

,Report to: Schools Forum

Date: 17th September 2021

Report of: Director of Childrens Services
Deputy Chief Executive

**Report
No:**

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Manager – Schools Finance Unit

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Report Title: **Annual General Meeting (AGM)**

**Confidential /
Non Confidential:** This report does **not** contain information which warrants its
consideration in the absence of the press or members of the public

Purpose: The report sets out the items to be covered in the AGM, including
the constitution for 2021/22.

Recommendations: The Schools Forum is asked to agree the membership and
constitution for 2021/22.

Decision:

**Background
Doc(s):**

1. Introduction

The Schools Forum at its Annual General Meeting (AGM) must consider the following:-

- (i) elect the Chair / Vice Chair of the Schools Forum when appropriate;
- (ii) agree Membership of the Schools Forum for the coming year;
- (iii) approve a programme of ordinary meetings of the Schools Forum for the year;
- (iv) consider a report on proposed amendments arising out of the annual review of the Forum's Constitution; and a reminder of the ethical standards.
- (v) consider any business set out in the notice convening the meeting.
- (vi) to agree the annual forward plan for business to be conducted at specific meetings each year.
- (vii) to the constitution of the Sub-Groups.

2. Membership of the Schools Forum 2021/22

The Schools Forum membership for 2021/22 is set out at Annex A.

The number of places for primary and secondary schools in each sector is in the table below:-

Schools Forum Places Required			
September 2021 (Based on October 2020 pupil numbers per APT)			
	Maintained	Academy	Total
Primary	9	3	12
Secondary	3	5	8
Total	12	8	20

There are no changes required to the structure from 2021/22.

Governor Services will recruit to the maintained schools' governor vacancies, Bolton Primary Heads to the primary headteacher vacancies and Bolton Learning Partnership to secondary headteacher vacancies.

3. Programme of meetings

The programme of meetings for 2021/22 is set out at Annex B.

The Schools Forum Operational and Good practice Guide and the Schools Forum Powers and Responsibilities Guide has made permanent provisions to enable Schools Forum meetings to be held remotely.

Members will be updated on the venue of future meetings as the year progresses.

4. Constitution

The constitution, including ethical standards are attached at Annex C.

5. Recommendations

The Schools Forum is asked to agree the membership and constitution for 2021/22.

SCHOOLS FORUM MEMBERSHIP (30 Members)**Annex A**

Schools plus Academies must equal 2/3rds of the membership (24/30 = 80%)

Quorate is 40% = 12

Primary Headteachers (4)

Claire Whalley
Jo Briggs
Vicky Chatterjee
Vacant

Primary Governors (5)

David Bevitt	Term of Office ceases 2022
Daniel Gauld	Term of Office ceases 2023
Clair Beswick	Term of Office ceases 2024
Vacant	
Vacant	

Secondary Headteachers (1)

Vacant

Secondary Governors (2)

Patricia Jones	Term of Office ceases 2022
Joanne Murphy	Term of Office ceases 2023

Special Schools (2)

Susan Tailor	Special Academies
Sarah Jane Greenhalgh	Governor Term of Office ceases 2023

Nursery Schools (1)

Sue Pounds	Headteacher
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Academies (8)

Simon Bramwell	Primary Head
Sarah Bagshaw	Primary CEO
Vacant	Primary
Dominic McKeon	Secondary Head
Martin Knowles	Secondary Head
Rachel Lucas	Secondary Head
Vacant	Secondary
Vacant	Secondary

Alternative Provision Academies (1)

David Smith	AP Academies
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Non School Reps (6)

Nicola Rabbett	RC Diocese
Vacant	CE Diocese
Matthew Wilkinson	Joint Unions
Lauren Alergant	Joint Unions
Julie Robinson	Early Years - PVIs
Vacant	Post 16

All Meetings start at 2.00pm

17 th September	AGM Quarter 1 Monitoring 2022-23 School Funding Arrangements 2022-23: Headlines National Funding Formula Consultation High Needs Update Update from Sub Groups
12 th November	Quarter 2 Monitoring 2022-23 School Funding Arrangements 2022-23: Consultation High Needs Update Update from Sub Groups
14 th January	School Budgets 2022-2023 – Pro-forma submission to ESFA High Needs Update Update from Sub Groups
4 th March	Quarter 3 Monitoring 2022-23 Scheme for Financing Schools - April 2022 Update from Sub Groups
13 th May	High Needs Update Update from Sub Groups
1 st July	Financial Outturn 2022-23 High Needs Update Update from Sub Groups
16 th September	AGM Quarter 1 Monitoring 2022-23 School Funding Arrangements 2023-24 High Needs Update Update from Sub Groups

**SCHOOLS FORUM CONSTITUTION
INCLUDING TERMS OF REFERENCE AND MEMBERSHIP**

The Constitution

The Constitution sets out how the Schools Forum will operate and the procedures that have to be followed to ensure that meetings are conducted in an efficient, open and transparent manner.

The Law requires some of these processes, while others are a matter for the Schools Forum to choose.

The Schools Forum can change the Constitution if it considers this necessary.

Contents

1. The Constitution
2. Membership, including composition, roles, terms of office, substitutions and expenses
3. The Schools Forum, including Terms of Reference
4. Chairing the Schools Forum
5. Duties of the Local Authority in supporting the Forum
6. Interpretation and publication of the Constitution
7. Procedure Rules

1 The Constitution

1.1 Powers of the Schools Forum

The Schools Forum will exercise its duties in accordance with the Law and this Constitution. The Schools Forum is a consultative and decision making group as set out within its Terms of Reference, and is independent of the Local Authority.

The Schools Forum can only exercise its powers in relation to proposals put forward by the Local Authority and does not have powers within existing legislation to initiate proposals.

1.2 The Constitution

This Constitution is the Constitution of the Bolton Schools Forum.

1.3 Duty to monitor and review the Constitution

The Schools Forum will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

1.4 Approval of changes to the Constitution

The Schools Forum will only approve changes to the Constitution after consideration of a report prepared and submitted by the appropriate Local Authority Officer. The Constitution will be subject to annual review at the Annual Meeting of the Forum in each year.

2. Membership of the Schools Forum

2.1 Composition of the Schools Forum

There are 30 Members of the Schools Forum, 24 are Schools Members and 6 Non Schools Members. In addition to this there are a number of defined observers. The detailed composition of Bolton's Schools Forum is shown below: -

2.2 Membership of the Bolton Schools Forum

The quorum for a Schools Forum meeting is 40% of the membership (excluding vacancies) being present; this equates to 12 Members (excluding those in attendance as observers). The Governor observers will be counted as Schools Forum members if any of the Governor members are absent. In order to have a wide representation as possible there should be no more than two representatives on the Forum representing the same organisation.

Schools Members

Headteachers

4 Primary Headteachers
1 Secondary Headteacher
1 Nursery School Headteacher

Governors

5 Primary School Governors
2 Secondary School Governors
1 Special School Governor

Academy Members

8 Mainstream Academy representatives
1 Special Academy and
1 Alternative provision

Non School Members

2 Union representatives
Church of England Diocese Representative
Roman Catholic Diocese Representative
Early Years Private & Voluntary Sector representative
14-19 Partnership Representative

Details of current school forum members are shown at Appendix 1 to the Constitution.

2.3 Maintained School Membership

The majority (at least two thirds) of Forum Members must be "School Members". The Regulations contain some basic requirements of the numbers of members and how they are to be selected as follows: -

- a) The School Members must be Governors or Headteachers. The numbers of each do not have to be equal but a wide a representation as possible is preferable. There must be at least one Headteacher and one Governor.
- b) They must represent primary, secondary, special or nursery schools. The number representing each sector should take

account of the relative numbers of pupils in the Local Authority's schools.

- c) If the Local Authority maintains any special schools, there must be at least one school member who is a representative of 'special schools'; and
- d) The School Members represent schools and must be in some sense elected. Every possible eligible member of a constituency should be given the opportunity to stand for election; this means that every headteacher and all Governors need to be aware of the process. Primary, Secondary and Special Headteacher Groups must ensure that written records are kept of their process and decisions. The procedure for nominating and electing Governors is appended at Appendix 2.

2.4 Academy Membership

Academies members must be elected by the proprietor bodies of the academies in the local authority's area. Academies members are there to represent the proprietor bodies of academies and are, therefore, not necessarily restricted to principals, senior staff or governors.

At least one academies member must be a representative of mainstream academies. In addition there must one member from each of the following groups:-

- Special Academies
- Alternative provision academies

2.5 Non Schools Membership

As well as 'School Members' the Local Authority (LA) may appoint up to a third of the Forum's total membership from other organisations, which includes the Local Authority itself. Nominations must be sought from other organisations.

Non schools membership must include representation from the 16-19 providers and for private, voluntary and independent (PVI) providers of the free entitlement to early years education.

The LA must, under the Regulations, give due consideration to appointing representatives of relevant Church of England or Roman Catholic diocesan authorities. But there is no obligation to appoint such representatives. Where a LA has schools of faiths other than the aforementioned they should consider having representatives of the faith bodies as members or observers.

The guidance from the Department for Education suggests that Local Authority's could consider trade union representatives and representatives of special educational organisations. The maximum one third non-school

membership will not permit all key stakeholders to have full membership rights.

2.6 Appointment of School Forum Members.

The Local Authority will determine the way nominations are sought and the decision as to whether to accept the nominated person.

2.7 Roles and functions of all Members

(a) **Key Roles.** All Members should: -

- (i) represent their respective areas and bring their views into the Consultation Forum;
- (ii) be available to attend working groups as appropriate;
- (iii) contribute towards providing quality services;
- (iv) brief the colleagues that they are representing on the business of the Schools Forum.

(b) **Rights and Duties**

- (i) Members will have such rights of access to documents and information for the proper discharge of their functions and in accordance with the law.
- (ii) Members have a duty to maintain the highest standards of conduct and ethics.

2.8 Conduct

Members will at all times observe the procedure rules approved by the Schools Forum as set out in this Constitution.

2.9 Members Expenses

Travelling expenses will be paid to Members of the Forum to enable attendance at School Forum meetings.

Any exceptional expenses will need to be approved by the Schools Forum.

2.10 Term of Office

School Forum Members shall hold office for a period of four academic years commencing at the Annual Meeting of the Schools Forum. Governors will be appointed for a four year period on a rotating basis (one quarter of members per year).

For all Members this is unless:-

- (a) he/she resigns from the Forum; or
- (b) he/she no longer represents the group they were intended to serve. For example, if a Governor loses his/her seat or if a headteacher leaves the employment of the Authority;
- (c) there is a change to the membership as a result of the number of academies.
- (d) subject to (a),(b) and (c) above Members of the Schools Forum may be re-appointed on an annual basis and serve consecutive terms of office.

In the event that a vacancy becomes available on the Forum, the Forum may seek expressions of interest from the appropriate sector and co-opt an individual to the Forum for the remainder of the Forum year. Where ever practicable this will be from named School Forum observers.

2.11 Appointment of Substitutes

- (a) Any Forum Member may arrange for a substitute to be nominated to attend a meeting if he or she is unable to do so. Substitutes shall have the same rights, duties and responsibilities at that meeting as the person they are replacing.
- (b) If possible, such nominations should be made in writing and be received by the Secretary to the Forum two days before the meeting at which the substitute will be in attendance.
- (c) A substitute must fulfil the same qualification criteria as that of the person for whom they will act as substitute e.g. represent the same phase or category of school, organisation etc.

2.12 Observer Status

- (a) The Regulations provide that the Secretary of State can appoint an observer to attend and speak at schools forum meetings, for example a representative from ESFA. This allows a conduit for national policy to be discussed at a local level and provide access for schools forum to an additional support mechanism, for example, where there are highly complex issues to resolve.
- (b) Whilst encouraged to participate fully in meetings of the Forum, representatives with observer status will not have voting rights should a vote be required on any issue.

2.13 Membership of Formula Review Group

- (a) Membership consists of:-
 - three Primary Headteachers
 - three Secondary Headteachers
 - one primary governor
 - one secondary governor
 - one union representative
 - one primary business manager
 - one secondary business manager
 - one special headteacher
- (b) At least two out of the three primary heads should be on the Forum
- (c) At least two out of the three secondary heads should be on the Forum
- (d) Both Governors should be on the forum
- (e) The Chair will be elected for 2 years

2.14 Membership of Early Years Group

- (f) Membership consists of:-
 - two Primary headteachers
 - one nursery headteacher
 - one primary governor
 - one nursery governor
 - three private provider representatives
- (g) At least two out of the three primary/nursery heads should be on the Forum
- (h) One out of the three private providers should be on the Forum
- (i) One of the Governors should be on the forum
- (j) The primary schools represented should have a Nursery class within school
- (k) The Chair will be elected for 2 years

3. The Schools Forum

3.1 Role

The Schools Forum is a key consultation forum, especially on all aspects of resourcing schools in relation to the Schools Budget. It also has

specified decision making powers. These are summarised in 3.2 and 3.3 and are set out in full through ESFA guidance at Appendix 3

3.2 Terms of Reference

- (1) To appoint a Chair and Vice Chair of the Schools Forum.
- (2) To act as a **decision making body** for:-
 - (i) de-delegation from mainstream maintained primary and secondary school budgets for prescribed services to be provided centrally
 - (ii) to create a fund for significant pupil growth in order to support the local authority's duty for place planning (basic need) and agree the criteria for maintained schools and academies to access this fund
 - (iii) to create a fund for falling rolls for good or outstanding schools if the schools' surplus capacity is likely to be needed within the next three years to meet rising pupil numbers and agree the criteria for maintained schools and academies to access this fund
 - (iv) agreeing other centrally retained budgets
 - (v) funding for central early years expenditure
 - (vi) movement up to 0.5% from the schools block to other blocks (Local Authority can appeal to Secretary of State if Forum rejects proposal)
 - (vii) authorising a reduction in the schools budget in order to fund a deficit arising in central expenditure, or from de-delegated services, that is to be carried forward from a previous funding period (Local Authority can appeal to Secretary of State if Forum rejects proposal)
 - (viii) Changes to the scheme for financing schools.
- (3) To act in a **consultative role** for:-
 - (i) amendments to the school funding formula
 - (ii) arrangements for education of pupils with special educational needs, in particular commissioned places and arrangement for paying top up funding

- (iii) arrangements for the use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding
 - (iv) arrangements for early years provision
 - (v) administrative arrangements for the allocation of central government grants paid to schools via the local authority
- (4) To consider the minutes of the sub groups of schools forum, being: the Formula Review Group, the Early Years Sub Group, and other sub groups established by the Schools Forum.
- (5) To consider relevant items relating to the Local Authority Block funding at appropriate times of the year.
- (6) To refer issues, as appropriate, to the Director of Childrens Services and/or the Executive Member with portfolio for Childrens Services.
- (8) To adopt and change the Constitution.
- (9) Formula Review Group – to advise on the primary and secondary formula, the operation of Service Level Agreements and other financial issues affecting schools.
- (10) Early Years Group – to advise on the Early Years Single Funding Formula and other early years funding issues.

3.3 School Forums meetings

There are four types of Schools Forum meetings:

- (a) the annual meeting;
- (b) ordinary meetings;
- (c) sub group meetings
- (d) extraordinary meetings.

4. Chairing the Schools Forum

4.1 Chair

The Forum will elect Chair and Vice Chair from amongst its own members.

The Chair and the Vice Chair should not be from the same sector.

The Chair and Vice Chair will hold office until:

- (a) he/she resigns from the Forum; or
- (b) he/she no longer represents the group they were intended to serve. For example, if a Governor loses his/her seat or if a headteacher leaves the employment of the Authority.
- (c) for a period of four years, concluding on the day of the Annual Meeting of the Schools Forum four years after his / her election, unless re-elected.

4.2 **Role and function of the Chair / Vice Chair**

The Chair / Vice Chair will have the following roles and functions:

- 1. To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- 2. To ensure that the meeting is a forum for the debate.

5. **Duties of the Local Authority (LA) in supporting the Forum**

5.1 **General**

The LA may engage such officers as it considers necessary to support the work of the Schools Forum.

- (a) **Administration of financial affairs.** The Local Authority will have responsibility for the administration of the financial affairs of the Schools Forum.
- (b) **Providing advice.** The Local Authority will provide advice on the scope of powers of the Schools Forum.
- (c) **Give financial information.** The Local Authority will provide financial information to the members of the Schools Forum as appropriate.
- (d) **To facilitate pre meetings with the Chair / Vice Chair.** The Local Authority will work with the Chair / Vice Chair to agree the agenda and business to be conducted at meetings.
- (e) **To publish minutes of the schools forum.** The Local Authority will publish minutes of the schools forum on the local authority website.

The costs of the Schools Forum are funded from the central school services block of the dedicated schools grant (DSG)

6. **Interpretation and Publication of the Constitution**

6.1 Interpretation

The Chair will advise as to the application of this Constitution to any proceedings of the Schools Forum.

6.2 Publication

A printed copy of this Constitution will be supplied to each Member of the Schools Forum and will be available for all schools through the Extranet.

7. Schools Forum Procedure Rules

Contents

Rule

- a. Annual meeting of the Schools Forum
- b. Ordinary meetings
- c. Extraordinary meetings
- d. Availability of Agenda
- e. Quorum
- f. Minutes
- g. Ethical Standards and Conflicts of Interest
- h. Record of attendance
- i. Exclusion of the Public
- j. Voting Procedures
- k. Urgent Business

a. ANNUAL MEETING OF THE SCHOOLS FORUM

a.1 Timing and business

The Annual Meeting will take place in the autumn term.

The Annual Meeting will:

- (i) elect the Chair / Vice Chair of the Schools Forum when appropriate;
- (ii) agree Membership of the Schools Forum for the coming year;
- (iii) approve a programme of ordinary meetings of the Schools Forum for the year;
- (iv) consider a report on proposed amendments arising out of the annual review of the Forum's Constitution; and a reminder of the ethical standards.
- (v) consider any business set out in the notice convening the meeting.
- (vi) to agree the annual forward plan for business to be conducted at specific meetings each year.
- (vii) to the constitution of the Sub-Groups.

b. ORDINARY MEETINGS

b.1 Order of Business

Ordinary meetings of the Schools Forum will take place in accordance with a programme decided at the Schools Forum Annual Meeting. Ordinary meetings will:

- (i) elect a person to preside if the Chair / Vice Chairs are not present;
- (ii) approve the minutes of the last meeting;
- (iii) deal with any business from the last Schools Forum meeting;
- (iv) consider any other business specified in the notice/agenda to the meeting; and,
- (v) to consider any other business requested by a representative group via the Chair / Vice Chair;
- (vi) consider any item of business that the Chair / Vice determine should be considered as a matter of urgency due to special circumstances, which he/she shall specify.

b.2 Variation of Order of Business

Business of paragraph b.1, shall not be displaced, but may be varied at the discretion of the Chair at any time.

c. EXTRAORDINARY MEETINGS

Business

No business other than that specified in the notice to the meeting shall be considered at an extraordinary meeting of the Schools Forum. The notice to the meeting will not include consideration of the minutes of a previous meeting.

d. AVAILABILITY OF AGENDA

Notice to the members of the Schools Forum of the time and place of any meeting should be at least five clear days before a meeting.

The agenda will be sent to every Member of the Schools Forum. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by appropriate reports.

e. **QUORUM**

e.1 **School Forum Meeting**

A meeting is only quorate if 40% of the total membership is present (this excludes any observers, and it is 40% of the current membership excluding vacancies). If a meeting is inquorate it can proceed but it cannot legally take decisions (e.g. Election of a Co Chair, or a decision relating to funding conferred by the funding regulations). An inquorate meeting can respond to authority consultation, and give views to the authority. It would normally be good practice for the authority to take account of such 'unofficial' views, but it is not legally obliged to do so.

e.2 **General**

During any meeting if the Chair counts the number of Members present and declares there is not a quorum present, then the meeting can continue. Any advice given to the Local Authority from that point in such a meeting would not have to be taken into account by the Authority.

f. **MINUTES**

f.1 **Signing the minutes**

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

f.2 **There is no requirement to sign minutes of previous meeting at an extraordinary meeting**

There is no requirement to sign the minutes of the previous meeting at an extraordinary meeting. The next ordinary meeting will be treated as a suitable meeting for the purposes of signing minutes.

g. **ETHICAL STANDARDS AND CONFLICTS OF INTEREST**

- g.1 Members of the Schools Forum will be expected to comply with the relevant code of conduct applicable to their role and Nolan's seven principles of public life which are as follows:-

Selflessness

Forum Members should conduct their deliberations and make recommendations solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Forum Members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties as Forum members

Objectivity

In carrying out public business, including making recommendations on commissioning or procurement, Forum Members should make choices on merit.

Accountability

Forum Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their role.

Openness

Forum Members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Forum Members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Forum Members should promote and support these principles by leadership and example.

- g.2 Notwithstanding this obligation, Forum Members will be expected to ensure that where the Forum is discussing an issue in which they have a material interest that they declare that interest in the meeting. It will be for each Forum Member to decide whether their interest is of such a nature that their participation in the discussion could be deemed to be prejudicial and therefore that they should withdraw from it. In this respect, Forum Members should consider whether a member of the public in full knowledge of the facts in relation to the interest in question would consider the interest to be of such a nature as to cloud the Forum Member's judgement. In the event of any doubt in relation to their obligations in this respect, the Forum Members should seek the advice of the Democratic Services representative at the meeting, preferably in advance of the item being discussed.

The interest would need to be of a specific and substantial nature to require withdrawal from a meeting.

h. **RECORD OF ATTENDANCE**

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

Members are expected to attend each meeting wherever possible and where not possible to request that a suitable substitute attends in their place. Where a member does not attend without substitute representation for three meetings, the Chair of the Forum will write to that member requesting that they attend meetings. Should that member not attend the following meeting, it will be deemed that the member wishes to resign and alternative representation will be sought. This will also apply to sub group meetings.

i. **PUBLIC ACCESS**

Schools forums have an important role to play in approving certain proposals from their local authority and are therefore involved in the decision making process surrounding the use of public money at local level. As a result, schools forums are required to be open to the public.

Furthermore, papers, agendas and minutes must be publicly available well in advance of each meeting. It's good practice that notification that the schools forum is a public meeting is included on the website and papers are published at least a week in advance.

The schools forum will operate very much along the lines of a local authority committee, this provides a consistent framework for the running of meetings that are open to the public, and the publishing of papers and agendas well in advance of the meeting and minutes published promptly as required under Regulation 8(13) of the Schools Forum Regulations 2012.

j. **VOTING PROCEDURES**

A vote is required for all decisions made by the Forum and only Members of the Forum, or their nominated substitutes, are eligible to vote. The meeting must be quorate to hold a vote. Where votes are equal the Chair may exercise the casting votes.

The results of any votes will be clearly identified in the minutes of the meeting.

Only School members are able to vote on formula issues.

Only members representing maintained schools should approve scheme changes.

Voting rights are set out in the table below:-

	Maintained School Members	Academy Members	Non School Members
Forum Item			
Dedelegation	Yes (Primary for Primary/ Secondary for Secondary)	No	No
Scheme for Financing Schools	Yes	No	No
Consultation on the Funding Formula	Yes	Yes	Only PVI reps
Any Other Schools Forum Business	Yes	Yes	Yes

k. **URGENT BUSINESS**

It is not legal for the Chair to take a decision on behalf of the forum, no matter how urgent the matter in question.

SCHOOLS FORUM MEMBERSHIP (30 Members)**APPENDIX 1**

Schools Places must equal 2/3rds of the membership (24/30 = 80%)

Quorate is 40% = 12

Primary Headteachers (4)

Claire Whalley
Jo Briggs
Vicky Chatterjee
Vacant

Primary Governors (5)

David Bevitt	Term of Office ceases 2022
Daniel Gauld	Term of Office ceases 2023
Clair Beswick	Term of Office ceases 2024
Vacant	
Vacant	

Secondary Headteachers (1)

Vacant

Secondary Governors (2)

Patricia Jones	Term of Office ceases 2022
Joanne Murphy	Term of Office ceases 2023

Special Schools (2)

Susan Tailor	Special Academies
Sarah Jane Greenhalgh	Governor Term of Office ceases 2023

Nursery Schools (1)

Sue Pounds	Headteacher
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Academies (8)

Simon Bramwell	Primary Head
Sarah Bagshaw	Primary CEO
Vacant	Primary
Dominic McKeon	Secondary Head
Rachel Lucas	Secondary Head
Vacant	Secondary
Vacant	Secondary
Vacant	Secondary

Alternative Provision Academies (1)

David Smith	AP Academies
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Non School Reps (6)

Nicola Rabbett	RC Diocese
Vacant	CE Diocese
Matthew Wilkinson	Joint Unions
Lauren Alergant	Joint Unions
Julie Robinson	Early Years - PVIs
Vacant	Post 16

Formula Review Membership

Primary Headteachers (3)

Jo Briggs
Claire Whalley
Julie Cheung

Secondary Headteachers (3)

Dominic McKeon
Alex Devany
Vacant

Special Headteachers (1)

Susan Tailor

Primary Governors (1)

David Bevitt

Secondary Governors (1)

Patricia Jones

Union (1)

Matthew Wilkinson

Primary Business Manager (1)

Kath Greenhalgh

Secondary Business Manager (1)

Adeel Sahi

Early Years Membership

Primary Headteachers (2)

Sarah Bagshaw
Vacant

Nursery Headteachers (1)

Sue Pounds

Primary Governors (1)

Vacant

Nursery Governors (1)

Martin Rostron

Private Providers (3)

Jasmin Saunders
Julie Robinson
Vinny Merritt

Process for Nominating and Electing Governors to the Schools Forum

1. Governing bodies will be notified of Governor representative positions requiring re-election and of any vacancies. Governing bodies will be invited to nominate governors to be included within this election process.
2. Governing bodies will be notified of all nominations for the Governor representative position and each Governing body will have one vote per vacant position to select the candidate that they wish to be elected to schools forum.
3. The process will be administered through Governor Support Services

Transition Process

In 2022, one Primary School Governor position and one Secondary school governor will be subject to re-election.

In 2023, one Primary School Governor position, one Secondary School governor position and the special school governor position will be subject to re-election.

In 2024, one Primary School Governor position will be subject to re-election.

The above process may change if Governor representatives express a wish to resign earlier and if the number of maintained Governors reduces due to the impact of Academies.

Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted (voting restrictions apply). See schools forum structure document that informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Contracts (where the LA is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: <ul style="list-style-type: none"> arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding arrangements for use of pupil referral units and the 	Consults annually	Gives a view and informs the governing bodies of all consultations	None

Function	Local authority	Schools forum	DfE role
<p>education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding</p> <ul style="list-style-type: none"> • arrangements for early years provision • administration arrangements for the allocation of central government grants 			
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
<p>De-delegation for mainstream maintained schools for:</p> <ul style="list-style-type: none"> • contingencies • administration of free school meals • insurance • licences/subscriptions • staff costs – supply cover • support for minority ethnic • pupils/underachieving groups • behaviour support services • library and museum services 	Proposes	<p>Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status</p>	Will adjudicate where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> School improvement 			
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> early years block provision funding to enable all schools to meet the infant class size requirement back-pay for equal pay claims remission of boarding fees at maintained schools and academies places in independent schools for non-SEN pupils admissions 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> servicing of schools forum Contribution to responsibilities that local authorities hold for all schools 			
<p>Central spend on:</p> <ul style="list-style-type: none"> capital expenditure funded from revenue: projects must have been planned and decided on prior to April 2013 so no new projects can be charged contribution to combined budgets: this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>Proposes up to the value committed in the previous financial year and where expenditure has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>	<p>Decides for each line</p>	<p>Adjudicates where schools forum does not agree LA proposal</p>
<p>Central spend on:</p> <ul style="list-style-type: none"> high needs block provision central licences negotiated by the Secretary of State 	<p>Decides</p>	<p>None, but good practice to inform forum</p>	<p>None</p>
Carry forward a deficit on central	Proposes	Decides	Adjudicates

Function	Local authority	Schools forum	DfE role
expenditure to the next year to be funded from the schools budget			where schools forum does not agree LA proposal
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None