

**Wiltshire Council**

**Wiltshire Schools Forum**

**10 October 2019**

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**Wiltshire Schools Forum Proportionality, Membership and Terms of Reference**

**Summary**

The Proportionality, Membership and Terms of Reference of Wiltshire Schools Forum was last reviewed at the meeting of 28 June 2018. At that meeting, Forum Members noted that no changes were required to the proportionality of the Forum following a review that was carried out by Officers.

In response to a circular from the ESFA sent out in March 2019 which reminded local authorities of the requirements they should follow with regards to the make-up of their School's Forum membership, Officers carried out a further review of the balance of membership between maintained primary, maintained secondary and academies members (which must be broadly proportionate to pupil numbers) and it was agreed that the current membership should be amended to reflect the current breakdown of the total numbers on roll in schools as at the October 2018 census. In essence, this meant that an additional Primary Academy representative needed to be elected by Primary Heads Forum. PHF agreed to seek to appoint a new representative for the next Forum meeting.

As it is now the beginning of a new academic year – 2019/20, it is an opportune time to review and appoint to any outstanding vacancies.

**Proposals**

That Wiltshire Schools Forum:

- a) Notes that the proportionality of the Forum has been reviewed and that minor 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 Children, Education & Skills for approval through the delegated decision process.
- c) Notes the current Membership details of the Forum.
- d) Recommends that representatives to any vacancies detailed in the report be requested to be appointed by appropriate bodies, (specifically the 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.

**Helean Hughes**  
**(Director – Education & Skills)**

## Wiltshire Council

### Wiltshire Schools Forum

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#### Wiltshire Schools Forum Proportionality, Membership and Terms of Reference

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### 1. Purpose of Report

- 1.1 To seek approval of the membership of the of the Forum and agree revisions of the Forum's Terms of Reference by the Cabinet Member for Children, Education and Skills in light of the review of the proportionality of membership that was carried out in June 2019.

### 2. Proportionality of Membership

- 2.1 The table below sets out the current proportionality of schools in Wiltshire following the changes that were agreed at the meeting 13 June 2019.

Sector	Pupil Numbers	TORS 2018	TORS 2019	Current Representation	Vacancies
Primary	24713	4	4	4	
Primary Academy	13523	1	2	1	1
Secondary	2838	1	1	1	
Secondary Academy	22052	3	3	3	
Special	373	1	1	1	
Special Academy	253	1	1	1	
Governors		4	4	3	1
Union		1	1	1	
Diocese		1	1	1	
Early Years		2	2	2	
<b>TOTAL</b>	<b>63,752</b>	<b>19</b>	<b>20</b>	<b>18</b>	<b>2</b>

- 2.2 As there has been a change to the pupil numbers and subsequently the need for an additional Primary Academy representative, the Forum's Terms of Reference will need to be amended to reflect these changes and approval be sought from the Cabinet Member for Children, Education and Skills.

### 3 Terms of Reference

- 3.1 Attached as **Appendix 1** to this report is the "Proposed Terms of Reference for Schools Forum – October 2019". Minor amendments have been made to update the membership numbers and a Wiltshire Council job title.

- 3.2 Endorsement is sought for these changes to be presented to the Cabinet Member for Children, 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 The current membership of the Forum is as detailed below with vacancies highlighted:

Six maintained School representatives (4 primary, 1 secondary and 1 special school)

Name	Representing	Appointed by
1. Neil Baker (Chair)	Maintained Primary	Primary Heads Forum (PHF)
2. Andy Bridewell	Maintained Primary	PHF
3. Sam Churchill	Maintained Primary	PHF
4. Phil Cook	Maintained Special School	Wiltshire Association of Secondary School Heads (WASSH)
5. Nigel Roper	Maintained Secondary	WASSH
6. Catrionia Williamson	Maintained Primary	PHF

Six Academy representatives (2 primary, 3 secondary and 1 special school)

Name	Representing	Appointed by
7. Michelle Chilcott	Secondary Academy	WASSH
8. Jon Hamp	Special School Academy	
9. Lisa Percy (Vice Chair)	Secondary Academy	WASSH
10. Fergus Stewart	Secondary Academy	WASSH
11. Lindsay West	Primary Academy	PHF
12. Rebecca Carson	Primary Academy	PHF (Appointed June 2019 to fill identified vacancy)

Four elected governor representatives

Name	Representing	Appointed by
13. Aileen Bates	Special School Governor	Wiltshire Governors Association (WGA)
14. Mel Jacob	Primary School Governor	WGA
15. David Whewell	Secondary School Governor	WGA
16. Vacancy	Primary School Governor	WGA

Two Early Years representatives are the only members allowed to vote on the funding formula.

Name	Representing	Appointed by
17. Mark Cawley	Early Years	
18. John Proctor	Early Years	PVI

Two other nominated service partner representatives (1 from the Dioceses and 1 teacher representative) who both have one vote. These are the **20** voting members.

Name	Representing	Appointed by
19. John Hawkins	Teaching Association	
20. Giles Pugh	Salisbury Diocesan Board of Education	Salisbury Diocesan Board of Education

In addition to voting members, the following representatives will have **observer** status:

Name	Representing	Elected by
i. Charlotte Corfield, Assistant Principal	Post-16 (Wiltshire College)	Wiltshire College
ii. Trudy Srawley	Wiltshire Parent Carer Council	Wiltshire Parent Carer Council
iii. <b>Vacancy (A representative has been requested but no one has volunteered)</b>	Wiltshire Children and Families Voluntary Sector Forum	Wiltshire Children and Families Voluntary Sector Forum
iv. <b>Peter Hutton</b>	Local Youth Network	Local Youth Network
v. Any ESFA representative could attend SF meetings	Education & Skills Funding Agency	ESFA

- 4.4 In light of the above, the Forum is asked to note that Rebecca Carson has been appointed by the Primary Heads Forum (PHF) to fill the identified primary academy vacancy, Peter Hutton has been appointed by the Local Youth Network and that the Wiltshire Governors Association (WGA) and Wiltshire Children and Families Voluntary Sector Forum have been asked to nominate representatives to fill the vacant observer positions.

## 5. Proposals

### 5.1 That Wiltshire Schools Forum:

- a) Notes that the proportionality of the Forum has been reviewed and that in light of this a new Primary Academy representative (Rebecca Carson) has been appointed.
- b) Considers the revised Terms of Reference and endorse the proposed changes, requesting that that these then be presented to the Cabinet

Member for Children, 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 Wiltshire Governors Association (WGA) and Wiltshire Children and Families Voluntary Sector Forum as soon as possible.

## **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.

**(Helean Hughes)**  
**(Director – Education & Skills)**

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2 October 2019

### **Appendices**

- 1 - Proposed changes to the Forum's Terms of Reference