

<b>Title of meeting:</b>	Schools Forum
<b>Date of meeting:</b>	15 <sup>th</sup> October 2014
<b>Subject:</b>	School Forum Constitution
<b>Report from:</b>	Julian Wooster, Director of Children's and Adults Services
<b>Report by:</b>	Richard Webb, Finance Manager for Children's Services
<b>Wards affected:</b>	All Wards
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## 1. Purpose of report

The purpose of this report is to seek Schools Forum approval of the revised constitution attached at Appendix 2. The amendments contained within this paper are intended to update the Schools Forum constitution to ensure that there is appropriate representation; particularly with the increasing number of schools converting to Academy status within the city.

## 2. Recommendations

It is recommended that Schools Forum approve the revised constitution attached at Appendix 2 to take effect from 1<sup>st</sup> November 2014.

## 3. Background

3.1. In December 2013, Schools Forum approved the current constitution, which was amended to reflect the changes announced by the Government in June 2013, as part of the 2014-15 school funding changes, together with the expected good practice contained within the 'School Forums: operational and good practice guide – for local authorities and members of Schools Forum', published by the DfE in October 2013.

3.2. The Schools Forums (England) Regulations 2012 (as amended), which came into force on 1<sup>st</sup> October 2012, set out how the membership of schools forums should be constituted, the requirements relating to the meetings of the schools forum and their proceedings and financial issues on which forums must be consulted.

3.3. The proposals contained within this report, are intended to update the Schools Forum constitution in order to ensure that there is appropriate representation; particularly with the increasing number of schools converting to Academy status within the city.

#### 4. Proposed Changes

4.1. The membership structure is required to be reviewed regularly to ensure appropriate representation is maintained; particularly where there is a change in the number of academies in the city.

4.2. Whilst there is no specified maximum or minimum size required for a Schools Forum, it is recommended that the membership should be kept to a reasonable size. Currently there are 26 membership positions and the changes proposed below will reduce the membership number by 2 to a total of 24.

##### School Members

4.3. The School and Academy members together must number at least two-thirds (i.e. 16) of the total membership of the Schools Forum and the balance between maintained primary, maintained secondary and academies must be broadly proportionate to the pupil numbers in each category.

4.4. Since the last constitution was approved by Schools Forum, there have been 4 Academy conversions, (2 Secondary Schools and 2 Primary Schools) bringing the total number of Academies to 12.

4.5. The table below summarises the pupil numbers across the categories, (based on the October 2013 census and for Special Schools the number of commissioned places as at April 2014) and shows that Academies now account for 25% of the pupil population in the city.

Category	Number on Roll* Maintained Schools	%	Number on Roll* Academies	%	Number on Roll Total	%
Primary	12,486	70	2,205	38	14,691	62
Secondary	4,974	28	3,387	58	8,361	36
Special	267	2	229	4	496	2
<b>TOTAL</b>	<b>17,727</b>	<b>100</b>	<b>5,821</b>	<b>100</b>	<b>23,548</b>	<b>100</b>
%	75%		25%		100%	

4.6. It is therefore proposed to amend the structure of the Schools Forum membership in respect of the 'School Members', as shown below, in order to appropriately reflect the increasing number of Academies.

**Maintained School Members:**

Head teacher representative - nursery phase	1
Head teacher representative - primary phase	3
Head teacher representative - secondary phase	2 ( <i>reduced by 1</i> )
Head teacher representative - special phase	0 ( <i>reduced by 1</i> )
Governors	5 ( <i>reduced by 3</i> )
- Nursery phase	1
- Primary phase	2 ( <i>reduced by 1</i> )
- Secondary phase	1 ( <i>reduced by 2</i> )
- Special phase	1
<b>Total Maintained School Members</b>	<b><u>11</u></b>

**Academy Representatives:**

Primary Academy Proprietor	1
Secondary Academy Proprietor	3
Special Academy Proprietor	1
<b>Total Academy Representatives</b>	<b><u>5</u></b> ( <i>increased by 3</i> )

**Total School Members** **16** (*reduced by 2*)

4.7. If the changes proposed above are agreed, then the split between maintained and Academy representatives will be 69% and 31%, respectively; which is closely aligned to the proportionality shown in the table at paragraph 4.5. Additionally, the summary below shows how the schools will be represented by phase (both maintained and Academy). This summary also reflects the historic allocation across the phases prior to the increase in Academies.

Nursery Members	2
Primary Members	6
Secondary Members	6
Special Members	2
<b>Total Members</b>	<b>16</b>

4.8. There are currently a number of vacancies within the existing membership; therefore the changes proposed would have limited impact on existing Members. The existing Members affected by the proposed changes and which would require them to step down are:

- i. The Head teacher representative - special (maintained)
- ii. A Head teacher representative - secondary (maintained)

4.9. The current membership and the posts requiring the appointment of new representatives for the proposed structure is shown at Appendix 1.

4.10. A maintained school member must stand down from membership of Schools Forum if their school converts to Academy status, as the member will no longer occupy the office by which he or she became eligible for election.

#### Appointment of Academy Representatives

4.11. The constitution has been updated to clarify that the Academy Proprietors are responsible for determining the nomination and election process for representatives to the Forum.

4.12. Additionally, the constitution clarifies that the Academy representatives are not restricted to only Head Teacher or Governors.

4.13. If for any reason the Proprietor bodies are unable to select Academy representatives through their election process, the Authority will seek representatives via the appropriate phase conferences.

#### Other amendments

4.14. Other minor amendments have been made to the constitution to provide further clarity in respect of the following arrangements:

- i. The role of observers to the Forum
- ii. Non-attendance by Members of the Forum
- iii. The election of the chair and vice-chair
- iv. The ability of the chair to convene additional meetings as required
- v. The Authority's role in preparing agendas, papers and minutes and their publication

## **5. Future Changes**

5.1 Within the '*Schools revenue funding 2015 to 2016 operational guide*', published by the Education Funding Agency (EFA) in July 2014, the EFA set out some minor proposals they are intending to make to the Schools Forum arrangements and upon which they intend to consult shortly. These included:

- Extending the membership of the forum to include a representative of AP academies and free schools.
- Extend the membership of the forum to include a representative of special academies and free schools.
- Extend the forum's consultation role to include the special places to be commissioned by the authority in different institutions, and the arrangements for paying top-up funding

- Extend the forum's consultation role to include the AP places to be commissioned by the authority and by schools in PRU's and other providers of AP, and the arrangements for paying top-up funding.

5.2 If following the consultation, these arrangements are introduced into the regulations; then a further report will be presented to the Forum in order to approve the required amendments to the constitution.

## **6. Reasons for recommendations**

The changes proposed within this paper are required to ensure that operation of the Schools Forum in Portsmouth is compliant with the relevant regulations and good practice guidance issued by the Department for Education.

In particular it is necessary to regularly review the Schools Forum membership to ensure that it appropriate representation is made, particularly where there is a change in the number of Academies in the city.

## **7. Equality impact assessment (EIA)**

This report does not require an Equality impact Assessment as the proposal does not have any impact upon a particular equalities group.

## **8. Head of Legal Services' comments**

The proposed revised constitution reflects the requirements of the Schools Forums (England) Regulations 2012 (as amended).

## **9. Head of Finance's comments**

There are no financial implications contained within this report.

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Signed by:

### **Appendices:**

1. Proposed Schools Forum Membership
2. Proposed Schools Forum Constitution

### **Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

<b>Title of document</b>	<b>Location</b>
The Schools Forums (England) Regulations 2012	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
2014-15 Revenue Funding Arrangements: Operational Information for Local Authorities, June 2013	<a href="https://www.gov.uk/government/publications/2014-to-2015-revenue-funding-arrangements-operational-information-for-local-authorities">https://www.gov.uk/government/publications/2014-to-2015-revenue-funding-arrangements-operational-information-for-local-authorities</a>
Schools Forums: operational and good practice guide – for local authorities and members of Schools Forums, October 2013	<a href="https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2013">https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2013</a>
Schools revenue funding 2015 to 2016 operational guide, July 2014	<a href="https://www.gov.uk/government/publications/fairer-schools-funding-arrangements-for-2015-to-2016">https://www.gov.uk/government/publications/fairer-schools-funding-arrangements-for-2015-to-2016</a>

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

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 Signed by:

## Appendix 1 - Proposed Schools Forum Membership



Name	School	Representing	Phase
<b>SCHOOL MEMBERS</b>			
<b>Maintained School Members (11)</b>			
Karen Stocks	Arundel Court	Head Teacher Representative	Nursery
Jackie Collins	Devonshire Infant	Head Teacher Representative	Primary
Sarah Sadler	Highbury Primary	Head Teacher Representative	Primary
Sue Wilson	Northern Parade	Head Teacher Representative	Primary
David Jeapes	Mayfield	Head Teacher Representative	Secondary*
Gareth Hughes	King Richard	Head Teacher Representative	Secondary*
Fiona Calderbank	Miltoncross School	Head Teacher Representative	Secondary*
Maggie Dunford	Willows	Head Teacher Representative	Special*
Mark Mitchell	Harbour School	Governor	Special
Vacant	-	Governor	Nursery
Steve Sheehan	Northern Parade	Governor	Primary
Clive Good	Solent Junior	Governor	Primary
Bruce Marr	Mayfield School	Governor	Secondary
<b>Academy Representatives (5)</b>			
Alison Beane		Solent Academies Trust	Special
Margaret Beel		Lyndhurst Junior (Academy)	Primary
Vacant		-	Secondary
Vacant		-	Secondary
Vacant		-	Secondary
<b>NON-SCHOOL MEMBERS (8)</b>			
Cllr Ken Ferret		Labour Party	
Cllr Lynne Stagg		Liberal Democrat Party	
Vacant		Conservative Party	
Vacant		United Kingdom Independence Party	
Jeff Williams		Anglican Diocese	
Urszula Topp		RC Diocese	
Steve Frampton		16-19 Representative	
Carole Damper		Early Years Provider	

\* One maintained Secondary Head Teacher and one maintained Special Head Teacher will need to step-down under the proposals within the report.