEM: 5
Title:	Schools Forum Membership Framework	
Responsible officer:	Kevin McDaniel, Director of Children's Services	
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1 PURPOSE AND SUMMARY

- 1.1 This paper provides an update on the current Schools Forum Membership.

2 RECOMMENDATIONS

- 2.1 The Forum is asked note the contents of the paper, approve the current schedule of members and encourage new applications to fill vacancies.

3 BACKGROUND

- 3.1 At the Schools Forum on the 17th January 2019 it was agreed that there should be 17 members consisting of 15 school members and 2 non school members.
- 3.2 This paper has been written in accordance with the Schools Forum Operational and Good Practice Guide.

4 MEMBERSHIP

- 4.1 Schools Forum regulations provide a framework for the appointment of members. The DfE provide a guide on the Structure of Schools Forum; included as appendix A.
- 4.2 Regulations stipulate that schools members and academies members must together, comprise at least two thirds of the membership of the forum.
- 4.3 Where the authority maintains the following types of school, they must be represented on the Schools Forum; Primary Schools, Secondary Schools, Special Schools, Nursery Schools and PRU's. At least one academies member must be a representative of mainstream academies, which includes free schools, UTC's and Studio Schools. In addition there must be one member for each of the following groups (if such exist in the authority); Special Academies, Alternative provision academies.
- 4.4 The authority must appoint non-schools members to represent each of the local authority 16-19 partnerships and early years providers. The authority may also appoint other non-schools members to represent the interests of other bodies. In

doing so, the authority must consider whether to seek nominations from the Church of England and Roman Catholic dioceses covering the area. Non-schools member may not exceed a third of the total Schools Forum membership.

- 4.5 There is no legislated maximum or minimum size of Schools Forum, but authorities should take into account various issues in deciding the actual size, including the need to have full representation for various types of school, and the authority's policy on representation of non-members. The local authority should keep Schools Forum to a reasonable size to ensure that it doesn't become unwieldy.
- 4.6 The current number of RBWM Schools Forum members is 13 with 4 vacancies. The current schools Forum members are set out in table 1.

Table 1 Current Schools Forum Members with nominations

School / Non School	Sector	Type Of Member	Representative
School	Academy	Headteacher	Richard Pilgrim
School	Academy	Headteacher	Amanda Hough
School	Academy	Headteacher	Isabel Cooke
School	Academy	Headteacher	Frances Walsh
School	Academy	Headteacher	Andrew Morrison
School	Academy	Governor	Hugh Boulter
School	Academy (Free School)	Governor	Stephen McCormac
School	Maintained Nursery	Headteacher	Sarah Cottle
School	Maintained Primary	Headteacher	Martin Tinsley (Chair)
School	Maintained Primary	Headteacher	Mike Wallace
School	Maintained Primary	Headteacher	Vacant
School	Maintained Secondary	Headteacher	Chris Tomes (Vice chair)
School	Maintained Secondary	Governor	Vacant
School	Maintained Special	Headteacher	Joolz Scarlett
School	Maintained PRU	Headteacher	Vacant
Non School	Non Schools Early Years	Non Schools	Vacant
Non School	Non Schools 16-19	Non Schools	Amanda Dean

- 4.7 If the authority maintains one or more special schools, then one member, who may be a head teacher (or their representative) or a governors shall be appointed from this group.
- 4.8 If the authority maintains one or more nursery schools, then one member, who may be a head teacher (or their representative) or a governor shall be appointed from this group.
- 4.9 If the authority maintains one or more pupil referral units, then one member who may be a head teacher (or their representative) or a governor shall be appointed from this group.
- 4.10 Schools Forum define a head teachers representative to be a senior member of school staff.

- 4.11 The remaining members shall be appointed to represent primary schools, secondary schools and academies. The number of members for each group shall be agreed annually and presented at the first meeting of Schools Forum following any significant change in pupil numbers per sector.
- 4.12 If a recalculation causes the number of representatives of a group to reduce, the first step will be to seek voluntary resignation(s). If this fails to resolve the issue then the Head of Finance shall determine by lot which existing group representatives remain.
- 4.13 If a recalculation causes the number of representatives of a group to increase, then an appointment process shall take place to fill the additional place(s).

5 ELECTION OF MEMBERS

- 5.1 Schools members shall be appointed on the basis of the process agreed by the organisation in the authority representing head teachers for the head positions and governors for the governor positions. In the absence of an appropriate organisation the Head of Finance will determine the arrangements for electing the positions.
- 5.2 The appointment of members for Special schools, Nursery schools and Pupil referral units shall be arranged by the Head of Finance, in consultation with the head teachers and governors of those schools.
- 5.3 Academy members shall be elected by the proprietor bodies of the academies. In the absence of an election, the Head of Finance shall nominate representatives to be appointed by the council.
- 5.4 If, following any ballot or other nomination or election mechanism, there is equality of votes/nominations; the Head of Finance has authority to make those appointments.
- 5.5 If following any ballot or other nomination or elections mechanism, any one school has more than one governor representative; the Head of Finance has authority to make those selections.

6 DECLARATION OF INTERESTS AND CODE OF CONDUCT

- 6.1 Where a member of Schools Forum feels that they may have a personal or prejudicial interest in a matter which Schools Forum is considering they are asked to seek advice from the Head of Finance on an appropriate course of action.
- 6.2 Members of Schools Forum are required, as part of taking up their position, to complete a form indicating their interests and agreeing to observe the members' code of conduct. The code of conduct being a requirement agreed by the council's standards committee. Members should ensure that if circumstances change they ensure up-to-date declarations of interest are available.

7 MEMBER' TERM OF OFFICE

- 7.1 Members term of office will be for four years from the date of their appointment.
- 7.2 Councillors will be appointed annually by the council.

- 7.3 The Chair and Vice Chair of Schools Forum shall be appointed by the forum for a period of 12 months. Council members and council officers may not hold the office of Chair or Vice Chair.
- 7.4 Members may be re-nominated for subsequent terms of office.
- 7.5 Membership attendance will be reviewed at each Schools Forum. Should levels of attendance warrant the chair or vice chair will contact any absent members to ascertain the reasons for absence and if the member wishes to continue to serve as a member of Schools Forum.

8 RECORDING THE COMPOSITION OF SCHOOLS FORUM

- 8.1 The local authority or their representatives will hold a written record of the composition of Schools Forum detailing the number of schools members and by which group they were elected, the number of academies members and the number of non-schools members, their terms of office, how they were chosen and whom they represent. The record will also indicate the term of office for schools and academies members.

9 SUBSTITUTES

- 9.1 Any member of the Schools Forum may nominate a substitute to attend and vote at the meeting of Schools Forum in their absence. Such a nomination should be notified in writing to the chair of Schools Forum or the clerk to the meeting with apologies of absence.
- 9.2 Named substitutes are allowed providing they fall into the same group as the member they are standing in for. A substitute for a group member must be from the same group.
- 9.3 A substitute for a local authority member must also be a member of the local authority.
- 9.4 Where the Chair and Vice Chair of Schools Forum are absent from a meeting, the Schools Forum will appoint a chair for that meeting from the attendees.

10 VOTING PROCEDURES

- 10.1 The Schools Forum, within the constraints of its constitution, published legislation and guidance and the need to act fairly, may determine the procedures it adopts to reach decisions. Each voting member has a single vote which is normally expressed via a show of hands. In the event of there being an equality of votes, the chair or acting chair may use their casting vote to break the deadlock.
- 10.2 Only schools members or their substitutes; which encompasses maintained schools, academies, maintained special schools and PRUs and Maintained Nursery schools and PVI members are able to vote on funding formula proposals.

11 OTHER ATTENDEES AT A SCHOOLS FORUM MEETING

11.1 Schools Forum meetings are required to be open to the public. Papers, agendas and minutes must be publicly available well in advance of each meeting. Members of the public may not contribute to a Schools Forum meeting.

11.2 Other attendees who are permitted to contribute to a Schools Forum meeting;

- An observer appointed by the Secretary of State
- The Chief Finance Officer
- The Director of Children's Services
- Officers providing financial & technical advice to Schools Forum
- The Executive Member for Children's services
- Presenters (restricted to the paper they are representing)
- The Executive Member with responsibility for resources

12 FREQUENCY OF MEETINGS

12.1 Regulations require that Schools Forum meet a minimum of four times each year. The forum should meet with enough frequency to allow it to be consulted and make decisions and for their views to be taken into consideration.

13 QUORUM

13.1 For Schools Forum to make decisions 40% of the total membership (excluding any vacancies) must be in attendance. At the start of each meeting the chair or acting chair will provide the minimum number of members required to for quorum and if this level has been achieved for the meeting.

13.2 Where a meeting is inquorate, the meeting may continue but no formal decisions may be taken; election of a chair or decisions relating to funding conferred by regulations.

13.3 If one or more groups is not represented this does not affect the decision making powers of Schools Forum if it is quorate unless a vote by group is required affecting the un-represented group. This will then need to be dealt with at a subsequent meeting or via emergency procedures.

14 EMERGENCY MEETING

14.1 In exceptional circumstances, it may be necessary for a decision or formal view to be required by the Schools Forum before the next scheduled meeting. In these circumstances efforts should be made to arrange an unscheduled meeting of the forum.

14.2 Where it is not possible to arrange an unscheduled meeting of Schools Forum or where the attendance at such a meeting is likely to be inquorate or when available time is insufficient, in conjunction with the chair contact members by either post or email and seek a decision or view from members. A record will be kept of all responses and the matter will formally be listed on the agenda of the next scheduled Schools Forum meeting.

14.3 This facility may be used where a group was un-represented at a meeting and a decision is required prior to the next scheduled meeting. In this circumstance only the group effected would be contacted.

