



Open Report on behalf of Andrew Crookham, Executive Director - Resources

Report to:	Lincolnshire Schools' Forum
Date:	29 June 2023
Subject:	Lincolnshire Schools' Forum – Constitution and Membership update

Summary:
The purpose of the report is to provide the Schools' Forum with an update to Lincolnshire Schools' Forum Constitution and Membership document detailed at Appendix A.

Recommendation(s):
That the Schools' Forum is asked to note the contents of the report and endorse the updated Constitution and Membership document as detailed at Appendix A, which includes the annual review of composition membership.

Background

The Lincolnshire Schools' Forum ("the Forum") was established by virtue of Section 47A of the School Standards and Framework Act 1998 as amended by the Education Act 2002. It is also required to operate under various sets of regulations resulting from those statutes, including the Schools' Forums (England) Regulations 2012 and the School and Early Years Finance (England) Regulations, most recently 2023.

The legislative requirements for the Forum are explained in guidance issued by the Education and Skills Funding Agency ("ESFA") titled the Schools Forum Operational and good practice guidance ("the Guidance") and a revised version of which was issued in March 2021 (included at Appendix B).

The Forum governance and operational remit are described in a constitution and Terms of Reference document ("ToR"), designed to reflect the contents of the legislation and Guidance applicable from time to time, to ensure that the Forum conducts its activities on a basis that is compliant with legislative requirements.

As a result of changes introduced by Section 35 of the School and Early Years Finance (England) Regulations 2021 and the revised version of the Guidance issued March 2021, a

review took place of the ToR, which were formally approved on the 10 September 2021 by the Executive Councillor for Children's Services.

No revision has been made to the Schools' Forums (England) Regulations 2012, and the School and Early Years Finance (England) Regulations (2023) reflect only the funding formula changes for the current year compared to the prior year regulations.

In summary, no changes have been made to the regulations that will change the current operating framework for the Forum. The membership composition has been reviewed and updated to reflect the current position (1 June 2023) and a forward plan of proposed membership from October 2023 of maintained and academy schools based on the January 2023 census data, which can be found in Appendix A. The school membership composition remains unchanged for 2023/24. Only two additional academy conversions have taken place in that time within the mainstream sector.

The updated ToR continue to comprise seven sections:

1. Constitution introduction indicating the statutory origins of the Forum and the regulations governing its operations.
2. Purpose and Role. A section briefly describing the overall purpose and role of the Forum.
3. The Functions of the Forum. A section and an Appendix setting out the decision-making powers of the Forum and those matters it is entitled to be consulted on as reflects current legislation and the Guidance.
4. Composition. This section explains the membership requirements and reflects the principle explained in the Guidance that non-school members may only constitute 1/3 of the Forum total membership. Also, the requirement that Membership will be reviewed annually in June to ensure it is fully representative of different school sectors and in proportion to the number of children allocated to each sector. Subsequent paragraphs then explain the membership nomination and election basis for school members (both maintained schools and academy schools) and non-school members.
5. Conduct of Meetings. This section explains the conduct of the meeting (namely, declaring of members interest, quorum, substitutions etc.), and indicates that meetings may be held by remote means.
6. Voting arrangements. Paragraphs (a) to (c) reflect requirements explained in the Guidance.
7. Administration of the Forum. Support the operations of running the Forum.

Conclusion

To ensure that the Schools' Forum operates in accordance with legislation and Guidance the Local Authority has reviewed the relevant regulations and guidance and there are no changes to report. The school membership composition has been reviewed to reflect the June 2023 maintained and academy schools' position, and the position remains unchanged for 2023/24. The ToR has been updated to reflect the annual review on the

composition of membership in Appendix A, and the Executive Councillor for Children's Services will be briefed of this position.

Consultation

a) Risks and Impact Analysis

Not applicable.

Appendices

These are listed below and attached at the back of the report	
Appendix A	Revised Constitution and Membership for the Schools' Forum
Appendix B	Schools Forum Operational and good practice Guidance March 2021
Appendix C	Schools' Forum Self-Assessment Checklist

Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Mark Popplewell, Strategic Finance Lead, Children's Services, who can be contacted or by email at mark.popplewell@lincolnshire.gov.uk

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