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**WOKINGHAM
BOROUGH COUNCIL**

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To:- All Committee Members

SCHOOLS FORUM - WEDNESDAY, 10TH JULY, 2019

I am now able to enclose, for consideration at the next Wednesday, 10th July, 2019 meeting of the Schools Forum, the following reports that were marked as 'to follow' on the agenda sent out recently.

Agenda No	Item
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57	<u>Review of Schools Forum Membership</u> (Pages 3 - 10)
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To consider the Schools Forum Membership Review report.

This report requires a decision.

58	<u>Schools Forum Governance Arrangements</u> (Pages 11 - 12)
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To consider the Schools Forum Governance Arrangements report.

This report requires a decision.

Yours sincerely

Susan Parsonage
Chief Executive

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SCHOOLS FORUM

Schools Forum Membership Review

1. Purpose of the Report

To review the Schools Forum's membership to ensure that it reflects the current make-up of schools in the Borough.

2. Suggested Action

Members are asked to consider the number of schools that converted to academy in recent years, the number of pupils in each phase and type of school; based on these information to determine its membership. The membership should be proportionate to the number of pupils in schools with regard to type and phase of schools.

3. Supporting Information

The Local Authority determines the size, composition and terms of reference of its Schools Forum. It is good practice to undertake regular reviews of the membership to ensure it continues to proportionately represent the types of schools in the Borough. Note that the 'members' of Schools Forum are schools, not the individuals attending Schools Forum representing the schools.

Schools Forum decided at its meeting on 28 March 2018 that it was not going to change or review its membership because at the time it was expected that Schools Forums would cease to exist with the introduction of the New Funding Formula (NFF). However, this has not happened and Schools Forum has requested a review of its membership.

The current Schools Forum membership can be viewed in Appendix A. The number of pupils currently in each phase can be viewed in Appendix B.

Since the last time the membership was reviewed, a significant number of schools have converted to academies, see Appendix C. It is also expected that the number of academy schools will continue to increase in the future.

Schools Forum is required to decide if it wishes to continue with the same number of members, and if it wishes to change the number of allocated representatives to each type/phase of member. In considering this, the Forum has to take into account the statutory guidance on membership. Broadly, this means that the membership must reflect the makeup of schools in the Borough.

There are more academy schools in the Borough since the last time the membership was reviewed. Consequently, the number of academy representatives should reflect this increase.

The current total number of members is 30. This large number is undesirable as it makes meetings difficult to manage and decision making more onerous. It is recognised that a smaller number of members would be beneficial.

With the aim to reduce numbers, it is proposed that the two discretionary seats reserved for the Oxford Diocese and the Roman Catholic Diocese be removed. It is also proposed that Schools Forum membership be reduced to 22 seats (= 22 votes).

It is worth noting that the reduction in the number of seats does not preclude people from attending meetings or being asked to join Task and Finish Groups or other committees. Further, Schools Forum is a public meeting that anyone may attend to observe.

After review the Borough's proposal is as follows:

School representatives

Maintained Primary	6
Maintained Secondary	1
Academies	9 (preferably 3 primary and 6 secondary)
Special School	1
PRU	1

Non-school representatives

Early Years	1
WBC Councillor	1
WBC	1
Post 16 education	1

Total **22**

It is worth noting that seats are allocated to schools; headteachers have the discretion to appoint a school business manager or school governor to represent the school. To retain a 'good' mix of skills and experience it would be preferable to have a mixture of headteachers, school business managers and governors in the Forum.

Duration of Terms of Office

No duration is currently specified. Forum has in the past decided that it was preferable to retain the expertise of members rather than limit the duration of membership and risk losing valuable contributions. Schools Forum may wish to continue with this arrangement.

Future Schools Forum Representation

It is recommended the member representation of Schools Forum is reviewed annually, in the summer of a year, to allow any changes to align to the school academic year.

Jim Leivers

Interim Assistant Director for Education

Luciane Bowker

Democratic and Electoral Services Specialist

MEMBERSHIP OF THE SCHOOLS FORUM

Total Number of Members – 30**Primary Maintained Schools Representatives – 9 Members (30%)**

Brian Prebble Primary Head	Rivermead Primary
Carol Simpson School Business Manager	Colleton Primary
Corrina Gillard Primary Head	Emmbrook Infant
Elaine Stewart Primary Head	Aldryngton Primary
Emma Clarke Primary Head	Farley Hill Primary
Helen Ball Primary Head	Polehampton Infant
Lou Slocombe Primary Head	Radstock Primary
Sally Hunter Primary Head	Wescott Infant
Sylvia Allen School Business Manager	Hawkedon Primary

Primary Academy Schools – 2 Members (6.6%)

Ali Brown Primary Head	Nine Mile Ride Primary
Julia Mead School Business Manager	St Sebastian's CE Primary

Secondary Maintained School Representative - 1 Member (3.3%)

Paul O'Neill Secondary Head	Emmbrook School
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Secondary Academy Schools - 7 Members (23.3%)

Ben Godber Academy Head	Bohunt School
Derren Gray Academy Head	Piggott School
Ginny Rhodes Academy Head	St Crispins School
Janet Perry Academy Business Manager	Holt School
Maggie Callaghan Free School Head	Oakbank School
Paul Gibson Headteacher	Maiden Erlegh School
Paul Miller Governor	St Crispins (Chairman)

Special School – 1 Member (3.3%)

Sara Attra Special School Head	Addington School
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Pupil Referral Unit – 2 Members (6.6%)

- | | |
|--|------------------------------|
| 1. Jay Blundell Pupil Referral Unit Head | Foundry College |
| 2. John Bayes Governor | Foundry College (Vice-Chair) |

Early Years – 3 Members (10%)

Ian Morgan	Early Years Representative
Karen Edwards	Early Years Representative
Kerrie Clifford Maintained Nursery Head	Ambleside Centre

Non-School Representatives – 5 Members (16.6%)

Marion Standing	Oxford Diocese
Vacancy	Roman Catholic Diocese
Vacancy	WBC Representative
Jim Leivers	Assistant Director Education
James Taylor	Wokingham and Bracknell College

Voting

From the Primary Representatives only 10 votes are allowed.

From the Secondary Representatives only 2 votes are allowed.

From the Academy Representatives only 5 votes are allowed.

From the Special School Representatives only 1 vote is allowed.

From the Early Years only 2 votes are allowed.

From the Pupil Referral Unit only 1 vote is allowed.

Total number of pupils (October 2018 census)
Total number of pupils = 25258

School Name	Pupils	Total
Aldryngton Primary	314	12354 representing 48.91%
All Saints CofE	297	
Bearwood Primary	277	
Beechwood Primary	366	
Colleton Primary	389	
Crazies Hill CofE	92	
Emmbrook Infant	173	
Emmbrook Junior	246	
Farley Hill Primary	207	
Finchampstead CofE	113	
Gorse Ride Infant	180	
Gorse Ride Junior	231	
Grazeley Parochial CofE	188	
Hawkedon Primary	625	
Hawthorns Primary	426	
Highwood Primary	287	
Hillside Primary	455	
Keep Hatch Primary	393	
Lambs Lane Primary	223	
Loddon Primary	550	
Polehampton CofE Infant	169	
Polehampton CofE Junior	239	
Radstock Primary	453	
Rivermead Primary	410	
Robert Piggott CofE Infant	106	
Robert Piggott Junior	179	
Shinfield Infant	314	
Shinfield St Mary CofE Junior	356	
Sonning CofE	208	
South Lake Primary	460	
St Dominic Savio Catholic	418	
St Nicholas CofE Primary	136	
St Paul's CofE Junior	385	
Walter Infant	306	
Wescott Infant	159	
Westend Junior	237	
Wheatfield Primary	166	
Whiteknights Primary	446	
Willow Bank Infant	179	
Willow Bank Junior	239	
Winnersh Primary	443	
Woodley Primary	314	

Charvil Piggott	172	3318 representing 13.13%
Early St Peter CofE	484	
Evendons Primary	346	
Floreat Montague Park Primary	162	
Hatch Ride Primary	197	
Nine Mile Ride Primary	339	
Oaklands Infant	168	
Oaklands Junior	253	
St Sebastians CofE Primary	146	
St Teresa's Catholic Primary	309	
The Coombes CofE Primary	398	
Wheatfield Primary	147	
Windmill Primary	197	
Bohunt	805	7617 representing 30.15%
Forest	664	
Maiden Erlegh	1387	
Oakbank	510	
St Crispins	958	
Holt	1067	
Piggott	1195	
Waingels College	1031	
Bulmershe	959	1692 representing 6.69%
The Emmbrook	733	
Addington	213	266 representing 1.05%
Northern House	53	
Foundry College	11	11 representing 0.04%

APPENDIX C

	Type of School		Date of conversion or establishment
Bohunt	Secondary	Bohunt Trust	Sep-16
Coombes Primary School	Primary	Keys Trust	Sep-17
Earley St Peter's Primary School	Primary	Keys Trust	Jul-17
Florest Montague Park	Primary	Floreat Trust	Sep-16
Forest School	Secondary	Stand Alone Academy	Sep-14
Hatch Ride Primary School	Primary	Corvus	Jan-18
Holt School	Secondary	Stand Alone Academy	Sep-11
Maiden Erlegh School	Secondary	Maiden Erlegh Multi-Academy Trust	Sep-11
Northern House	Special	Northern House	Jan-17
Nine Mile Ride Primary School	Primary	The Circle Trust	Feb-18
Oakbank	Secondary	Free School	Sep-12
Oaklands Infant School	Primary	Corvus	Jan-18
Oaklands Junior School	Primary	Corvus	Jan-18
Piggott CE School	Primary	Stand Alone Academy as one all through school with Charvill Primary	Sep-11
St Crispins School	Primary	The Circle Trust	Feb-18
St Sebastian's Primary School	Primary	Keys Trust	Dec-17
St Teresa's Primary	Primary	Frassati Catholic Trust	Jul-17
Waingels College	Secondary	Stand Alone Academy	Sep-15
Charvil Piggott Primary School	Primary	Stand Alone Academy as one all through with Piggot Snr	Sep-13
Evendons Primary School	Primary	Free School	Sep-14
Wheatfield Primary School	Primary	GLF	Sep-14
Windmill Primary School	Primary	GLF	Sep-13
Above list covers schools registered as academies within the Borough as of 1/3/19			

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SCHOOLS FORUM

Schools Forum Governance Arrangements

1. Purpose of the report

To undertake a review of Schools Forum governance arrangements with a view to making improvements.

2. Recommendation

That Schools Forum endorses the implementation of improvements suggested throughout the report and makes any suggestions it feels necessary.

3. Background

Schools Forum undertook a self-assessment exercise where some areas for improvement were identified:

- Training and starter pack
- Link to the website and availability of papers
- Election of members
- Voting procedure

Training and starter pack

At the moment there is no training or a starter pack available to Schools Forum members. This is something that could be developed and introduced. One suggestion is that training could be offered once a year (maybe immediately before the first meeting of the new academic year from 9am-10am). Such training could either be delivered by the Finance Officers and experienced members or it could be sourced outside, Schools Forum has a budget for its administration which could cover this expense.

A starter pack could include the statutory guidance, the Schools Forum Operational and Good Practice Guide, past copies of agendas and minutes and a copy of the forum's Constitution.

Link to the website and availability of papers

All agendas and minutes are published to the Council's website. However, it seems that some members are not sure where to find them. There is a need to make this information clearer, one option is to include the link to the website with the agenda papers to make it more visible.

Additionally, Schools Forum members are encouraged to:

- Forward the web link to their colleagues for information.
<https://wokingham.moderngov.co.uk/mgCommitteeDetails.aspx?ID=162>
- Inform colleagues that they can sign up to email alerts for the publication of minutes and agendas
<https://wokingham.moderngov.co.uk/ielogon.aspx?lp=1&RPID=3621325&HPID=3621325&Forms=1&META=mgSubscribeLogon>

Election of Members

Each phase of education is responsible for appointing members to Schools Forum. The election process may occur at the headteachers federations or cluster meetings. It is

advisable that federations undertake an annual review of their representation in line with Schools Forum review of membership representation each summer.

Heads of secondary schools may choose to use the Secondary Heads Federation meetings to consider which schools become their representatives.

Primary schools may choose to use the primary school cluster groups to consider which schools become their representatives.

Academy members should write to their Trusts and seek the Trust's endorsement of their appointment to Schools Forum. The DfE guidelines to Schools Forum do not differentiate between the phases for Academy member representation. It would, though, be desirable that Trust Boards', in nominating their Schools Forum members, to take into account a member representation that reflected the number of pupils in the primary and secondary phases of the schools within their Trusts.

Voting procedure

Where voting is required at meetings, a show of hands has been used to determine the decision. Schools Forum can opt to continue with this system or it can introduce a recorded vote system. In a recorded vote system names are called out and each member votes in turn, with the clerk noting down the votes, the voting would be recorded in the minutes of the meeting. Schools Forum should consider:

- A) Retaining the current voting system; or
- B) Retaining the current voting system with the addition of minuting members' individual votes; or
- C) Move to the 'recorded vote' approach.

Members have requested that the attribution of votes should be noted on the agenda with the list of members and attendees.

Members have stated that reports should clearly indicate if the report is for 'noting' or if a decision is required. Going forward reports should clearly state one of the following options: to vote, to note, for information, or to consult. This information is to also be included in the forward plan and in the agenda front sheet.

Task and Finish Groups

Where necessary Task and Finish Groups will be formed in order to enable thorough discussions on the more complex issues with an expectation that the Task and Finish Groups will report back to Schools Forum. The Task and Finish Groups should be chaired by a member of Schools Forum and are likely to include expert officers from the Borough staff.

Expenses

Members are reminded that under the statutory guidance, School Forum members are entitled to claim for parking expenses related to their attendance to Forum meetings.

Jim Leivers

Interim Assistant Director for Education

Luciane Bowker

Democratic and Electoral Services Specialist