

## Annual Review of the Gloucestershire Schools Forum Constitution and Membership Structure

<b>Schools' Forum Date</b>	13 June 2024
<b>Type of Decision</b>	For decision
<b>Background Documents</b>	Education & Skills Funding Agency - Schools Forum Operational and Good Practice Guide (March 2021) <a href="#">LINK</a>  The Schools Forum (England) Regulations 2012 <a href="#">LINK</a>
<b>Author</b>	Joanne Bolton – Clerk to the Forum
<b>Purpose of Report</b>	To review the Gloucestershire Schools Forum Constitution and Membership Structure
<b>Key Recommendations</b>	The Forum is asked to review and consider the Constitution and membership structure, and bring any questions to the meeting.
<b>Resource Implications</b>	N/A

### 1. Annual Review of the Gloucestershire Schools Forum Constitution

- 1.1 The Schools Forum Constitution is reviewed annually at every June meeting of the Forum. No amendments are proposed at this time; however, the Constitution is attached at Appendix 1 for information.
- 1.2 The Forum is asked to review and consider the Constitution and bring any questions to the meeting.

### 2. Schools Forum Membership Structure

- 2.1 The number of members in paragraph 2.5 below is reviewed annually at every June Forum meeting. This review takes account of the distribution of pupils between maintained schools and academies, as recorded in the January 2024 census.
- 2.2 The Schools Forum (England) Regulations 2012 provide a framework for the appointment of members. A summary is available here: [LINK](#)
- 2.3 Schools forums must have:
  - schools members
  - academies member(s), if there is at least one academy in the local authority's area

➤ non-schools members.

2.4 School and academy members together must number at least two-thirds of the total membership of the schools forum. Non-schools members must not exceed a third of the forum's total membership. Gloucestershire Schools Forum has 21 school and academy members out of an overall total of 29 members. There are currently 8 non-schools members (one third is 9 members).

2.5 The membership of the Forum is as follows and accords with the Schools Forums (England) Regulations 2012:

**Schools members:**

Primary School Headteachers	3
Primary School Governors	3
Secondary School Headteachers	1
Secondary School Governors	1
Special School Headteachers	1
Special School Governors	1
Pupil Referral Units	1

**Academies members**

Primary School Headteachers	1
Primary School Governors	1
Secondary School Headteachers	3
Secondary School Governors	3
Special School Headteachers	1
Special School Governors	1

**Non-School members:**

Diocesan Representatives	2
Post 16 Representative	1
PVI providers/early years	2
Trade Union Representative	1
Community Representative - (Chair of the Schools Forum)	1
Gloucestershire Parent Carer Forum	1

Total -----  
29

2.6 In terms of proportionality, the Schools Forum (England) Regulations 2012 state *“primary schools, secondary schools and academies must be broadly proportionately represented on the forum, having regard to the total number of pupils registered at them”*. In addition, the Schools Forum Operational and Good Practice Guide states *“the balance between maintained primary, maintained secondary and academies members must be broadly proportionate to the pupil numbers in each category...”*.

2.7 In Gloucestershire, the School Census January 2024, reports that there are 47,286 pupils on roll in primary schools and 43,248 on roll in secondary schools. The School Census lists the number on roll at each school, and the table below

provides a breakdown of the numbers on roll in primary and secondary local authority maintained schools and academies, alongside the number of Gloucestershire Schools Forum members representing those categories:

<b>Category</b>	<b>Number on roll</b>	<b>Number of Gloucestershire Schools Forum members</b>
Primary (local authority maintained schools)	29,987	6
Primary (academies)	17,299	2
Secondary (local authority maintained schools)	4,744	2
Secondary (academies)	38,504	6

- 2.8 Based on this information, the balance between maintained primary, maintained secondary and academies members, remains broadly proportionate to the pupil numbers in each category. Consequently, no changes are proposed by the local authority to amend the number of members representing those categories on Gloucestershire Schools Forum.
- 2.9 The Forum is asked to review and consider the Forum's current membership structure and bring any questions to the meeting.

**Joanne Bolton**  
**Clerk to the Schools Forum**  
**June 2024**