

REVIEW OF MEMBERSHIP AND PROPORTIONALITY

To: Cambridgeshire Schools Forum

Date: July 2020

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Purpose: At the July 2018 Forum meeting it was agreed that there should be an annual report of Forum membership and composition in the light of the guidance contained in the *Schools Forum Operational and Good Practice Guide – September 2017* taking account of the most up to date pupil data in order to assess whether any further changes were required regarding Forum seats allocated between the maintained and academies sector. This report provides the background to the present review and the rationale for proposing a change to the membership arrangements.

The report also updates changes to Forum membership since its last meeting in February 2020.

Recommendation:

Schools Forum is recommended to:

- a) Note and comment on the current report.**
- b) Increase the academy sector membership seats representation by one and decrease the maintained sector seats representation by one place to come into effect from September 2020.**
- c) The reduction in the Maintained sector to be achieved by the reduction in the number of Primary heads seats from four to three.**

1. BACKGROUND

- 1.1 National regulations govern the composition, constitution and procedures for schools forums and are set out in [The Schools Forum Regulations \(2012\) \(as amended\)](#). The Department for Education (DfE) also publishes and periodically updates the [Schools Forum Operational and Good Practice Guide](#) together with guidance on Schools Forums' structure, powers and responsibilities.
- 1.2 Schools Forums are made up of schools members (maintained schools), academies members and non-school members (Post 16 providers and Independent or Voluntary Sector Early Years providers). Schools and academies members must together comprise at least two thirds of the membership of the Forum.

- 1.3 The Regulations state that ‘...*primary schools, secondary schools (that is, maintained schools) and Academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them.*’ However, the Operational and Good Practice Guide also states that ‘*The Schools Forum Regulations provide a framework for the appointment of members, but allow a considerable degree of discretion in order to accommodate local priorities and practice.*’
- 1.4 Whilst Schools Forum good practice guidance suggests a review is undertaken at every meeting, this is not practicable on what are four year appointments. Forum agreed at the July 2018 meeting that it should receive a report once a year reviewing the proportionality of Forum membership. This would be based on the most up to date pupil numbers provided by the Annual Census, and that if there were any significant changes to the pupil numbers split, to then consider if any further changes should be made to the allocation of seats.

PREVIOUS REVIEWS

2. 2018 REVIEW

2.1 At January 2018 pupil numbers in Cambridgeshire were:

Total pupils across primary and secondary (maintained):	33,134	41.7%
Total pupils across primary and secondary (academies):	46,190	58.3%

2.2 MAINTAINED SCHOOLS REPRESENTATION

2.2.1 The regulations currently require that at least one member must be a representative of the governing bodies of maintained schools and one member must be a representative of the headteachers of such schools.

2.2.2 At the beginning of 2018 Maintained Schools representation on the Schools Forum was as follows:

Schools Members (Maintained):

Nursery	1
Primary	6
Secondary	1
Special	1
Alternative provision	<u>1</u>
	10

Based on the January 2018 pupil census data which became available in April 2018 and also taking account that there was no longer a maintained Secondary School in the County, the following recommended revised composition for the Cambridgeshire Schools Forum was agreed at the July Forum 2018 and came into effect from September 2018:

Schools Members (Maintained):

Nursery	1
Primary	4
Secondary	0
Special	1

Alternative provision	1
*Governor	$\frac{1}{8}$

2.3 ACADEMIES REPRESENTATION

- 2.3.1 The Schools Forum Regulations require that at least one academy member must be a representative of mainstream academies and that there must be one member for both special schools and alternative provision academies where they exist within the local authority area. This condition is currently met.
- 2.3.2 As a result of the considerable changes in pupil numbers represented by the Academy sector from the previous review undertaken in 2015, the recommendation proposed and agreed at the July 2018 Forum meeting was to increase Academies representation on the Forum from 7 to 12.

2.4 2019 REVIEW

- 2.4.1 In respect of the agreed Annual Review, a further review based on the January 2019 Pupil Census Figures was undertaken and reported to the July 2019 Forum meeting. This showed the following which was not considered enough of an increase to warrant a change in the proportionality arrangements. Previous year's percentage shown in brackets.

Total pupils across primary and secondary (maintained):	31,831	39.7% (41.7%)
Total pupils across primary and secondary (academies):	48,431	60.3% (58.3%)

What was agreed was to increase Forum size to allow for a Secondary Maintained schools place to be added to reflect the new Secondary Maintained school which opened in September 2019.

- 2.4.2. The latest January 2020 census information received in April shows the following pupil breakdown with 2019 figures in brackets:

	Primary	Secondary	Total
Maintained	28727	77	28804
Academy	22166	30478	52644
Total	50893	30555	81448

Total pupils across primary and secondary (maintained):	38804	35% (39.7%)
Total pupils across primary and secondary (academies):	52644	65 % (60.3%)

- 2.4.3 On the basis of this further increase, it would be appropriate to consider increasing the academy representation by at least one seat and reduce the Maintained Sector representation on Forum by one place. The current Membership is shown at Appendix 1. Officers recommend that the easiest way to reduce the Maintained sector seats which also reflects the proportionate decrease in primary pupil numbers would be to reduce the Primary Heads seats from 4 to 3. As Primary Headteacher Tony Davies term of Office is due to end at August 2020 this would appear to be the obvious way to make the change and implement the new Forum seating allocation from September 2020 without having to ask any other member to step down.

3. UPDATES ON MEMBERSHIP DUE TO NEW APPOINTMENTS / RESIGNATIONS / RE-APPOINTMENTS

3.1 Forum's attention is drawn to the following changes since the last meeting including vacancies that still require to be filled, re-appointments and new appointments:

- Special Schools Academies – Kim Taylor's term of office is due to end in August. Confirmation is awaited regarding any further reappointment from Special academies headteachers, in the meantime if this is not forthcoming by the Forum meeting it is suggested that subject to her agreement Kim is re-appointed for a further year.
- Academy Alternative Provision – Nick Morley resigned on 15th May 2020 having taken up in a new position in Peterborough. A replacement will be sought following an election process to be carried out by the Chief Education Officer.
- Following the death of Alan Rodger in January this vacancy still requires to be filled following an election process to be carried out by the Chief Education Officer.
- Early Years Reference Group – Deborah Parfitt's term of office was due to end in August. It has now been confirmed that she has been re-appointed for a further four year period.
- Special Schools Maintained - Joanne Hardwick has replaced Lucie Callow who resigned at the end of the February Forum meeting.
- Maintained Nurseries Representative - Claire Palmer previously a substitute - has been chosen by Nursery headteachers following an election process to replace Rikke Waldau who resigned on 30th April 2020.
- Councillor Joan Whitehead has stepped down as one of the three County Council Children and Young People Committee (CYP) observer representatives and has been replaced by Councillor Simone Taylor. Both Councillor Simon Bywater (Reappointed as Chair) and Councillor Peter Downes were reappointed to Forum at the 26th May CYP Committee.

Source Documents	Location
<p>The Schools Forums (England) Regulations 2012 (as amended)</p> <p>Department for Education publications last updated May 2020:</p> <ol style="list-style-type: none"> Schools Forums operational and good practice guide Schools Forums structure Schools Forums powers and responsibilities Schools Forum self-assessment toolkit 	<p>http://www.legislation.gov.uk/ukxi/2012/2261/regulation/1</p> <p>https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</p> <p>http://www.legislation.gov.uk/ukxi/2020/540/note/made.</p>

