



North Tyneside Council

Briefing note

To: Schools Forum

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Purpose of the Paper:

Information	√
Consultation	
Decision	√

Title of Briefing: Membership & Constitution

Background

A report was presented to Schools Forum in January 2018 noting a need to review the above due to changes to the status of one local school and the September 2017 EFA operational good practice guidance for Schools Forum. Forum agreed for a subgroup of current forum members to meet and review the various options (including updates to pupil numbers) in-line with current EFA guidance and for an update to be brought back to schools forum in March 2018. In addition clarity on role and sector/ organisations representation would be noted and subsequently the constitution (and/or member guidance) would be updated to reflect this as necessary.

All members (including Academies) were to confirm that they have in place a network/ communications group to support them to represent their sector/ category. All members were invite to join this group and to work with LA officers (and partners) and the Chair of the Schools Forum to look at this area, subsequently 2 Schools Forum members – 1 x Secondary and 1 x Primary agreed to be part of this process.

Current Position:

Schools Forum operates on 'broadly' proportionate representation and the baseline for this is pupil numbers. EFA guidance notes additional members who are required to be part of Forum and that Forum may exercise its own discretion to have additional members as part of Forum. Local Authority (LA) officers (or partners) are not voting members of Schools Forum;

- Director of Finance - the officer with the specific role in management of and/or whose advise on funding for schools, and
- the Director of Education/ Children's Service (or any officer employed or engaged to work under the management of the Director of Children's services, and who does not directly provide education to children (or manage those who do)

their roles are recognised as being important to the effective operation of the Schools Forum. The that an LA office cannot be voting member is that Schools Forums have the power to approve a limited range of proposals from their LA; the restrictions on who can formally be a member of the forum (and therefore carry a vote should the need arise) ensures that there is no conflict of interest between the proposing body (the LA) and the deciding body (schools forum). Other LA officers (or partners) will

attend forum to support both the LA to undertake its role and responsibility, to support the operation of forum and to act as advisors to Schools Forum as required.

School members represent their specified phases or types of maintained schools, as a minimum school forum should have at least one member for each of these school groupings. Middle schools and All through school are to be treated according to their deemed status. There must be at least one special school member and the same applies for a nursery and a pupil referral unit. There must be an Academy representative if one operates locally and there must also be non-school members. The LA has discretion to divide the groups referred into one or more sub-groups ensuring that schools forums are kept to a reasonable size to ensure that it does not become too unwieldy. Additionally schools and academy membership combined must number at least two-thirds of the total membership and a balance must be maintained between maintained primary, maintained secondary and academies. The structure of the schools forum should be regularly reviewed – it is recommended practice that this occurs as a standing agenda item at each meeting (previously the recommendation was that this was undertaken annually).

The LA must ensure that there are head teacher or head teacher representatives in each group, subsequently locally forum have determined that a forum seat for all Schools will be held by the Head teacher and whilst delegation/ deputising occurs the formal record of who holds the seat will default to the head teacher.

Governors are counted as a school representative for the phase, as are voluntary aided schools. LA's are responsible for ensuring that forums effectively reflect the profile of education provision across the LA area to ensure that there is not an in-built bias towards one phase or group.

In addition, non-school membership should also reflect 16-19 Provision, this includes those in the FE sector (including FE and 6th Form colleges or other post-school institutions that specialise in special education needs (SPI's)), and applies where 20% or more of their students reside in the LA area. The LA must also appoint at least one person to represent the PVI sector (this is because funding for early years and the free entitlement for 3 and 4 year olds plus eligible two year olds comes from the DSG and all settings are funded through the early years since funding formula (EYSFF)). Before the LA considers appointing additional non-school members they must consider whether the Church of England and Roman Catholic diocese situated in the LA's area and where there are also other schools or academies with a different religious character, the appropriate faith group should also be represented.

Guidance also notes that not all children are educated in school setting, e.g. educated at home, hospitals, independent special schools and non-maintained special schools. It is noted that schools forum members can play a vital role in representing the views of services that support those groups of vulnerable and at risk pupils who nevertheless are on roll of maintained schools, such as looked after children and children with special educational needs. It is also noted that having other non-school members on forum is are good practice to ensure that stakeholders and partners other than schools are represented, e.g. trade unions, professional associations and representatives of youth groups. Parent groups can also be considered, however, it also notes that there are a limited number of non-schools form members allowed to be on a schools forum, therefore care should be taken to ensure that appropriate representation from wider stakeholders is achieved.

With the exception of the roles noted above there is no further requirement for any additional roles to operate within schools forum, it is also proposed that forum is aligned to the EFA good practice guidance and operate with the following roles in place.

Primary Schools

Secondary Schools

and Governor Representatives

for both of these sectors

Academies

RC Schools

C of E Schools

FE/16-19 Colleges

PRU

Special Schools

Trade Union

Nursery

PVI

Education other than at School/
LAC (new role)

Trust (roles not renewed)

This will result in a new role for Education other than at School/LAC being added and the role of Trust representatives being removed.

Number of Seats/Votes

Having reviewed the status of a change to one school from a maintained school to an academy and the subsequent change in pupil numbers, the group are of the view that this does not require a change to the membership levels currently in operation. For reference pupil numbers were used both for both Reception to Year 11 and Nursery to Year 14, irrespective of the overall pupil reference number this did not necessitate a need for change.

Membership

Appendix 1 notes proposed membership levels and also notes clarity regarding some roles including Middle schools whose funding is both within primary and secondary and roles due to change – either due to the term of office being vacant, removed, added or due to come to an end – where an action is not already in hand/ indicated action by Schools Forum members/ their locality/ sector is required for this latter group.

Recommendations:

Schools Forum having read this report and clearly understanding the information provided consider this report and note the following:

1. The rationale behind their current constitution in relation to members.
2. All Schools Forum members confirm that they have in place arrangements to ensure they are able to actively engage/ consult with the members that they represent.
3. Schools Forum agrees to adopt the changes noted within this paper and Appendix 1.
4. The review of membership and constitution is reviewed at each meeting as a standard agenda item rather than annually in accordance with recommended good practice.

PROPOSED Membership as at March 2018

Christina Ponting: term of office due to end in May 18 - locality action

LOCALITY

Christina Ponting: members to note that due to the 3 tier system in this area due to the nature of a middle school covering two funding phases it has been determined previously that there is an additional phase seat is the NE locality to reflect this

Christina Ponting: retirement - 31st August 2018; locality have already appointed a replacement from Sep 18 - Matt Snape, Marden High School

NORTH WEST

Phase	Role	Name	School	Term expires	Number
Primary	Head	Stephen Baines	Holystone Primary	Jan-20	1
Primary	Head	Jill Wraith	Benton Dene Primary	May-18	1
Secondary	Head	Paul Quinn	Longbenton	Sep-18	1
Total					3

NORTH EAST

Phase	Role	Name	School	Term expires	Number
Middle (Primary)	Head	Colleen Ward	Coquet Park First School	Oct-19	1
First	Head	Sharron Colpitts-Elliott	Rockcliffe	Oct-18	1
Secondary	Head	Steve Wilson	Whitley Bay	Jul-18	1
Middle (Secondary)	Head	John Newport	Marden Bridge	May-19	1
Total					4

SOUTH WEST

Phase	Role	Name	School	Term expires	Number
Primary	Head	Andrew James	St Aidan's	May-18	1
Primary	Head	Angi Gibson	Hadrian Park	Sep-19	1
Secondary	Head	David Baldwin	Churchill	Oct-19	1
Total					3

SOUTH EAST

Phase	Role	Name	School	Term expires	Number
Primary	Head	Gavin Storey	Cullercoats	Jul-20	1
Primary	Head	Laura Baggett	Monkhouse	May-18	1
Secondary	Head	Jim Stephenson	John Spence	Oct-19	1
Total					3

NON-LOCALITY

OTHER SCHOOL MEMBERS - NON LOCALITY

Phase	Role	Name	School	Term expires	Number
Primary/First	Governor	Alan Brown	Hadrian Park Primary	Jan-20	1
Primary/First	Governor	Peter Thorp	Redesdale	Nov-19	1
Secondary/Middle	Governor	David Bavaird	Norham High School	Nov-19	1
Secondary/Middle	Governor	Vacant		Nov-19	1
Nursery	Head	John Croft	Sir James Knott	Jan-19	1
PRU	Head	Karen Croskery	PRU	Feb-19	1
Special	Head	Peter Gannon	Silverdale	Feb-19	1
Academy	Head	David Watson	St Thomas More	Feb-19	1
Academy	Head	Philip Sanderson	Kings Priory	May-18	1
Other				Total	9

NON SCHOOL MEMBERS

Phase	Role	Name	School	Term expires	Number
16-19 providers	CEO	Audrey Kingham	Tyne Met	Oct-18	1
EY PVI	Manager	Sharon Thompson	Howdon Nursery	May-20	1
C of E Diocese	Business Manager	Eileen Bell	C of E Diocese	Oct-19	1
RC Diocese	Head	Collette Bland	St Mary's Cullercoats	Feb-19	1
Education other than at School/LAC				Mar-20	1
Trades Union	Representative	Claire McLeod	Union	May-18	1
Trust	CEO	Kehri Ellis	NTLT	May-18	0
Trust	CEO	Paul Durgan	Woodard Trust	May-18	0
Total					6

OVERALL TOTAL

SCHOOL	13	LOCALITY	46.43 %
SCHOOL	9	NON LOCALITY	32.14
NON-SCHOOL	6	OTHER	21.43
TOTAL	28		100.00

Christina Ponting: vacancy promoted, a number of applications received - in accordance with guidance the relevant group or sub-group are best place to determine how their school members should be elected. It has been agreed locally that where there are more than one nomination the secondary headteachers will decide.

Christina Ponting: new position - nomination process to occur in discussion with the Asst Director in NTC

Christina Ponting: it is recommended that these terms of office are not renewed