



SCHOOLS' FORUM MEETING

July 2018

Consideration of Terms of Office

The Schools Forum is a statutory body that provides a formal channel of communication between Rutland County Council (RCC) and Rutland schools. The Forum acts in a consultative role on some issues and a decision making role on others.

Consultative role:

- Changes to the local funding formula (LA makes the final decision)
- Proposed changes to the operation of the minimum funding guarantee
- Changes to or new contracts affecting schools
- Arrangements for pupils with special educational needs and in early years provision

Decision making role:

- How much funding may be retained by LA within the dedicated schools grant (for example providing an admissions service or providing additional funding for growing schools)
- Any proposed carry forward of deficits on central spend from one year to the next
- Proposals to de-delegate funding from maintained primary and secondary schools (for example staff supply cover, insurance, behaviour support)
- Changes to the scheme of financial management

Schools Forum Operational and Good Practice Guide (September 2017) states that:

- The term of office for each schools member and academies member should be stipulated by the local authority at the time of appointment. Such stipulation should follow published rules and be applied in a consistent manner between members.
- Members need not have identical terms and there may be a case for varied terms so that there is continuity of experience rather than there being a complete change in the membership at a single point.
- The length of term of office for non-schools members is at the discretion of the local authority.

Rutland Schools' Forum Constitution and Rules of Conduct - Membership Periods of Office

- Members of the Forum will serve for **three years** from the date of their full election to the Forum.

- A Forum member remains in office until:
 - a. the member's term of office expires;
 - b. the member no longer holds the office which made them eligible for election, selection and appointment to the Forum;
 - c. the member resigns from the Forum by giving notice in writing to the authority; or
 - d. in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body; whichever comes first.

- Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the Forum. The Forum has the discretion to remove them from the Forum membership by a vote at the next quorate meeting.

DISCUSSION - Terms of Office: Rutland County Council Schools Forum

CURRENT REPRESENTATION/ MEMBERS OF THE SCHOOLS' FORUM:

Membership	Name	Start of Term of Office
Maintained Schools (Primary)	Mrs F Wilce	March 2018
Academies	Mrs S Milner	November 2015
	Mr R Gooding	November 2015
	Mr C Smith	November 2015
	Mr S Williams	November 2015
	Ms S Hearth	September 2016
	Mrs A Chambers	March 2018
Special Schools	Mr S Cox	November 2015
Private Voluntary Early Years Sector	Mrs M Darlington	November 2015
Diocese	Mr J Woodhead	November 2015
Trades Union	Mr B Gale	November 2015
Post 16 provision	Mr R Shore	November 2015

If the current Constitution Periods of Office is followed, there will be potentially 9 out of the 12 membership positions up for re-election in the autumn term which would mean that the election process for all of these would be starting early September (procedure outlined in Schools Forum Paper Schools Forum Membership and Vacancies 18th January 2018 – attached below).

OPTIONS:

- A. Follow current Constitution and undertake elections for all 9 vacancies in autumn term 2018 as per agreed process
- B. Extend Terms of Office to four years with elections for 9 vacancies in summer term 2019 in preparation for autumn term 2019
- C. Develop a rolling programme for current Terms of Office with potential for elections for 5 members autumn 2018 and 4 in summer 2019 with revised agreed Terms of Office set up from date of election

Potential re-wording of the Rutland County Council's Schools Forum Membership Terms of Office

- The term of office for all members of the Forum will be XXXX years, normally commencing on 1 September in any given year. To ensure an element of continuity in membership, a certain number of terms of office will expire each year, rather than their all expiring on the same date.
- Where a position on the Forum falls vacant before the term of office of the previous incumbent has run its full course, the successor's term of office will be rounded up or down to the nearest three-year period ending 31 August.

- Persons whose term of office has expired may stand for re-election provided that they are still eligible. There are no restrictions on the number of terms a member can serve.
- For positions on the Forum which are due to fall vacant on 31 August, the nomination/ballot process will normally be conducted during the preceding summer term.
- A member's term of office will lapse if he/she fails to attend two consecutive meetings, without giving reasons for absence which have been accepted by the Forum. If a member misses three consecutive meetings, even where reasons for absence have previously been accepted, this will also result in that person's membership lapsing, unless the Forum decides otherwise in the light of any exceptional circumstances.

NAMED SUBSTITUTE MEMBERS

- Named substitutes may attend and vote at meetings of the Forum on behalf of members who are unable to attend.
- One named substitute will also be sought for each category of membership
- Named substitute members will be formally nominated by their constituent groups and will be agreed by Forum
- Named substitute members have the same rights as full members of the Forum for the meetings which they attend in place of the ordinary member. They will also be sent the reports for all meetings.
- Named substitutes can also be used as observers, but only have observer rights to the meetings they attend specifically as observers.
- Any substitute provided by a member that is not on the list of named substitutes held by the Forum has no right of participation in the meeting, unless invited to do so by Forum members, and has no right to vote.
- The Clerk of the Forum co-ordinates the attendance of substitutes. Members are required to contact the Clerk where they are unable to attend a meeting.

FOR REFERENCE ONLY



SCHOOLS' FORUM MEETING

18th January 2018

Schools Forum Membership and Vacancies

1. Introduction

1.1 The purpose of this report is to enable Schools Forum to:

- review the current membership split to ensure it still accurately reflects the local profile
- agree processes for the appointment to the vacant positions arising from three resignations from Rutland Schools Forum.

1.2 It is a requirement that each local authority (LA) maintains a Schools Forum to provide strategic direction for the funding of schools in the local authority and support services in relation to school funding arrangements. The Schools Forum (England) Regulations 2012 govern the composition, constitution and procedures of the Schools Forum. The Schools Forum in Rutland operates in accordance with an agreed constitution and is made up of school, non-school and observer members.

1.3 Schools Forum Operational and Good Practice Guide (September 2017) states that:

- It is good practice for local authorities to ensure that the needs and interests of all the pupils in the local authority are adequately represented by the members of a schools forum.
- Schools members must be elected. It's good practice to ensure that a vacancy amongst a represented group would be filled by a nominee elected according to a process that has been determined by all those represented in that group, for example, community primary school headteachers, or secondary academy governors, ensuring that everyone represented has had the opportunity to stand for election and/or vote in such an election.
- The process must be restricted to the group in question. A headteachers phase group could only vote as a whole for headteacher members if the voting excluded academies, because academies members form a separate group.
- It's not appropriate for a single person to be elected to represent more than one group or sub-group concurrently; they can stand for election from either group but can be appointed to represent only one of those groups.
- The purpose of ensuring that each group or sub-group is responsible for their election process is to guarantee that there is a transparent and representative

process by which members of Schools Forums are nominated to represent their constituents.

- 1.4 There is no maximum or minimum size of a Schools Forum. Schools Forums must have 'schools members', 'academies member(s)' and 'non-schools members'. School and academies membership together, must number at least two thirds of the total membership.
- 1.5 Where a local authority maintains one or more special schools the Schools Forum must have at least one schools member from that sector.
- 1.6 As a minimum, there must be at least one representative of headteachers and one representative of governors among the schools members. Headteachers can be represented by other senior members of staff within their school. Governors can include interim executive members of an interim executive board. The sub-groups don't have to be of equal size.
- 1.7 Whatever the membership structure of schools members on a Schools Forum, the important issue is that it should reflect most effectively the profile of education provision across the local authority to ensure that there isn't an in-built bias towards any one phase or group

2. Reviewing Membership

- 2.1 Schools Forum regulations recommend that the number of representatives for each phase should be proportionate to the ratio of pupils in each phase.
- 2.2 The membership structure of the Schools Forum should ensure there is sufficient representation of each type of schools member in each group to ensure that debate within the schools forum is balanced and representative. As a minimum, there must be at least one representative of headteachers and one representative of governors among the schools members
- 2.3 Appendix A provides details of pupil numbers by phase and status as at October 2017 which is summarised as:

Phase	Academy	Maintained	Total
Primary	2018	804	2822
Secondary	2492	0	2492
Total	4510	804	5314

Phase	Academy	Maintained	Total
Primary	38%	15%	53%
Secondary	47%	0%	47%
Total	85%	15%	100%

- 2.4 Appendix B details the current Rutland Schools Forum membership and the % split, summarised in table below. This assumes vacant post will be replaced like for like.

Phase	Academy	Maintained	Total
Primary	2	1+1*	4
Secondary	4	0	4
Total	6	2	100%

*Mr S Cox special school maintained representative; nursery provision so should this be included in primary?

Phase	Academy	Maintained	Total
Primary	25%	25%	50%
Secondary	50%	0%	50%
Total	75%	25%	100%

2.5 When considering the limitations of percentages, the balance between maintained primary, maintained secondary and academies members appears to be broadly proportionate to the pupil numbers in each category

2.6 Schools Forum is asked to consider if this membership arrangement is still appropriate.

2.7 A summary of the structure of schools forums can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417331/Schools_forums_structure.pdf

3. Vacancies

3.1 We have received the following resignations from Schools Forum:

- Mrs A Rawlins - primary maintained (school governor)
- Mrs J Turner – secondary academy (head teacher)

3.2 Should Schools Forum agree the proposed membership detailed in 2.4 the following appointments will be required:

- The appointment of one primary member
- The appointment of one secondary members

There is no requirement for academies members to be split into primary and secondary sub-groups. However, local authorities may wish to encourage academies to consider the pupil proportions across all academies when electing their representatives.

3.3 To be eligible for election as a representative, the nominated person(s) must, at the date of the election, be either a:

- headteacher
- member of the school's senior leadership team

- a representative from the governing board

3.4 Academies members must be elected by the proprietor bodies of the academies in the local authority's area, and they are probably best placed to determine the process. Academies members are there to represent the proprietor bodies of academies and are, therefore, not necessarily restricted to principals, senior staff or governors.

3.5 Where there is at least one school in a particular category, there must be at least one representative for that group on the forum. In maintained schools, governors and headteachers (or their representatives) should elect their representatives by the appropriate phase. Academy trusts should elect academy members in their local authority area. Members of schools forum should consider the needs of the whole of the educational community, rather than using their position on a schools forum to advance their own sectional or specific interests.

3.6 When nominating and electing members, the process must be restricted to the group in question. Academy members must be separately elected and designated from maintained school representatives. There is no requirement for academies members to be split into primary and secondary sub-groups. However, the local authority may wish to encourage academies to consider the pupil proportions across all academies when electing their representatives.

3.7 Currently, there are no vacancies within the non-school membership of Rutland Schools Forum. However, should a vacancy arise, the local authority must consider representation from the Church of England and Roman Catholic dioceses situated in the local authority's area; and, where there are schools or academies in the area with a different religious character, the appropriate faith group, should be represented on the schools forum. Non-schools members may number no more than a third of a schools forum's total membership.

4. Recording the Composition of Schools Forums

4.1 Each local authority must make a written record of the composition of its schools forum detailing the numbers of schools members and by which group or sub-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. This record should also indicate the term of office for schools and academies members.

4.2 It is recommended that this information is published on the schools forum website so schools and wider stakeholders can easily find who their representatives are.

5. Recommended Actions

5.1 Schools Forum is asked to:

1. Review the current membership arrangement, including the total number of members, to ensure these continue to accurately reflect the profile of education provision across the local authority; if not, what changes are proposed? How will Diocesan representation be achieved to reflect Roman Catholic schools?
2. Agree the process for nominating and electing members to Schools Forum, ensuring compliance with Education and Skills Funding Agency Schools Forum - operational and good practice guide (September 2017).
3. Agree that elections will take place in the spring term, immediately following this review, to fill the current vacancies.
4. Agree length of office and how this will be implemented; what is length of term of office and how this will apply to those already in Schools Forum?

APPENDIX A - Current pupil numbers for various types of school

Maintained – Primary		
Schools	NoR (at October 2017)	Date of Conversion
EMPINGHAM (VC) C of E Primary	64	N/A
EXTON & GREETHAM (VC) C of E Primary (Academy Order for 01/02/18)	48	TBC
GREAT CASTERTON (VC) C of E Primary	96	N/A
OAKHAM (VC) C of E Primary	257	N/A
UPPINGHAM (VC) C of E Primary	170	N/A
ST MARY AND ST JOHN (VA) C of E Primary	169	N/A
Maintained – Primary TOTAL	804	

Academy – Primary		
Schools	NoR (at October 2017)	Date of Conversion
BROOKE HILL Primary	304	01/09/11
CATMOSE Primary	210	01/05/12
COTTESMORE Primary	176	01/10/16
EDITH WESTON Primary	77	01/02/16
LEIGHFIELD Primary	191	01/04/13
KETTON C of E Primary	191	01/10/14
LANGHAM C of E Primary	210	01/07/13
RYHALL C of E Primary	174	01/10/14
ST NICHOLAS C of E Primary	155	01/10/14
WHISSENDINE C of E Primary	193	01/10/14
ENGLISH MARTYRS Catholic Voluntary Primary	137	01/05/13
Academy – Primary TOTAL	2018	
Primary TOTAL	2822	

Academy – Secondary		
Schools	NoR (at October 2017)	Date of Conversion
CATMOSE College	955	01/04/11
UPPINGHAM COMMUNITY COLLEGE	913	01/04/11
CASTERTON COLLEGE	624	01/09/11
Academy – Secondary TOTAL	2492	

APPENDIX B – Current membership including vacancies

School Membership		Name
Maintained Primary		Vacancy (was Mrs A Rawlins; governor)
Academies	Primary Academies	Mrs S Milner
		Mr R Gooding
	Secondary Academies	Mr C Smith
		Mr S Williams
		Ms S Hearth (governor)
		Vacancy (was Mrs J Turner)
Maintained special schools		Mr S Cox*

Non-School Membership		Name
C of E Diocese		Mr J Woodhead
EYFS Private Voluntary and Independent Sector (PVI)		Mrs M Darlington
Post 16 provision		Mr R Shore
Professional Association		Mr B Gale

* It's not appropriate for a single person to be elected to represent more than one group or sub-group concurrently therefore Mr Cox cannot also represent Primary maintained schools

NB:

Representatives from schools and academies make up the schools forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers. The purpose of non-schools members is to bring greater breadth of discussion to schools forum meetings and ensure that stakeholders and partners other than schools are represented.

APPENDIX C - Induction of new members

- Schools Forum Operational and Good Practice Guide (September 2017) recommends that when new members join the schools forum, appropriate induction materials should be provided. These might include material relating to the operation of the schools forum together with background information about the local and national school funding arrangements. Typically, they might comprise:
 - ✓ the constitution of the schools forum
 - ✓ a list of members including contact details and their terms of office
 - ✓ any locally agreed terms of reference explaining the relationship between the schools forum and the local authority
 - ✓ copies of minutes of previous meetings
 - ✓ the programme of schools forum meetings for the year
 - ✓ the local schools forum web address
 - ✓ the Operational and Good Practice Guide, suitably supplemented by any relevant local material
- In Rutland, all new members will be offered a 'buddy' who is an experienced member of Schools Forum nominated to offer support and guidance during the early stages of membership

The forum acts in a consultative role for:

- changes to the local funding formula (the local authority makes the final decision)
- proposed changes to the operation of the minimum funding guarantee
- changes to or new contracts affecting schools (school meals, for example)
- arrangements for pupils with special educational needs, in pupil referral units, and in early years provision

The forum decides:

- how much funding may be retained by the local authority within the dedicated schools grant (for example, providing an admissions service, or providing additional funding for growing schools)
- any proposed carry forward of deficits on central spend from one year to the next
- proposals to de-delegate funding from maintained primary and secondary schools (for example, for staff supply cover, insurance, behaviour support)
- changes to the scheme of financial management