



SCHOOLS' FORUM MEETING

Thursday 20th September 2018

Review of Terms of Office and Election Processes

Report presented by:	Gill Curtis – RCC Head of Learning and Skills
Recommendations:	Schools Forum agrees process for ensuring election to vacancies arising from members reaching the end of their Terms of Office so as to minimise disruption to Schools Forum effectiveness.
Report for Information/ Decision:	Decision
Eligibility to Vote:	All members

Review of Terms of Office

This paper refers to the outcome of discussion at the Schools' Forum meeting on 5th July regarding the consideration of terms of office for current Schools' Forum members.

Current representation/ members of the Schools' Forum is as follows:

Membership	Name	Start of Term of Office
Schools and Academies Representation:		
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	
Maintained Special Schools	Mr S Cox	November 2015
Non-schools representation:		
Private Voluntary Early Years Sector	Mrs M Darlington	November 2015
Dioceses	Mr J Woodhead	November 2015
Trades Union	Mr B Gale	November 2015
Post 16 provision	Mr R Shore	November 2015

It was identified at the July meeting that Rutland Schools' Forum Constitution states that members of the Forum will serve for three years from the date of their full election to the Forum. This would mean that, in this instance, nine out of the twelve members of the Schools' Forum will have their current period of office up for renewal in November 2018 as highlighted in the table above.

Three 3 options were considered:

1. Follow current Constitution and undertake elections for all nine vacancies in autumn term 2018 as per the current Schools' Forum Constitution
2. Extend Terms of Office to four years with elections for 9 vacancies in summer term 2019 in preparation for autumn term 2019, reflecting this in a review of the current Schools' Forum Constitution
3. 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

It was agreed that Option 1 could have serious implications for the effective activity of Schools' Forum, particularly if election of all vacant positions resulted in nine members new to Schools' Forum. This would also be a consequence of Option 2 but would have deferred the impact to autumn 2019. Option 3 would limit the potential for a significant proportion to change at any one time.

The term of office for each schools 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. However, it should be noted that 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.

Schools' Forum therefore agreed to defer making a final decision until the September Schools' Forum meeting. This would take account of any potential changes to staffing in schools and settings and would enable the Clerk to Schools' Forum to contact all nine members of Schools' Forum whose Term of Office is up for renewal to identify who would be intending to stand for re-election to Schools' Forum and who would be intending to stand down at the end of their Term.

This activity has now been undertaken and the following intentions have been received:

Membership	Name	Intend to stand for re-election/ stand down
Schools and Academies Representation:		
Academies	Mr R Gooding	No intention received
	Mrs S Milner (Deputy)	Intention to stand
	Mr C Smith (Chair)	Intention to stand
	Mr S Williams	Intention to stand
Maintained Special Schools	Mr S Cox	Intention to stand
Non-schools representation:		
Private Voluntary Early Years Sector	Mrs M Darlington	LA Appointment
Dioceses	Mr J Woodhead	LA Appointment
Trades Union	Mr B Gale	LA Appointment
Post 16 provision	Mr R Shore	Intention to stand

Therefore there is a potential for 5 membership elections; 4 out of the schools' representation, and one from the non-schools' representation.

Additionally, as identified in the Constitution, any member who has failed to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the Forum. The Forum then has the discretion to remove them from the Forum membership by a vote at the next quorate meeting.

Election Processes:

Schools Forum Operational and Good Practice Guide (September 2017) provides guidance for the election of members which includes the following recommendations:

- Schools representatives: all schools and academies members must be elected.
- Non-schools representatives: 16-19 education members must be elected; PVI sector and additional non-schools members are appointed by the Local Authority
- When nominating and electing members, the process must be restricted to the group in question. 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.
 - 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
 - In maintained schools, governors and headteachers (or their representatives) should elect their representatives by the appropriate phase
 - Where there are vacancies within the non-school membership, the local authority must consider representation from the Church of England and Roman Catholic dioceses situated in the local authority's area. 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
- 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.
- 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
- 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

As at July 2018:

Phase	Academy		Maintained		Total	
Primary	2136	39.5%	789	14.6%	2925	54.1%
Secondary	2481	45.9%	0	0%	2481	45.9%
Total	4617	85.4%	789	14.6%	5406	100%

% = Percentage of **all** pupils across the authority (i.e. 5406)

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

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

ADDITIONAL NOTES:

Each local authority must make a written record of the composition of its schools forum detailing:

- the numbers of maintained schools and academies members and by which group or sub-group they were elected
- the number of non-schools members
- their terms of office
- how they were chosen
- whom they represent.

This record should also indicate the term of office for schools and academies members.

It's good practice to ensure that a vacancy amongst a represented group is filled by a nominee elected according to a process that has been determined by all those represented in that group, for example, maintained primary school headteachers, ensuring that everyone represented has had the opportunity to stand for election and/or vote in such an election.

Schools and academies members

- Schools members represent specified phases or types of schools within the local authority.
- As a minimum, schools forums must contain representatives of two groups of schools: primary and secondary maintained schools.
- Where a local authority maintains one or more special schools the schools forum must have at least one schools member from that sector.
- As a minimum, there must be at least one representative of headteachers and one representative of governors among the schools members
- Academies members are there to represent the proprietor bodies of academies and are, therefore, not necessarily restricted to principals, senior staff or governors.
- 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

Non-schools members

- Non-schools members may number no more than a third of a schools forum's total membership
- A representative of providers of 16-19 education **must be elected** from those providers. This includes FE and sixth form colleges where 20% or more of their students reside in the local authority's area. As with academies, the providers are probably best placed to determine the election process.
- The **local authority must appoint** at least one person to represent early years' providers from the private, voluntary and independent (PVI) sector.
- Before **appointing additional non-schools members** to the schools forum, the local authority must consider whether the Church of England and Roman Catholic dioceses situated in the local authority's area should be represented on the schools forum. If diocesan authorities nominate members for appointment as non-schools members they may wish to consider what type of representative would be most appropriate, schools-based such as a Headteacher or governor, or someone linked more generally with the diocese, for example a member of the education board.