

Our Ref: AO/LMS 2017/12 - SF Membership  
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**LMS Document  
 No. 2017/12**

Dear Colleagues,

### Schools Forum Membership Vacancy

As you may be aware, the local authority is responsible for the process of election for maintained schools representatives on the Schools Forum. A vacancy for a maintained schools member of Schools Forum has arisen and it is therefore necessary to appoint a new member.

### Structure of Schools Forum Membership

Membership category	Represented groups	Places			
Schools members	LA maintained :	<b>8</b>			
	Primary/secondary school	5	* includes 1 vacancy		
	Special school	1			
	Nursery	1			
	PRU	1			
Academy members	Academies :	<b>8</b>			
	Mainstream inc. free schools	6			
	Special academies inc. free schools	1			
	Alternative provision academies inc. free schools	1			
Non school members	Non school :	<b>5</b>			
	Mandatory 16-19 providers	1			
	Mandatory Early Years private, voluntary and independent provider	1			
	Discretionary Diocesan representative - Anglican	1			
	Discretionary Diocesan representative - Roman Catholic	1			
	Discretionary Early Years private, voluntary and independent provider	1			
	<b>Total</b>		<b>21</b>		

### The Role

The Schools Forum is a statutory body and has two distinct roles:

Firstly, it has a number of clearly defined statutory decision-making powers. These include, the movement of funding from the schools block, the spend on de-delegated services and the central spend on a variety of services as well as expenditure on a small number of defined categories, such as capital financing.

Secondly the Schools Forum acts as the principal focus for consultation with schools on matters affecting schools budgets, making changes to the schools funding formula and financial issues relating to arrangements for pupils with special education needs and for early years provision. It is usual for a member to be in the role for 3 years.

It is recognised that the national funding formula changes the role of the local authority in managing schools will have a substantial impact on the role of schools forums. However, there will remain significant decisions including the spending that can be held centrally in relation to schools. The implementation of the national funding formula will commence in 2018-19 and it is therefore important that Schools Forum is structured and represented in a way that will enable it to operate effectively and fairly in Suffolk.

Given the current financial context, it is a particularly interesting and important time to be a member of the Schools Forum and it is hoped members will continue to be supportive and committed to the role.

Further information about Schools Forum and copies of previous papers can be found at <http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/schools-forum>

### **Process of election**

The maintained schools representative may be a head, governor or business manager. Each nomination will require a proposer and a seconder, who are not the nominees themselves.

**Please send your nomination(s) by email to [Kylie.Collins@suffolk.gov.uk](mailto:Kylie.Collins@suffolk.gov.uk) by Friday 3 November 2017 before 12:00pm.**

If there are more nominations than places, the local authority will email ballot papers and give schools one vote for the Head and one vote for the Chair of Governors. The ballot forms will be returned to the local authority and counted to determine the result.

The ballot cannot be a secret ballot as the local authority needs to ensure that it can identify which schools have voted.

### **Effective date of appointments**

If a contested election is required, we will aim to do this before the next Forum meeting on 27 November, when budget setting will be considered

Yours sincerely



**Adrian Orr**  
**Assistant Director Education and Learning**  
**Directorate of Health, Wellbeing and Children's Services**