

Wiltshire Council

Wiltshire Schools Forum

28 June 2018

Wiltshire Schools Forum Proportionality, Membership and Terms of Reference

Summary

The Proportionality, Membership and Terms of Reference of Wiltshire Schools Forum was last reviewed in June 2015, and as part of best practice another review has been carried out. This was an opportune time to highlight any vacancies prior to the end of the academic year so vacancies could be recruited to and representatives be in place for the beginning of the academic year 2018/19.

Proposals

That Wiltshire Schools Forum:

- a) Notes that the proportionality of the Forum has been reviewed and that no changes are recommended.
- b) Considers the revised Terms of Reference and endorse the proposed changes, requesting that that these then be presented to the Cabinet Member for Education & Skills for approval through the delegated decision process.
- c) Notes the current Membership details of the Forum.
- d) Recommends that representatives to the vacancies detailed in the report be requested to be appointed by the Primary Heads Forum (PHF), and Wiltshire Association for Secondary and Special Heads (WASSH) and Wiltshire Governors Association (WGA) as soon as possible.

Reason for Proposal

To ensure that all types of Wiltshire Schools are represented on Wiltshire Schools Forum and to ensure that the Forum complies with Department for Education (DfE) guidance and relevant legislation.

Alan Stubbersfield
(Interim Director – Education & Skills)

Wiltshire Council

Wiltshire Schools Forum

28 June 2018

Wiltshire Schools Forum Membership and Terms of Reference

1. Purpose of Report

- 1.1 To seek approval to the revisions of the Forum's Terms of Reference by the Cabinet Member for Education and Skills and to highlight any membership vacancies in order that these can be recruited to for the beginning of the academic year 2018/19.

2. Proportionality of Membership

- 2.1 The proportionality of membership has not been reviewed in recent years and this report seeks to ensure that the membership sits consistently with the current school proportions in Wiltshire. The table below sets out the details of the current proportionality of schools in Wiltshire.

Sector	Schools	TORS 2014	TORS 2015	Representation	Vacancies
Primary	139	4	4	4	
Primary Academy	61	0	1	0	1
Secondary	4	1	1	1	
Secondary Academy	26	3	3	3	
Special	4	1	1	1	
Special Academy	2	0	1	1	
Governors		4	4	2	2
Union		1	1	1	
Diocese		1	1	1	
Early Years		2	2	2	
TOTAL	236	17	19	16	3

- 2.2 As there has been limited changes to the numbers of Wiltshire schools which have converted to academies it is not proposed that any changes are made to the numbers of the membership of the Schools Forum.

3 Terms of Reference

- 3.1 Attached as **Appendix 1** to this report is the "Schools Forum operational and good practice guide" that was circulated by the ESFA in September 2017. The Council's Strategic Financial Support Manager has reviewed the Wiltshire School's Forum Terms of Reference that were last approved in October 2015 (attached as **Appendix 2** to this report). The proposed

amendment to the Terms of reference is detailed below, as at paragraph 2.2 of the Terms of Reference.

Original wording

~~In addition to voting members there are 5 observers, 1 each from the 13-19 Strategic Partnership and ASK, 2 elected governor representatives from the Council's Children Select Committee are also invited as observers ex officio and the Education Funding Agency has observer status.~~

Proposed wording

In addition to voting members, the Education & Skills Funding Agency has observer status along with the post-16 representative who also has observer status.

- 3.2 Endorsement is sought for these changes to be presented to the Cabinet Member for Education & Skills and for her to seek approval through the delegated decision process to confirm those changes to the Forum's Terms of Reference.

4. Membership of the Wiltshire Schools Forum

- 4.1 At the meeting of Schools Forum on 18 June 2015, a proportionality review of the membership of the Forum was presented. At this meeting, it was recommended that two additional places for representatives on the Forum be created for a Primary Academy and a Special Academy. Those two representatives were subsequently appointed and whilst the Special Academy representative remains in position there is a vacancy for the Primary Academy representative.
- 4.2 When the recent Officer review of the Forum's membership was carried out it was highlighted that the Forum were currently carrying a total of 3 membership vacancies and 4 observer vacancies and that it would be prudent to look to request/appoint representatives to these or remove these posts so that a full compliment of representatives would be in place for the academic year 2018/19.
- 4.3 The current membership of the Forum is as detailed below:

Six elected Headteacher representatives

- 1 Secondary Headteacher – Nigel Roper
- 4 Primary Headteachers - Neil Baker, Andy Bridewell, Tracy Cornelius and Catriona Williamson
- 1 Special School Headteacher - Phil Cook

Three Secondary Academy representatives

- Lisa Percy – Hardenhuish
- Michelle Chilcott – South Wilts Grammar
- George Croxford – Royal Wootton Bassett

One Primary Academy representative

- **Vacancy**

One Special School Academy representative

- Jon Hamp

Four Elected Governor representatives

- 1 Secondary Governor representative – **Vacancy**
- 2 Primary Governor representatives – Sue Jiggins and a **vacancy**
- 1 Special School Governor representative – Aileen Bates

Two Early Years representatives

- John Proctor – Private, Voluntary and Independent nurseries
- Mark Cawley – New Road Nursery

One Diocesan representative

- Nicola Coupe - Salisbury Diocesan Board of Education

One Teaching Association (union) representative

- John Hawkins

Two positions added to Schools Forum membership on 18 June 2015 -

One Primary Academy representative

Vacancy

One Special School Academy representative

Jon Hamp

Five Observers (who are not voting members of the Forum)

- Post 16 provision – Jen Jones – Wiltshire College (*This has replaced the previously agreed age 13-19 partnership representative*)
- ASK – **Vacancy (is this still relevant or required?)**
- Two elected Governor representatives from the Council's Children's Select Committee (observers ex officio) **2 x vacancies**
- Representative from the Education & Skills Funding Agency

4.4 In light of the above vacancies, the Forum is asked to recommend that the Wiltshire Association of Secondary and Special Schools (WASSH), the Primary Heads Forum (PHF) and Wiltshire Governors Association (WGA) nominate representatives to the following vacant positions on Wiltshire Schools Forum to commence from September 2018:

- i) Primary Academy representative
- ii) Primary School Governor representative
- iii) Secondary School Governor representative.

4.5 The Forum is asked to give consideration to the appropriateness that representatives of the following are nominated to be Observers to commence from September 2018:

- i) ASK

- ii) Governor representatives from the Children's Select Committee.

5. Proposals

5.1 That Wiltshire Schools Forum:

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- b) Considers the revised Terms of Reference and endorse the proposed changes, requesting that that these then be presented to the Cabinet Member for Education & Skills for approval through the delegated decision process.
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6. Reason for Proposal

- 6.1 To ensure that all types of Wiltshire Schools are represented on Wiltshire Schools Forum and to ensure that the Forum complies with Department for Education (DfE) guidance and relevant legislation.

(Alan Stubbersfield)
(Interim Director – Education & Skills)

Lisa Pullin

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20 June 2018

Appendices

- 1 - Schools Forum operational and good practice guide
- 2 - Suggested changes to the Forum's Terms of Reference