

<b>Title of meeting:</b>	Schools Forum
<b>Date of meeting:</b>	23 May 2018
<b>Subject:</b>	School Forum Constitution
<b>Report from:</b>	Alison Jeffery, Director of Children, Families and Education Services
<b>Report by:</b>	Beverley Pennekett, Finance Manager for Children, Families and Education 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

1.1 The purpose of this report is to seek Schools Forum approval of the revised constitution attached at Appendix A. The amendments proposed within this report 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

2.1 It is recommended that Schools Forum:

- a. approve the revised constitution attached at Appendix A to take effect from 24<sup>th</sup> May 2018; and
- b. note that with the increasing number of Academies within the city, the constitution will continue to be reviewed at least annually to ensure appropriate representation on the Forum.

## 3. Background

3.1. The Schools Forums (England) Regulations 2012 (as amended), together with the '*Schools Forum: operational and good practice guide*' published by the Education Funding Agency<sup>1</sup>, set out how the membership of Schools Forums should be constituted, the requirements

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<sup>1</sup> <https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

relating to the meetings of the schools forum and their proceedings, as well as the financial issues on which forums must be consulted.

3.2. Schools Forum approved the current constitution in July 2017. 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. The proposals below seek to reduce the overall membership by one, to 22, following the change in the political composition of the Council.

##### School & Academy Members

4.3. The School and Academy members together must number at least two-thirds 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 further Academy conversions within the city, bringing the total number of Academies at the 1<sup>st</sup> April 2018 to 37 (57% of all schools).

4.5. The table below summarises the pupil numbers across the categories, (based on the October 2017 census) and shows that Academies now account for 63% of the pupil population in the city.

Category	Number on Roll Maintained Schools	%	Number on Roll Academies	%	Number on Roll Total	%
Primary	7,295	77%	8,944	56%	16,239	64%
Secondary	1,978	21%	6,641	42%	8,619	34%
Special	166	2%	397	2%	563	2%
<b>TOTAL</b>	<b>9,439</b>	<b>100%</b>	<b>15,982</b>	<b>100%</b>	<b>25,421</b>	<b>100%</b>
%	37%		63%		100%	

4.6. Although Academies now account for 63% of the total pupil population in the city, this differs by phase as shown below.

Category	% Pupils in Maintained Schools	% Pupils in Academies	Total
Primary	45%	55%	100%
Secondary	23%	77%	100%
Special	29%	71%	100%

4.7. It is therefore proposed to update the structure of the Schools Forum membership in respect of the 'School Members' and 'Academy Members', as shown below, in order to maintain proportionate representation; based on the pupil numbers in each category.

**School Members:**

Head teacher representative - primary phase	2	<i>(reduced by 1)</i>
Head teacher representative - secondary phase	1	<i>(reduced by 1)</i>
Head teacher representative - special phase	1	

Governors:

-		
- Primary phase	1	<i>(reduced by 1)</i>
- Secondary phase	1	

**Total School Members** **6**

**Academy Members:**

Primary Academy Proprietor	4	<i>(increased by 2)</i>
Secondary Academy Proprietor	5	<i>(increased by 1)</i>
Special Academy Proprietor	1	

**Total Academy Members** **10**

**Total School & Academy Members** **16**

4.8. It proposed that the number of Academy members is increased by 2 for the primary phase and by 1 for the secondary phase, in order to reflect the increased number of Academies in both these phases. Vacancies have been held for the maintained primary and secondary representatives following conversions to academy status and officers will seek new academy representatives if this constitution is approved.

4.9. If the changes proposed above are agreed, then the split between maintained and Academy representatives in total will be 37% and 63%, respectively. The membership ratio also closely reflects the proportionality of pupil numbers by phase, as shown in the table below.

<b>Category</b>	<b>School Members %</b>	<b>Academy Members %</b>
Primary	43	57
Secondary	29	71

4.10. The summary below shows how the schools will be represented in total by phase (both maintained and Academy).

Primary Members	7
Secondary Members	7
Special Members	2
<b>Total School Members</b>	<b>16</b>

4.11. 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.

4.12. The remaining membership has been reduced by one, to reflect the number of political groups now represented on the Council.

Councillors	4
Post-16 representative	1
Early Years representative	1
<b>Total Other Members</b>	<b>6</b>

## 5. **Reasons for recommendations**

5.1 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.

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

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

6.1 This report does not require an Equality impact Assessment as the proposals contained within this report do not have any impact upon a particular equalities group and seek to ensure that there is appropriate representation from both maintained schools and Academies within the city, as well as by phase (i.e. primary and secondary). The proposals

also seek to ensure that the Forum operates in accordance with both the statutory requirements as well as good practice guidance issued by the Department for Education.

**7. Legal comments**

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

**8. Finance comments**

8.1 There are no financial implications contained within this report.

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Signed by:

**Appendices:**

1. Schools Forum Constitution (*including the powers and responsibilities of the Forum*)

**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 (as amended)	<a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a>
Schools Forums: operational and good practice guide	<a href="https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015">https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</a>

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

.....  
Signed by: