

Report to Hartlepool Schools' Forum 2nd April 2014 From Dean Jackson
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Agenda Item 4 – Forum Constitution and Membership

1. Introduction and Background

- 1.1 This report summarises the current membership position of the Schools' Forum and advises Members of the changes required arising from the conversion of a further two Hartlepool schools to Academy status during the summer term.
- 1.2 The report has been prepared with reference to the Schools Forums: operational and good practice guide October 2013.

2. Overview of Current Schools' Forum Membership

- 2.1 Members are reminded that there are currently 23 members on the Schools' Forum and that sector/organisation membership is as follows:-

Schools Positions	Guidance Requirement	
• Primary Sector	Yes	8 positions – 7 Headteachers, 1 Governors
• Secondary Sector	Yes	4 positions – 3 Headteachers, 1 Governor
• Academy Sector	Yes	2 positions
• Special Sector	Yes	1 position – 1 Headteacher
• Nursery Sector	Yes	1 position – 1 Headteacher
• PRU	Yes	1 position
Total Schools' Positions		17
Other Organisations		
• Trade Unions	No	1 – NASUWT member
• Diocese of Hexham and Newcastle	Yes	1 – held by a Secondary Headteacher
• Durham Diocese of Education	Yes	1 – held by a Primary Headteacher
• Children's Centres & Extended Services	Yes	1 – held by LA officer
• Early years / PVI Sector	Yes	1 position – PVI representative
• 16-19 representative	Yes	1 position – Vacant
Total non schools positions		6
Total Membership		23

- 2.2 The detailed Schools' Forum membership schedule as at 1st March 2014 is shown at Appendix 1.
- 2.3 Although various LA officers attend the Schools' Forum they do so in an advisory capacity and are not voting members other than the Local Authority representative for Children's Centres and Extended Services.
- 2.4 Two schools - English Martyrs and sixth form and West View Primary convert to academy status during the summer term.
- 2.5 School members of the Forum must equal at least two-thirds of the total membership of the Forum. The balance between primary, secondary and academies members must be pro-rata to pupil numbers therefore; the structure of the Forum needs regular review. Owing to the terms of office of current members and the timing of the two school conversions to academies, it is recommended that the structure of the Forum is amended from 1st September 2014.
- 2.6 The revised Schools Positions Forum membership following these conversions will be (pro-rata based on October 2013 pupil numbers):-

Schools Positions	
• Primary Sector	8 positions – 7 Headteachers, 1 Governor
• Secondary Sector	3 positions – 3 Headteachers
• Academy Sector	4 positions
• Special Sector	1 position – 1 Headteacher
• Nursery Sector	0 position
• PRU	1 position
Total Schools' Positions	17

- 2.7 This has resulted in no change in the Primary Sector, a reduction of one position in the Secondary Sector and an increase of two positions in the Academy Sector. The Nursery Sector now has no position and PRU remains unchanged.
- 2.8 Appendix 2 shows the detailed Schools' Forum membership schedule as at 1st September 2014.
- 2.9 **ACTION:-**
- 1) Note the new membership of the Forum.

Schools' Forum School Sector Representatives

Primary Sector

- 3.1.1 The Headteacher of West View school will have to relinquish their primary role on 1st September due to the conversion of West View School to an

academy. Also the terms of office for a Primary Headteacher and Primary Governor end in August and December 2014 respectively.

3.1.2 In order to reflect the Forum membership it will be necessary to elect two Primary Headteacher representatives before September 2014. A Primary Governor representative will need electing for December 2014.

3.1.4 Named substitutes need to be provided for each of the Primary Headteacher and Governor representatives elected.

3.1.5 **ACTION:-**

- 1) Elect two Primary Headteacher representatives and their substitutes before 30th June 2014.
- 2) Elect a Primary Governor representative and a substitute before 30th November 2014.

3.2 Secondary Sector

3.2.1 The Secondary Governor representative will have to relinquish their role on 1st September 2014 due to the conversion of English Martyrs school to an academy. The term of office for one Secondary Headteacher ends in August 2014. In order to reflect the Forum membership it will be necessary to elect either a Governor or a Headteacher.

3.2.2 A request was made for a Secondary Governor representative in October 2013, which resulted in only one volunteer. In view of this, it is recommended that a Secondary Headteacher is elected. The election needs to be made before September 2014 and a named substitute also needs to be provided.

3.2.3 **ACTION:-**

- 1) Decide whether to elect either a Secondary Headteacher or Governor representative.
- 2) Approve the deletion of either a Secondary Headteacher or Governor representative.
- 3) Elect a new Secondary representative (Headteacher or Governor) and substitute before 30th June 2014.

3.3 Academy Sector

3.3.1 It will be necessary for the Academies to agree two additional representatives from 1st September 2014, together with named substitutes.

3.3.2 If no agreement can be reached then the LA will set a date for an election and appoint the Academies members.

3.3.3 Owing to the timescale involved and school holidays, it is proposed that a 'formal' election will be organised by the LA if no notification of the additional representatives is received in writing by the 30th June 2014.

3.3.4 **ACTION:-**

- 1) Elect two additional Academies representatives and their substitutes before 30th June 2014.

3.4 Special and Nursery Sectors

- 3.4.1 There are no updates or outstanding issues in the Special sector. The Nursery Sector position will cease on 31st August 2014 due to the closure of Seaton nursery.

3.5 PRU

- 3.5.1 A named substitute needs to be provided for the PRU representative.

3.5.2 **ACTION:-**

- 1) Confirmation of a named substitute before 31st May 2014.

4. Schools' Forum Other Organisations Representatives

4.1 Non Schools' Positions

- 4.1.1 The term of office for the PVI representative ends in October 2014. The PVI providers need to confirm in writing whether the term of office is to be extended or who is to be the new representative before September 2014. A named substitute needs to be provided as well.

- 4.1.2 The term of office for the Union representative ends in May 2014. Consideration should be given as to whether to replace this position on the Forum or if it should be by invitation only.

- 4.1.3 If the position is not utilised as a union representative, then it could become another schools representative, which would maintain the Forum at its current membership of 23. If this is the case then the position would be in the Primary sector.

4.1.4 **ACTION:-**

- 1) PVI providers need to confirm their representative and named substitute before 31st August 2014.
- 2) Decide whether to renew the term of office for the UNION representative or replace with an invitation only representative.
- 3) If required confirmation by the UNIONS of their representative and named substitute by 30th April 2014.
- 4) If required decide whether to maintain the membership of the Forum at 23 members and appoint another Primary representative.
- 5) If required elect a Primary representative and a substitute before 30th April 2014.

4.2 16-19 Sector Representative

- 4.2.1 The position for an FE sector representative to join the Forum is still vacant. An election will need to be made by the 16 – 19 Sector.

4.2.2 ACTION:-

- 1) Contact the 16 – 19 Sector in order to arrange an election for a representative and named substitute.

5. Changes to Schools' Forum's Constitution

- 5.1 At the present time, there are no new or draft regulations issued which will impact on the Schools' Forum's constitution.

6. Voting Rights

- 6.1 The table below outlines the voting rights of School Forum members:-

Category	Schools Members	Academies Members	Non-School Members
Voting	Only primary representatives can vote on primary school de-delegation. Only secondary representatives can vote on secondary school de-delegation.	No voting on de-delegation.	No voting on de-delegation.
	All school members can vote on the consultation of the funding formula.	All academies members can vote on the consultation on the funding formula.	Only PVI representatives can vote on the consultation on the funding formula.
	All schools members can vote on any other Schools Forum business.	All academies members can vote on any other Schools Forum business.	All non-school members can vote on any other Schools Forum business.

7. Recommendations

- 7.1 The Forum is asked to:-

- Note the new membership of the Forum.
- Confirm who will be representing them in terms of the one vacancy and one expired term of office in the Maintained Primary Sector. This is normally agreed at a meeting of all primary headteachers.
- Approve an election to be arranged by the LA in respect of the Maintained Primary Governor Position which expires in December 2014.
- Confirm the named substitutes for each of the newly elected representatives in the Maintained Primary Sector.

- Approve the deletion of one Secondary Governor Representative in the maintained Secondary Sector.
- Confirm replacement of one Secondary Governor Representative with a Secondary Headteacher Representative
- Confirm who will be representing them in terms of the expired term of office in the Maintained Secondary Sector. This is normally agreed at a meeting of all secondary headteachers.
- Confirm the named substitute for the newly elected representative in Maintained Secondary Sector.
- Note that Academy schools need to agree before 30th June 2014 two additional representatives along with named substitutes. If an election is deemed necessary then this can be arranged by the LA.
- Confirm the named substitute for the PRU representative.
- Note that the PVI providers need to confirm in writing whether the term of office is to be extended or who the new representative is, together with confirmation of the named substitute.
- Consider whether to replace the UNION representative on the Forum with an invitation only representative and appoint another Primary Representative.
- Contact the 16 – 19 Sector to arrange an election for a representative and named substitute.