

## Proposal to Change the Terms of Reference of the Wiltshire Schools Forum

### Purpose of Report

- 1.1 To seek approval from the Cabinet Member to make slight revisions to the Terms of Reference of the Wiltshire Schools Forum which were approved by the Forum at their meeting on 6 October 2022.

### Relevance to the Council's Business Plan

- 2.1 The Council as Local Authority is required to consult the Schools Forum on the school funding formula and proposed contracts for supplies or services.

### Background

- 3.1 At the meeting of Wiltshire Schools Forum on 6 October 2022 the Forum noted that a review of proportionality of membership between maintained primary, maintained secondary and academies numbers (which must be broadly proportionate to pupil numbers) was carried out in January 2021 when it was proposed 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.
- 3.2 The terms of reference were then reviewed in October 2022 by the Clerk to the Forum and Grant Davis (Schools Strategic Financial Support Manager) and it was proposed that there be some minor changes to paragraphs 2.2, 10.3 and 12.1 of the Terms of Reference to reflect the changes to membership breakdown, how statements are to be submitted to the Forum and how the minutes at the meetings are disseminated. The Forum was also asked to note the current membership and the vacancies for which representatives would be sought.
- 3.3 Therefore, the following changes to the Terms of Reference were agreed (changes highlighted by red text and underlining):

#### *Paragraph 2.2*

The majority of forum members are "schools members".

- 6 5 elected Head teacher representatives (1 secondary school, 4 3 primary schools and 1 special school)
- 6 7 Academy representatives (3 secondary school, 2 3 primary schools and 1 special school)
- 4 elected governor representatives (1 secondary school, 2 primary schools and 1 special school).

These 16 members, along with the two Early Years representatives are the only members allowed to vote on the funding formula.

There are 2 other nominated service partner representatives (1 from the Dioceses and 1 teacher representative) who both have one vote. These are the **20** voting members.

#### *Paragraph 10.3 (relating to Public Participation)*

Statements must be given in writing and this should be submitted electronically to the Officer named on the Agenda no later than 5pm one clear working day before the meeting. and can be received up to 10 minutes before the start of the meeting.

#### *Paragraph 12.1*

A copy of the minutes of the Forum meetings will be published on the Council's website and sent communicated to all schools via RightChoice and will be considered by the Children's Services Select Committee and the Cabinet if necessary.

### **Main Considerations for the Council**

- 4.1 The changes are being made following a review of the Forum's proportionality, membership and terms of reference which was carried out as part of best practice. Had this review not been carried out the Forum would not be able to confirm that there was proportional membership/representation across all schools/education settings.

### **Workforce Implications**

- 5.1 There are no workforce implications.

### **Overview and Scrutiny Engagement**

- 6.1 No Overview and Scrutiny engagement was recommended.

### **Safeguarding Considerations**

- 7.1 There are no safeguarding considerations

### **Public Health Implications**

- 8.1 There are no public health implications.

### **Procurement Implications**

- 9.1 There are no procurement implications.

### **Equalities Impact of the Proposal**

- 10.1 There are no equalities impacts with the proposal.

### **Environmental and Climate Change Considerations**

11.1 This Proposal has no significant impact on environmental and climate change considerations.

### **Risk Assessment**

12.1 There are no risks associated with this proposal.

### **Financial Implications**

13.1 There are no financial implications associated with this proposal.

### **Legal Implications**

14.1 The Schools Forum (England) Regulations 2012 govern the composition, constitution and procedures of School Forums. The Regulations provide a framework for the appointment of members but allow a considerable degree of discretion in order to accommodate local priorities and practice. The proposed amendment still keeps the Wiltshire School Forum structure compliant with the regulations and appears to have been proposed to accommodate local priorities.

### **Options Considered**

15.1 No other options were considered.

### **Proposal**

**16.1 It is proposed that the Terms of Reference be approved as set out in Appendix 1 to this report.**

### **Reason for Proposal**

17.1 To ensure that the Terms of Reference for Wiltshire Schools Forum are up to date and reflect the membership and decisions that are to be made by the Forum.

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Grant Davis (Schools Strategic Financial Support Manager)  
7 December 2022

The following unpublished documents have been relied on in the preparation of this report:

None.

Appendix 1 – Terms of Reference of Schools Forum