

Wiltshire Council

Wiltshire Schools Forum

6 October 2022

Wiltshire Schools Forum Proportionality, Membership and Terms of Reference

Summary

The Membership of Schools Forum is reviewed on an annual basis with all those that make appointments (including Primary Heads Forum, Wiltshire Association of Secondary and Special School Heads and the Wiltshire Governors Association) of named representatives to the Forum being asked to confirm those persons for the ensuing academic year.

The Proportionality was last reviewed on 15 September 2021 and confirmed the changes proposed at the meeting on 21 January 2021 to change the primary school representation from 4 maintained and 2 academy Head teacher representatives to 3 maintained and 3 academy representatives. These changes were implemented from September 2021 and ratified by Schools Forum at their meeting on 7 October 2021.

The Terms of Reference of Schools Forum was last reviewed by Schools Forum at their meeting on 10 October 2019 and subsequently approved by the Cabinet Member for Children, Education and Skills on 31 March 2020. Due to the changes above it is now necessary to review and update the Forum's Terms of Reference and then seek final approval by the Cabinet Member for Children, Education and Skills through the delegated decision process.

Officers have now conducted 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 not be amended as it reflects the current breakdown of the total numbers on roll in schools as at the October 2021 census, updated for academy conversions.

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 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, 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

6 October 2022

Wiltshire Schools Forum Proportionality, Membership and Terms of Reference

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 conducted in September 2022.

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 in October 2021.

Sector	Pupil Numbers	TORS 2019	TORS 2021	Current Representation	Vacancies
Primary	21,041	4	3	3	
Primary Academy	17,114	2	3	3	
Secondary	3,008	1	1	1	
Secondary Academy	23,094	3	3	3	
Special	505	1	1	1	
Special Academy	387	1	1	1	
Governors		4	4	4	
Union		1	1	1	
Diocese		1	1	1	
Early Years		2	2	2	
TOTAL	65,149	20	20	20	0

- 2.2 There has been a change to the pupil numbers but not to the proportionality of the membership of Schools Forum. However, the Terms of Reference do require to be updated to incorporate the change made in September 2021 and approval will be duly 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 2022". Minor amendments have been made to update the membership numbers, the procedure for submitting a

statement to the meeting and details of how the minutes of the meetings are disseminated.

- 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:

Five maintained School representatives (3 primary, 1 secondary and 1 special school)

Name	Representing	Appointed by
1. Andy Bridewell	Maintained Primary	Primary Heads Forum (PHF)
2. John Reed	Maintained Primary	PHF
3. Catriona Williamson	Maintained Primary	PHF
4. Georgina Keily-Theobald	Maintained Special School	Wiltshire Association of Secondary School Heads (WASSH)
5. <i>Vacancy</i> (Nick Norgrove for October 2022 meeting)	Maintained Secondary	WASSH

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

Name	Representing	Appointed by
6. Rebecca Carson	Primary Academy	PHF
7. Graham Nagel-Smith	Primary Academy	PHF
8. Graham Shore (Vice Chair)	Primary Academy	PHF
9. Michelle Chilcott	Secondary Academy	WASSH
10. Lisa Percy (Chair)	Secondary Academy	WASSH
11. Ian Tucker	Secondary Academy	WASSH
12. Jon Hamp	Special School Academy	WASSH

Four elected governor representatives (2 primary, 1 secondary and 1 special school)

Name	Representing	Appointed by
13. Stella Fowler	Primary School Governor	Wiltshire Governors Association (WGA)
14. Ros Sutton	Primary School Governor	WGA
15. David Whewell	Secondary School Governor	WGA
16. Aileen Bates	Special School Governor	WGA

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

Name	Representing	Appointed by
17. Lyssy Bolton	Early Years	Early Years Reference Group
18. John Proctor	Early Years	PVI

Two other nominated service partner representatives (1 from the Diocese 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. Jo Grenfell (Nikki Barnett sub)	Post-16 (Wiltshire College)	Wiltshire College
ii. Trudy Srawley	Wiltshire Parent Carer Council	Wiltshire Parent Carer Council
iii. Angela Brennan (Chair of WCFVSF) <i>Appointed September 2022</i>	Wiltshire Children and Families Voluntary Sector Forum	Wiltshire Children and Families Voluntary Sector Forum
iv. Ross Henning	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 a maintained secondary school representative is due to be appointed by WASSH following in October 2022 to fill the current vacancy. Nick Norgrove will represent the Maintained Secondary Heads for the October 2022 Schools Forum meeting.

5. Proposals

5.1 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 (attached as Appendix 1) 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 a representative to the vacancy detailed in the report be requested to be appointed by the Wiltshire Association for Secondary and Special School Heads (WASSH) 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)

Report Author: Lisa Pullin

Democratic Services Officer
lisa.pullin@wiltshire.gov.uk, Tel 01225 713015

26 September 2022

Appendices

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