

# **Schools Forum – 5 July 2016**

## **Schools Forum Membership Review**

### **Recommendation**

1. That the Schools Forum:
  - a) Note the content of the report;
  - b) Consider whether changes to their membership are required to ensure it remains broadly proportionate.

### **Report of the Director of Strategy, Governance and Change:**

#### **PART A**

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

2. To ensure that representation on the Schools Forum remains proportionate and in line with The Schools Forums Regulations 2012.

#### **Reasons for recommendation**

3. The Schools Forum Regulations 2012 set out changes to the Forum Membership and required that schools and academies should have a broadly proportionate representation according to pupil numbers in each category (regulation 4 (6)). At its meeting of 9 July 2015 the Forum agreed to review its membership annually to ensure it remained broadly proportionate.

#### **PART B**

#### **Background**

4. At their meetings of 28 May and 16 July 2012, and 11 February 2013 the Schools Forum reviewed its membership and representation. Changes included ensuring that the membership was proportionate to the number of pupils in different types of school, defined as maintained primary, maintained secondary, and academies.
5. Membership was changed to reflect the number of pupils in academies and to ensure different school types were represented, whilst maintaining geographical links where possible.
6. Prior to the 2012 membership changes, representation had been on a district basis making it easier for schools to know their Schools Forum representative. Following the move away from district representation schools were advised of the new membership approach. To enable effective communication to be maintained with the establishments they represent the opportunity to set up a Staffordshire County Council (SCC) email address was offered. In order to set up an SCC email address those members who took up this opportunity signed the ICT Acceptable Use Policy Declaration and the Outlook Web Access Security Declaration.

7. Members need to ensure that their current membership remains broadly proportionate and in line with Regulations. The table below gives current pupil numbers (taken from the Schools Census January 2016) and the split between academy and maintained schools.

Phase	No. Pupils	Maintained/Academy Split
Nursery	77 pupils	100% maintained
Primary	65,745 pupils	80.2% maintained : 19.8% academies (52,722 pupils : 13,023 pupils)
Secondary (including Middle)	51,862 pupils	46.2% maintained : 53.8% academies (23,939 students : 27,923 students)
Special	2,339 pupils	72.8% maintained : 27.2% academies (1,703 pupils: 636 pupils)

8. The Regulations require representation from nursery schools, primary schools other than nursery schools, secondary schools, special schools and pupil referral units, as well as broadly proportional representation between academies and maintained schools. The table below gives the current pupil number on roll (NOR), the proportional membership and current membership for the required school categories in Staffordshire's maintained and academy schools.

Sector	Pupil NOR		Proportional Membership		Current Membership	
	Academy (A)	Maintained (M)	A	M	A	M
Nursery	0	77	0	1	0	1
Primary	13,023	52,722	2	7	1	8
Secondary	27,923	23,939	4	3	3	4
Special	636	1,703	0	2	0	2
PRU	0	144	0	1	0	1
<b>Total</b>	<b>37,598</b>	<b>82,569</b>	<b>6</b>	<b>14</b>	<b>4</b>	<b>16</b>

*Primary and Secondary Heads Forum representatives are not included in this table.  
The 13-18 secondary representative is counted in the maintained blocks here.*

9. Following their membership review the Staffordshire Schools Forum had agreed to include representation of different school types as far as possible, including infant, first, junior and primary schools within the primary allocation and 11-16, 11-18, 13-18 and middle schools within the secondary allocation. Appendix 1 gives the current membership.
10. The Middle School representative is nominated by the Middle Schools Forum, and although the current representative is from an academy, their Forum agreed his nomination as a representative of all middle schools.

11. The Primary Heads Forum is represented by their Chairman and therefore their representation tends to change more frequently than the four year term of office.
12. At their meeting of 31 March 2015 Members agreed that as there are only a small number of 13-18 schools, nominations should be sought from all 13-18 schools, both maintained and academy, when a vacancy occurs or an election is due. The current 13-18 school representative is Mr Philip Tapp, Headteacher, Wolgarston High School.
13. The Forum also has a number of non-school members. A vacancy has been held since 2013 for the Birmingham Diocesan Schools Commission. The Clerk contacts the Commission each year reminding the Commission of their vacancy and seeking their nomination. The Commission were last contacted in May 2015.
14. Current membership is also available on the County Council web site.
15. Elections are scheduled in 2017 for part of the Forum membership. The Constitution sets out the ideal timetable for the election process (Appendix 2). Governor Support Entrust colleagues administer the election process on the Forum's behalf. The current membership list at Appendix 1 highlights the representation that will be part of the 2017 elections.

**Report author:**

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**List of background papers:**

Schools Forum Regulations 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/283814/Schools\\_Forum\\_Regulations\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf)

Schools Forums Regulations 2012: departmental advice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/283814/Schools\\_Forum\\_Regulations\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283814/Schools_Forum_Regulations_2012.pdf)

Staffordshire County Council Schools Forum Constitution

<http://moderngov.staffordshire.gov.uk/documents/s48367/Schools%20Forum%20Constitution.pdf>

Appendix 1

Schools Forum Membership

Member Category	Forum Member	Representing		Term of office
		School type	Area	
Maintained primary	Sara Bailey (Oaklands Nursery, Newcastle)	Nursery schools	All maintained Nursery schools	2017
	Karen Burns (Head Teacher – Chadsmoor Community Infant & Nursery School))	Infants	All maintained infants	2017
	Vacancy pending election (following resignation)	First	South Staffs, Stafford, Cannock & Lichfield	2021
	Kevin Allbutt (Head teacher – Leek First School)	First	Newcastle, Moorlands, East Staffs & Tamworth	2017
	Shelley Sharp (Head Teacher – Thomas Russell Junior School)	Junior	All maintained Junior schools	2017
	Lesley Wells (Head teacher – Outwoods Primary School)	Primary	East Staffs & Tamworth	2021
	Wendy Horden (Headteacher – Scotch orchard Primary School)	Primary	Cannock & Lichfield	2019
	Steve Swatton (Chair of Governors)	Primary	Newcastle & Moorlands	2019
	Jonathan Jones (Head Teacher – Castlechurch Primary School)	Primary	Stafford & South Staffs	2019
	Claire Evans (Head teacher- St Chad’s Primary School, Lichfield)	Primary Heads Forum	n/a	**
Maintained secondary	Ally Harvey (Business Manager – Wolstanton High School)	11-16 Secondary	All 11-16 maintained	2017
	Stuart Jones (Headteacher – Chase Terrace Technology College)	11-18 Secondary	Cannock, Lichfield, East Staffs & Tamworth	2019
	Derek Watson (School Governor)	11-18 Secondary	Stafford & South Staffs, Newcastle &	2017

			Moorlands	
	Alison Gibson (Head Teacher – Endon High School)	Secondary Heads Forum	n/a	2017
<b>Special</b>	Linda James (Head Teacher - Chasetown Community School))	Special	All special schools	2017
	Richard Redgate (Headteacher – Loxley Hall School)	Special	All special schools	2019
<b>All 13-18 secondary schools</b>	Philip Tapp (Headteacher – Wolgarston High School)	13-18 Secondary	All 13-18 schools	2019
<b>All Middle Schools</b>	Chris Wright ( Head Teacher – Christchurch Academy)	Middle	All middle schools	2019
<b>PRU</b>	Kirsty Roger (Head Teacher – Kettlebrook PRU)	PRUs	All PRUs	2017
<b>Academies</b>	Sharron Cartwright Headteacher – Chadsmead primary School)	Primary academy	All primary academies	2017
	Simon Turney (Principal – Tamworth Enterprise College)	11-16 secondary academies	All secondary academies	2019
	Vacancy pending election (following resignation)	11-18 secondary academy	All secondary academies	2021
<b>Non-schools members</b>	Claire Shaw	Lichfield Diocesan Board of Education		2021
	Vacancy	Birmingham Diocesan Schools Commission		
	vacancy	Parent Governor Representative		n/a
	David Ellison	Early Years		2017
	Philip Siddell (Humpty Dumpty Day Nursery Ltd, Lichfield)	Early Years		2021
	Karen Dobson (Principal - Newcastle College)	16-19 Education		2017
	vacant	16-19 Education		
	Judy Wyman	Schools Consultative Groups		2019
Steve Barr	Schools Consultative Groups		2017	

### County Councillor Observers

Ben Adams, Cabinet Member for Learning & Skills and John Francis, Safe and Strong Communities Select Committee Chairman

## Appendix 2

## Membership

### Selection, Nomination and Appointment Timetable

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During an election year, the Council will, where possible, arrange for vacancies on the Forum to be filled in accordance with this Constitution and by the dates indicated below:

#### Spring term

- seek applications for schools members via a notice to head teachers and chairs of governing bodies requesting that the matter be raised with staff and governing bodies by no later than second week of spring term;
  
- seek nominations for non-schools members from the relevant bodies to be received by no later than the end of term;
  
- applications and nominations to be received by the end of the term.

#### Summer term

- confirm membership of nominees by no later than second week of summer term;
  
- confirm membership where one application per position received by no later than second week of summer term;
  
- carry out election in those groups where there is more than 1 application by no later than half-term break .

All members are appointed and attend their first meeting as soon as possible.

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