

**REVIEW OF MEMBERSHIP AND PROPORTIONALITY**

**To:** Cambridgeshire Schools Forum

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**From:** Rob Sanderson  
Democratic Services Officer  
[Rob.sanderson@cambridgeshire.gov.uk](mailto:Rob.sanderson@cambridgeshire.gov.uk)  
01223 699181

**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* and taking account of the most current pupil data in order to assess whether any further changes were required regarding the proportion of the Forum membership allocated between the maintained and academies sector.

**Recommendation:**

The Schools Forum is recommended to note the current report which is not making any recommendations to change the Schools Forum membership.

**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](#)
- 1.2 together with guidance on Schools Forums' structure, powers and responsibilities.
- 1.3 At the July 2018 meeting it was agreed to revise Academies representation to 12 members with effect from 1 September 2018. Details of the current membership is attached at Appendix 1.

## 2. MAIN ISSUES

2.1 Schools Forums are made up of schools members (maintained schools), academies members and non-school members (for example, 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.

2.2 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.*’

2.3 At January 2018 pupil numbers in Cambridgeshire were:

Primary maintained:	33,134	41.7%
Primary Academy	<u>17,382</u>	<u>21.9%</u>
	50,516	63.6%

Secondary Academy	28,808	36.4%
Secondary maintained	<u>0</u>	
	28,808	

**Total pupils 79,324**

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

Academies		
Primary	17,382	37.6%
Secondary	<u>28,808</u>	62.4%
	46,190	

## 2.4 MAINTAINED SCHOOLS REPRESENTATION

2.4.1 In 2018, the 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, the recommended composition for the Cambridgeshire Schools Forum was agreed at the July 2018 meeting as follows to come into effect from September 2018:

#### Schools Members (Maintained):

Nursery	1
Primary	4
Secondary	0
Special	1
Alternative provision	1
*Governor	$\frac{1}{8}$

\*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.

2.4.2 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.

2.4.3 The latest January 2019 Pupil Census Figures recently made available to Democratic Services are as follows:

Pupil Figures at January 2019:

		Percentage of Total Pupils (2018 in brackets)	
Primary maintained:	31,831	39.7%	(41.7%)
Primary Academy	<u>18,843</u>	23.4%	( <u>21.9%</u> )
	50,674		
Secondary Academy	29,588	36.9%	(36.4%)
Secondary maintained	<u>0</u>		
	29,588		

**Total pupils                      80,262                      10 members**

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%)

#### **Academies**

Primary	18,843	38.9%	(37.6%)
Secondary	<u>29,588</u>	61.1%	(62.4%)
	48,431		

2.4.4. As the figures represent minimal changes to the percentage breakdown for pupil proportionality within the Academies and Maintained school sectors compared to the January 2018 pupil census data, it is not proposed that any further changes are made to the structure of Forum at the present time. An annual review will however continue to be undertaken and a report brought back to Forum to recommend any further changes required to meet the Schools Forum good practice guidance. The latter guidance suggests a review is undertaken at every meeting but this is not practicable. However any changes are always reported.

### **3. ACADEMIES REPRESENTATION**

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 and no changes are proposed other than to seek a replacement for the latter, as the appointee recently resigned. (See paragraph 6.1)

#### **4.0 NON-SCHOOL MEMBERS**

- 4.1 The Schools Forum Operational and Good Practice Guide 2017 states that the purpose of Non-Schools Members is to bring greater breadth of discussion to Schools Forum meetings and to ensure that stakeholders and partners other than schools are represented. Non-School Members must total no more than one third of a Schools Forum's total membership, excluding Observers, and must include a representative elected from providers of 16-19 education and a representative of Early Years providers from the private, voluntary and independent (PVI) sector where these exist in the local authority area.
- 4.2 At present the Non-School membership consists of one representative of the Early Years Reference Group and one 16-19 education provider. The current membership reflects this and no changes are required.

#### **5.0 GOVERNOR REPRESENTATION**

- 5.1 Any governors who are appointed will be either Schools representatives (a minimum of one Schools governor is required) or Academies representatives. As the Local Authority attaches considerable value to the insights and independent perspective which governors brought to the Schools Forum academy proprietors were asked to consider including two Academies governors within the Academies elected representatives to the Forum. Within the 12 Academy places approved by Academy proprietors two appointments (Philip Hodgson and Dr Alan Roger) were previously school governor appointments.

#### **6.0 TERM OF OFFICE**

- 6.1 It was confirmed in July 2018 that the custom and practice followed for some time whereby all terms of office were ended on 31 August in the final year of their appointment span in order to align them to the academic year should be formally included in the Schools Forum Constitution.
- 6.2 The term of office for members of the Cambridgeshire Schools Forum is unlimited providing they are re-elected every four years by the group they represent. *(As set out above all terms will conclude on 31 August of their final year).*

#### **7. UPDATES ON MEMBERSHIP DUE TO NEW APPOINTMENTS / RESIGNATIONS**

- 7.1 Forum's attention is drawn to the following changes since the last meeting:
- In respect of the long standing observer vacancy to represent the Roman Catholic Diocese, Joe Mc Crossan the Head of St Albans School Cambridge has recently been appointed as their observer. Long serving Members of Forum will know Joe, who previously was one of the Primary School Headteacher appointments.
  - Sarah Roscoe the Academy Alternate Provision appointee recently informed Democratic Services that she was resigning from the Forum as

she was leaving to take up a job in the Lake District in late June. A replacement appointee to represent Academy Alternate Provision will be sought.

Source Documents	Location
The Schools Forums (England) Regulations 2012 (as amended)	<a href="http://www.legislation.gov.uk/uksi/2012/2261/regulation/1">http://www.legislation.gov.uk/uksi/2012/2261/regulation/1</a>
Department for Education publications: <ul style="list-style-type: none"><li>i. Schools Forums operational and good practice guide</li><li>ii. Schools Forums structure</li><li>iii. Schools Forums powers and responsibilities</li><li>iv. Schools Forum self-assessment toolkit</li></ul>	<a href="https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015">https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015</a>