

LANCASHIRE SCHOOLS FORUM

Date of meeting 5 July 2022

Item No 3

Title: Forum Membership

Appendix A refers

Executive Summary

This report summarises the changes to the Forum membership since the last meeting and includes information about the appointment of a new Schools Forum Chair

Forum Decision Required

The Forum is asked to:

- a) Note the report;**
- b) Thank Cathryn Antwis, Paul Bonser, Steve Campbell, Jane Eccleston, Gaynor Gorman, James Johnstone, Shaun Jukes, Delyth Mathieson, Alan Porteous, Nicola Regan, Karen Stracey, Sam Ud-din and Laurence Upton for their contribution to the Forum;**
- c) Welcome Abigale Bowe and to her first Forum meeting as the formal PRU representative;**
- d) Welcome Sylwia Krajewska to her first Forum meeting;**
- e) Appoint a new Forum Chair for the 2022/23 academic year from any nominations received.**

- f) *Individual members not already on the Education Digital Services Schools Focus Group are asked to consider volunteering.***

Background

This report provides information on Forum membership issues that have arisen since the last Forum meeting. Details are provided below.

Schools Forum Annual Membership Review for September 2022

Previous reports to the Forum in the current academic year have kept members updated on the annual membership review process ahead of the new academic year in September 2022.

Earlier reports noted that no immediate change to the balance in the maintained primary schools, maintained secondary schools and academy membership was required for 2022/23 following the latest analysis of pupil numbers.

The review had also sought responses from schools representatives about whether members wished to continue on the Forum from September 2022. A number of members have indicated that they will not be continuing on the Forum in 2022/23, and this meeting will be their last.

Members leaving the Forum as part of this annual membership review include:

| | |
|-----------------|------------------------------|
| Cathryn Antwis | Primary School Headteacher |
| Steve Campbell | Secondary School Headteacher |
| Nicola Regan | Secondary School Headteacher |
| Gaynor Gorman | Academy Headteacher |
| Alan Porteous | Academy Headteacher |
| Shaun Jukes | Special School Headteacher |
| Jane Eccleston | PRU Headteacher |
| James Johnstone | Primary School Governor |
| Karen Stracey | Primary School Governor |
| Laurence Upton | Primary School Governor |
| Sam Ud-din | LASGB Observer |

The LA is making arrangements to seek replacement representatives for September 2022 and members are asked to note that Steve Campbell and Sam Ud-din may return to the Forum in the new academic year representing different groups.

In the case of the PRU Headteacher representative, the change has been implemented in the summer term 2022 and Abigale Bowe, Headteacher at Shaftesbury High School, has joined the Forum. Members will be aware that Abigale has previously attended the Forum as a substitute member.

A number of these colleagues who are leaving are active and longstanding members, and the Forum will want to express thanks for their contributions and wish them well for the future.

Members will also wish to welcome Abigale to the Forum, as the formal PRU representative.

Head of Service Education Improvement

Members may have seen that Delyth Mathieson, Head of Service Education Improvement is leaving the authority until mid-August, to join Stoke on Trent City Council as Assistant Director for Education and Family Support. The county council is in the process of recruiting a new head of education improvement.

The Forum will wish to thank Delyth for her contribution.

Clerk to the Schools Forum

Paul Bonser is retiring from the county council at the end of the academic year. Sylwia Krajewska has been appointed as his replacement and will take over the role of Forum Clerk.

Whilst Sylwia does not official take up her post until after the Forum meeting, she hopes to be in attendance as an observer at the 5 July meeting.

The Forum will wish to thank Paul for his contribution to the Forum and to welcome Sylwia to the Forum.

Schools Forum Chair

As mentioned above, Shaun Jukes has indicated that he will not continue on the Schools Forum from September 2022.

The Forum will therefore need to elect a new chair for the 2022/23 academic year.

Whist recent appointments for the roles of Forum Chair and Vice-Chair have been for a 2 year period, it is recommended that the election of the Chair from September 2022 should initially be for the 2022/23 academic year only. This is because the existing appointment for Shaun as Chair, and Stephen Booth as Vice Chair, were made in September 2021, covering the 2021/22 and 2022/23 academic years. A single year appointment for the new Forum Chair for 2022/23 would mean the existing 2 year appointment cycle could be resumed from September 2023.

Attached at **Appendix A** is information on the Role of the Schools Forum Chair.

Any members who wish to nominate themselves to stand as Forum Chair are asked to inform the Forum clerk by emailing schoolsforum@lancashire.gov.uk ahead of the meeting, if possible.

If more than one nomination is received, it will be necessary to conduct a vote at the Forum meeting to formally elect the Chair for 2022/23.

Schools Forum Representatives on the Education Digital Services Schools Focus Group

Education Digital Services provide a wide range of services to Lancashire schools and their Schools Focus Group is an important vehicle for engaging with the service. In addition, the group meets jointly with schools payroll and recruitment services.

The Schools Forum is one of the organisations that nominates members to sit on the Focus Group, but due to Forum membership changes, a number of vacancies now exist on the group or will become vacant in the near future, and an email was circulated in May 2022 seeking volunteers to join the group on behalf of the Forum. The email provided the latest TOR and the current list of representatives and included an offer to discuss the work of the group with the Head of Education Business Development at Education Digital Services if members wanted further information.

Identified vacancies included:

- Primary School Headteacher
- Secondary School Headteacher
- School Governor
- Academy Representative (new)

By the closing date of 31 May 2022, the following members had volunteered

- Anna Smith, Headteacher, Burscough Village Primary School,
- Jackie Lord, governor at Penwortham Girls High School

During this process Laurance Upton also confirmed that he is leaving the Forum and therefore resigning from the focus group.

Any members not already on the Education Digital Services Schools Focus Group are asked to consider volunteering.

Role of the Schools Forum Chair

Eligibility

The Schools Forum must elect a Chair from amongst its own voting members, but this cannot be an elected member or officer of the local authority.

Duties/Tasks

The role of Chair of the Lancashire Schools Forum includes a number of duties and responsibilities, which are listed below. Whilst the list is wide-ranging, many of these are only required on an infrequent basis.

Duties include:

- Chairing meetings of the Lancashire Schools Forum
- Chairing the Schools Forum's Chairs' Working Group, including:
 - Recommending additional representatives from other groups be invited to particular meetings of the Chairs' group if this was relevant to issues being discussed at that meeting;
 - In conjunction with other representatives of the Group offering a steer to the County Council around any issues affecting schools or the Schools Budget that may be confidential in nature;
 - In conjunction with other representatives of the Group offering a sounding board for the County Council in the development phase of Schools Budget proposals;
 - Receiving briefings in advance of meetings to ensure the smoothing running of the Forum meetings.
- Liaison with the Press on Schools Forum related issues, including:
 - Issuing press releases on key Forum issues, via the County Council's Media Team;
 - Commenting to the press on relevant School Budget related issues on behalf of the Forum.
- Being the public face of the Forum
- Contributing to the annual Schools Forum induction session for new members.
- Representing the Schools Forum on school user groups for ICT and HR/Payroll.
- Contributing to the Schools Forum's relationship with constituent groups, including attendance at relevant meetings, for example the Lancashire Academy Principals Group, Lancashire Academy Governors meeting or the Primary Heads in Lancashire (PHiL) Executive.
- Presenting a Schools Forum perspective, a County events, such as District Chairs of Governors meetings and County Council school funding consultation seminars.

- Communicating directly with Lancashire schools and academies on key issues where the Schools Forum has been involved.
- Receiving information from DfE on School Funding matters.
- Responding to DfE consultations on school funding related matters on behalf of the Schools Forum.
- Corresponding with the Prime Minister, Secretary of State for Education, Lancashire MPs and other DfE and ESFA officials on behalf of Lancashire schools and the Forum.
- Attending and contributing to relevant Schools Forum related events and surveys at a national and regional level.
- Receiving and responding to written and verbal communication with Lancashire schools on relevant school funding issues.
- Making representations on key issues on behalf of schools and the Forum to the County Council and its partner organisations, including meetings with:
 - the Leader of the County Council;
 - Chief Executive of the County Council;
 - the Cabinet Member for Education and Skills
 - the Executive Director of Education and Children's Services and the Director of Education and Skills;
 - other LCC Directors.
- Attending meetings with senior County Council members and officials to provide a school perspective and insight on County Council initiatives, for example the living wage.