

Report to the Schools Forum
Meeting to be held on Tuesday 2 July 2024

Item 3

Forum Membership and Schools Forum Chair and Vice Chair for the 2024/25 Academic Year

Contact for further information:
Schools Forum Clerk
schoolsforum@lancashire.gov.uk

Brief Summary

This report summarises the changes to the Forum membership since the last meeting.

Recommendation

The Forum is asked to:

- a) Note the report.
- b) Thanks to Angela Johnstone, Louise Shaw, Michelle O'Neill, Karen Stracey, Rachel Bond and Julie Jones.
- c) Welcome Michael Merrick Catholic Diocese representative to their first meeting.

Detail

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 2024

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 2024.

Earlier reports noted that a change is required to the balance in the maintained primary schools, maintained secondary schools and academy membership was required for 2023/24 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 2024. A number of



members have indicated that they will not be continuing on the Forum in 2024/25, and this meeting will be their last.

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

Angela Johnstone	Primary School Headteacher
Louise Shaw	Academy Governor
Michelle O'Neill	Primary School Governor
Karen Stracey	Primary School Governor
Rachel Bond	Secondary School Governor
Julie Jones	Catholic - Diocesan/Church Authorities
John Davey	Secondary School Governor

The LA is making arrangements to seek replacement representatives for September 2024.

John Davey will continue as a voting member on the Schools Forum as an Academy Primary School representative from September 2024.

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.

Since the last Schools Forum meeting a number of representatives have been elected due to mid-year resignations.

Michael Merrick	Catholic - Diocesan/Church Authorities
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Schools Forum Chair and Vice Chair for the 2024/25 Academic Year

At the Schools forum in March 2024, it was formally agreed to reflect the Schools Forum Chairs annually ahead of the new academic year.

The Forum will therefore need to elect a new chair and vice chair for the 2024/25 academic year.

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 or Vice 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 and Vice Chair for 2024/25.

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

The Schools Forum is one of the organisations that nominates members to sit on the Focus Group, a number of vacancies now exist. The Schools Forum has also been requested to assist with membership from a range of organisations across the sector.

Identified vacancies included:

- **Lancashire School's Forum**
- **PHIL (Primary Headteachers in Lancashire)**
- **LASSH (Lancashire Association of Secondary School Headteachers)**
- **LSSHTA Lancashire Association of Secondary School**
- **LSSHTA Lancashire Special School Association**
- **Lancashire Academy Schools**
- **Lancashire Federation of Nursery Headteachers**
- **LASBM Lancashire Association of School Business Managers**
- **LASGB Lancashire Association of School Governing Bodies**

If you are interested in any of the vacancies above, please contact the Schools Forum Clerk.



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.

