

**Schools Forum – 4 July 2019**  
**Revision of Schools Forum Constitution**

**Recommendations**

1. That the Schools Forum:

- a) Note the revised Constitution; and
- b) Agree to replace the Annual Review of Membership with a meeting by meeting reassessment of numbers on roll, to ensure that their current membership remains broadly proportionate and in line with Regulations.

**Report of the Director of Corporate Services**

**PART A**

**Why is it coming here – what decision is required?**

2. To ensure that the Constitution is in line with the Schools Forum (England) Regulations 2012 and where necessary, the Education and Skills Funding Agency operational and good practice guide.

**Reasons for recommendation**

3. The Constitution has not been reviewed for a number of years, and needed to be updated to reflect several changes, most notably around membership and the need to respond to the rate of academy conversions. At its meeting of 9 July 2015, the Forum agreed to review its membership annually to ensure that it remained broadly proportionate.

**PART B**

**Background**

4. Several meetings have been held with colleagues from the Legal Services Team, who reviewed the Constitution and added some amendments to the document to ensure that the Constitution was in line with the Schools Forum (England) Regulations 2012 and where necessary having regard to the Education and Skills Funding Agency operational and good practice guide, copies of which are on the Schools Forum website.

5. In relation to school members it was advised that the term of office should not hinder the structure of the Forum, where maintained primary, maintained secondary and academies must be broadly proportionally represented on the Forum, having regard to the total number of pupils registered at them, which will be affected by the rate of academy conversions. Of the suggested considerations put forward, the following have been incorporated in the Constitution:

- Temporarily increasing the size of the Schools Forum in order to appoint additional academy representatives, then taking out maintained school representative vacancies when one arises;
- Where the school of a maintained school representative has converted to an academy, the Forum could consider appointing this member as an academies member until their current term of office ends.

6. These proposals are intended to preserve some continuity and experience in membership whilst maintaining broadly proportionate representation.

7. Good practice suggestions made by the Education and Skills Funding Agency include reviewing the membership of the Forum as a standing item for each meeting. In response to this, it is suggested that a calculation on pupil numbers on roll be made in advance of each meeting, rather than the existing Annual Review of Membership. A report will only be taken to Forum should this calculation indicate a need for a change in membership.

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