**Report to Hartlepool Schools’ Forum 5 February 2020**

**From Amanda Whitehead – Assistant Director Education**

**Item 9: Schools’ Forum Constitution**

1. **Introduction and Background**
	1. This report introduces a review of the Forum Constitution and presents the proposed revised membership of Forum based on the October 2019 census pupil numbers.
	2. The report has been prepared with reference to the Schools Forums: Operational and Good Practice Guide September 2018 produced by the Department for Education (DfE).

**2.** **Forum Constitution**

* 1. The School Forum Constitution is attached at **APPENDIX 1**, along with the current membership of Forum at **APPENDIX 2**.
1. **Changes to Schools’ Forum Membership Composition**
	1. Members are reminded that there are currently 23 members on the Schools’ Forum and that sector/organisation membership is as follows: 17 school members and 6 non-school members (see **APPENDIX 2**).
	2. Of the 17 school members, there are six primary (including one governor representative), two secondary, seven academy, one special maintained and the Pupil Referral Unit (PRU).
	3. 15 members’ terms of office are due to end on 31 March 2020.
	4. Following calculations based on the October 2019 census figures, the composition of Forum membership is to change to ensure that the number of representatives fairly reflects the number of pupils in each type of educational establishment in line with section 2 of the constitution (**APPENDIX 1**).
	5. There would continue to be 17 school members and 6 non-school members. However, the number of primary school representatives would reduce from six to five and the number of academy representatives would increase from seven to eight. The number of representatives for secondary schools, special maintained schools and the Pupil Referral Unit (PRU) would remain unchanged.
	6. **ACTION:**
2. Each sector body (primary, secondary and academy) is to decide on the schools that each individual Member will represent. In previous years, the assignment of school representation to a Forum Member has been based on factors such as school size, proportion of free school meals, etc.
3. Each representative body is to select representatives for those members whose term of office comes to an end on 31 March 2020, along with a named substitute, in line with section 3 of the constitution.
4. The new representatives must be selected by the next Schools’ Forum to be held on 31 March 2020. The representatives would have a maximum two year term of office starting on 1 April 2020.
5. **Other Points for Consideration**

4.1 The position for the PVI representative is currently vacant, and there is no named substitute.

4.2 The term of office for the Diocese C of E is due to end on 31 March 2020.

4.3 The majority of term of office expiry dates are 31 March. It may be sensible to appoint new Members with a reduced term of office so that end dates can be staggered more effectively.

4.4 The term of office for the current Chair of Schools’ Forum will expire on 31 March 2020. The move of Vice Chair to Chair needs to be confirmed and a new Vice Chair appointed.

4.5 Paragraph 6.9 of the Constitution recommends that ‘Failure by a Forum Member, or their representative, to attend two consecutive meetings will result in the member being asked to stand down’. This approach has not been implemented to date. A decision on whether to implement, or whether to amend the current wording in the Constitution on this matter should be considered.

4.6 The current Constitution should be reviewed in full to assess whether any amendments are required to ensure its ongoing effectiveness and relevance.

**5. Recommendations**

5.1 Forum is recommended to:

1. Convene the necessary meetings with head teachers (both maintained schools and academies) to agree the assignment of schools to each Forum School Representative by 31 March 2020 as outlined in paragraph 3.6 of this report;
2. Consider the further discussion points raised at section 4 of this report for decision at the next Forum meeting on 31 March 2020.