

DARLINGTON SCHOOLS FORUM
16th January 2024

ITEM NO 3

MEMBERSHIP UPDATE AND MEMBERSHIP ELECTION PROCEDURES

Purpose of Report

This report summarises the changes to the Schools Forum membership since the last meeting and outlines election procedures for all groups on the Schools Forum.

Forum Decision Required

The Forum is asked to:

- a) Note the report;
- b) Thank members for their contributions to the Schools Forum where appropriate;
- c) Agree election procedures for Academy and Special School representatives.

Schools Forum Membership

Please note the current membership position as set out in Appendix 1 (as per website). This report provides information on Forum membership issues that have arisen since the last Forum meeting. Details are provided below.

Maintained Primary School Headteacher Representative

- Whinfield Primary School has not yet moved to Academy status hence Shirley Welsh, continues as maintained primary school representative on the Schools Forum.

PVI Representation

- Dionne Evers, PVI representative from Darlington College Childcare left her post in December 2023. The Forum would like to thank Dionne for her contribution.
- Elizabeth Baker from Little Acorns Nursery who was previously substitute, has agreed to take on the role as PVI representative. Her substitute will be from the nursery. The second PVI representative is Ella Long from Play Hut and Ian Maile from Flora House remains the substitute.

Vacancies

- Primary Academy vacancy and substitute vacancy
- Post 16 substitute vacancy

Election and nomination of schools members

The [Schools Forum](#) guidance states that:

26. The relevant group or sub-group is probably best placed to determine how their schools members should be elected.

27. It's good practice for those who draw up the scheme to ensure that a vacancy amongst a represented group would be filled by a nominee elected according to a process that has been determined by all those represented in that group, for example, community primary school headteachers, or secondary school governors, ensuring that everyone represented has had the opportunity to stand for election and/or vote in such an election. The process must be restricted to the group in question; a headteachers phase group could only vote as a whole for headteacher members if the voting excluded academies, as academies members form a separate group.

29. The purpose of ensuring that each group or sub-group is responsible for their election process is to guarantee that there is a transparent and representative process by which members of schools forums are nominated to represent their constituents.

It is proposed that the election procedures are documented as below:

1. School Members

1.1 Primary maintained schools

The Clerk to the Forum will write to all head teachers and governors inviting nominations. The head teachers will agree how their representative head teacher and governor are selected. Nominations must be submitted to the Clerk to the Forum.

1.2 Academies

The Clerk to the Forum will write to all head teachers and governors/trustees of Darlington academies to alert them to the need for nominations. It is for the proprietors/trustees to decide how they will select their representative. It is then for the representative group (11-19 partnership/Primary Forum without maintained representatives), working together to select their group nominees. There is no requirement for academies members to represent specific primary and secondary phases, but it is encouraged to ensure representation remains broadly proportionate to pupil numbers.

1.3 Special Schools

The Clerk to the Forum will write to the Head teacher and Chairs of Governors, to invite self-nomination. It will then be for the Head teachers and Chairs of Governors to decide who to put forward as the representative.

2 Non-School Members

2.1 Private, Voluntary and Independent Providers (PVI)

The Head of Education Partnerships will write to all Darlington PVI members to invite self-nominations. A ballot will be undertaken at the Early Years Strategy Group where the representative to put forward will be agreed.

2.2 Further Education

The Clerk to the Forum will write to the Principals of all 16-19 FE (Further Education) colleges which serve the Council.

Recommendations:

The Schools Forum should:

- a) Note the report;
- b) Thank members for their contributions to the Schools Forum where appropriate;
- c) Note and agree election procedures above.