

CENTRAL BEDFORDSHIRE SCHOOLS FORUM

Date of Meeting: 11 June 2018

Schools forum – new constitution and appointments

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Public

Purpose of this report: the report updates schools forum members on progress made in the first phase of its reconstitution. In summary, using the new constitution, there were nine vacancies. An appointments exercise has been carried out, resulting in appointments of **six** new members, with **a further member** (to represent primary academy head teachers) to be appointed in the week beginning 4 June by lottery following a tied vote. There remain **two** vacancies on schools forum (for a secondary head teacher and governor). The new constitution is consistent with the requirements of the Local Government Act, 2002, and subsequent regulations and statutory guidance.

RECOMMENDATIONS

Schools Forum board is asked to note the:

- 1 new appointments.
- 2 arrangements for the second phase of the appointments process

1 Background – roles, duties and responsibilities of all parties

- 1.1 Schools forums are required in every upper tier council (except the City of London and the Isles of Scilly). The purpose of schools forum is to advise the council on matters relating to its schools budget.
- 1.2 Representatives from schools and academies make up schools forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers.
- 1.3 School forum members agreed at its meeting on 11 March 2018 to reconstitute in line with the requirements of the 2002 Act and subsequent regulations and statutory guidance.

2 Constituting Central Bedfordshire's schools forum

- 2.1 Regulations following the Act state that the LA shall:
 - appoint persons to represent the different groups;
 - identify bodies appropriate for representation on schools forum ('non-school members'), seek nominations from, and appoint representatives of, those bodies; and
 - ensure that schools forum is constituted as per the allocations in the annex to this report.
- 2.2 The appointment of **head teacher** or representative members shall be determined by the head teachers of all the schools of each category of schools as set out in its constitution.

- 2.3 The appointment of **governor** members shall be determined by an elective process, administered by the clerk of schools forum in accordance with membership requirements.
- 2.4 In appointing non-school members the authority shall seek nominations from the non schools bodies as listed in annex 1 to this report.
- 2.5 The membership structure of school members on schools forum reflects most appropriately the profile of schools across the authority and ensures that there is no in-built bias toward any one group.

3 Appointments and elections for vacant school places

3.1 There were a total of nine vacant positions:

primary maintained school head teachers or representatives	2 vacancies;
primary maintained school governors	1 vacancy;
secondary maintained head teachers or representatives	1 vacancy;
secondary maintained school governor	1 vacancy;
primary academy head teachers or representatives	1 vacancy;
primary academy governor	1 vacancy;
secondary academy head teacher	1 vacancy
special school academy head teacher or representative	1 vacancy

3.2 In the following three school member categories, only one head teacher or school representative nominated themselves, and were appointed in the appropriate category without an election. These were:

- special school academy head teacher or representative **Joe Selmes;**
- primary academy governor **David Penfold;**
- secondary academy representative **Caren Earp.**

3.3 In the following five categories (six vacancies), there were more nominations that places:

- primary maintained head teachers (2 vacancies);
- primary maintained school governors (1 vacancy);
- secondary maintained head teachers (1 vacancy);
- secondary maintained school governors (1 vacancy);
- primary academy head teachers (1 vacancy);

3.4 Following elections, for which ballot forms were send to all head teachers of schools in the relevant categories, and chairs of governors in relevant categories, the following head teachers and governors have been appointed to schools forum, for a three year period commencing June 2018:

- **Sue Teague** (primary maintained head teacher);
- **Joanna New** (primary maintained head teacher);
- **Sally Wells** (primary maintained school governor);
- **James Hughes** (primary academy head teacher).

3.5 Before the recent appointments, there were 12 school members. In only one case is there an audit trail confirming the appointment date (and this member's term of office has expired). Therefore the local authority has determined to run an appointment process in the summer term 2018, for appointment at the first meeting in the autumn term for six members, chosen by random; and in the autumn term for appointment at the first meeting in the spring term 2019.

4 Financial and risk implications

4.1 The dedicated schools grant is a council budget, and it is the responsibility of the council to set the schools budget annually. Therefore, it is imperative that schools forum is constituted appropriately, and has terms of reference that set out clearly and unambiguously its duties and powers.

4.2 The recommendations of the report that were agreed by schools forum ensures that appropriate representation from all relevant sectors, in line with the government's statutory guidance. This helps the local authority mitigate its financial and legal risks.

5 Governance and delivery implications

5.1 The local authority, as the convening body for schools forum, must have assurance that appropriate governance arrangements, in particular with regard to the proper constitution and clear terms of reference are in place.

5.2 The agreement of current schools forum members to the recommendations will ensure schools forum is convened and operates consistently within the legal framework set out in the relevant legislation, regulations and guidance.

6 Equalities implications

6.1 The PSED requires public bodies to consider all individuals when carrying out their day to day work in shaping policy, in delivering services and in relation to their own employees. It requires public bodies to have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations between in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.2 The constitution proposed will ensure equitable representation of the groups on schools forum, and terms of office that are clear. There will be reconstitution of schools forum on the expiry of members' terms of office.

7 Implications for work programme

7.1 There are no implications for the work programme.

8 Conclusion and next steps

8.1 The next steps are the completion of the reconstitution of schools forum, with the places of all members not elected or appointed in 2018 being opened for nomination in two tranches – June 2018 for six new members from the autumn term 2018, and November 2018 for six new members from the first meeting of the spring term, 2019; and

9 Appendices

9.1 List of categories and members of schools forum

10 Background papers

10.1 The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

Local Government Act, 2000

The Education Act, 2002.

Schools forums operational guidance and good practice guidance (2015) – DfE

Schools forum powers and responsibilities

Schools forums structure

Schools forum guidance (Norfolk, Hampshire, North Tyneside, Nottingham)