



**Title of meeting:** Schools Forum

**Date of meeting:** 24 May 2023

**Subject:** Schools Forum Constitution 2023-24

**Report by:** Sarah Daly, Director of Children, Families and Education

**Wards affected:** All

**Key decision:** Yes/No

**Full Council decision:** Yes/No

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**1 Purpose of report**

- 1.1 The purpose of this report is to seek Schools Forum approval to retain the existing constitution attached at Appendix A. The report seeks to update the Schools Forum on the current composition which continues to provide for the appropriate representation between maintained schools and academies within the city.

**2 Recommendations**

- 2.1 It is recommended that Schools Forum retains the current constitution attached at Appendix A which took effect from 25 May 2021.

**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 and Skills Funding Agency<sup>1</sup>, set out how the membership of Schools Forums should be constituted, the requirements relating to the meetings of the Schools Forum and their proceedings, as well as the financial issues on which forums must be consulted.

Schools Forum approved the current constitution in May 2021. Following a review of the current pupil numbers, as set out in section 4 of this report, it is proposed to retain the current constitution.

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<sup>1</sup>[Schools forum operational and good practice guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/schools_forum_operational_and_good_practice_guide.pdf)



**4 Membership**

- 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 retain the overall membership at 22.

**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 constitution was approved last year by Schools Forum, there have been no further Academy conversions within the city and currently there are 18 maintained schools and 43 academies.
- 4.5 The table below summarises the pupil numbers across the categories, (based on the October 2022 census) and shows that Academies account for 71% of the pupil population in the city.

<b>Percentage of pupil numbers in each school category as at October 2022</b>						
<b>Category</b>	<b>NOR Maintained Schools</b>	<b>%</b>	<b>NOR Academy Schools</b>	<b>%</b>	<b>NOR Total</b>	<b>%</b>
Primary	5,628	73%	10,222	53%	15,850	59%
Secondary	2,053	27%	8,222	43%	10,275	38%
Special / AP	0	0%	744	4%	744	3%
<b>TOTAL</b>	<b>7,681</b>	<b>100%</b>	<b>19,188</b>	<b>100%</b>	<b>26,869</b>	<b>100%</b>
<b>%</b>	<b>29%</b>		<b>71%</b>		<b>100%</b>	

- 4.6 Whilst Academies account for 71% of the total pupil population in the city, this differs by phase as shown below.

<b>Percentage of pupil population by Phase as at October 2022</b>			
<b>Category</b>	<b>% Pupils in Maintained Schools</b>	<b>% Pupils in Academy Schools</b>	<b>Total</b>
Primary	36%	64%	100%
Secondary	20%	80%	100%
Special / AP	0%	100%	100%

4.7 As there have been no further academy conversions, the proportions of pupils have not changed significantly. It is therefore proposed to maintain the structure of Schools Forum membership in respect of the "School Members" and "Academy Members" as shown below.

<b>School Members:</b>	<b>Current Structure</b>
Head teacher representative - primary phase	2
Head teacher representative - secondary phase	1
Head teacher representative - special phase	0
Governor representative - primary phase	1
Governor representative - secondary phase	1
<b>Total School Members</b>	<b>5</b>
 Academy Members:	
Primary Academy Proprietor	5
Secondary Academy Proprietor	5
Special Academy Proprietor	1
<b>Total Academy Members</b>	<b>11</b>
 <b>Total School &amp; Academy Members</b>	 <b>16</b>

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

Primary Members	8
Secondary Members	7
Special Members	1
<b>Total School Members</b>	<b>16</b>

4.9 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.

4.10 There are also no proposed amendments to the remaining membership which is as follows:



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 proposals within this paper are required to ensure that the 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 Academy Schools in the city.

**6 Integrated impact assessment**

- 6.1 An integrated impact assessment is not required as the recommendations do not have a positive or negative impact on communities and safety, regeneration and culture, environment and public space or equality and diversity.

**7 Legal implications**

- 7.1 Regulation 35 of the School and Early Years Finance (England) Regulations 2021 and Regulation 8 of the Schools Forums (England) 2012 (as amended) have effect to permit, on a permanent basis, public meetings of the Schools Forum to be held by remote means.
- 7.2 The form of constitution attached at Appendix A continues to reflect the requirements of the Schools Forums (England) Regulations 2012 (as amended).

**8 Director of Finance's comments**

- 8.1 There are no financial implications contained within this report.

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Signed by: Sarah Daly, Director Children Families and Education

**Appendices:**

Appendix 1: Schools Forum Constitution (including the powers and responsibilities)

**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="#">The Schools Forums (England) Regulations 2012 (legislation.gov.uk)</a>
Schools Forums: operational and good practice guide	<a href="#">Schools forum operational and good practice guide amended March 2021.pdf</a>
School and Early Years Finance (England) Regulations 2023	<a href="#">School and Early Years Finance (England) Regulations 2023</a>

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

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Signed by: