**Warwickshire Schools Forum Membership 2020 – 2022**

**Special School Governor Nomination**

The purpose of this letter is to invite you to submit a single self-nomination for election to the Warwickshire Schools Forum.

The current membership of the Warwickshire Schools Forum is coming to an end, and we now invite nominations from governors of maintained special schools and special academies wishing to serve on the Schools Forum for a 2-year term of office. These posts are voluntary and unpaid.

The role of The Schools Forum is to act as a consultative body with regard to a range of funding decisions as listed in **The Warwickshire Schools Forum Terms of Reference** and the Education and Skills Funding Agency publication **Schools Forum Powers and Responsibilities**. (Copies attached).

**Nominee Requirements**

There are no formal requirements for this role. You will need to currently be a serving governor or trustee at a school in Warwickshire and have an interest in school funding, a commitment to attending meetings and enthusiasm to represent the views of schools. To help you to take an informed view of the role you may find it useful to read **The** **Warwickshire Schools Forum Terms of Reference**.

Information on Schools Forums can also be found on the [Department for Education website](https://www.gov.uk/education/schools-forums). The Warwickshire Schools Forum meets a minimum of 4 times during an academic year with meetings usually held at Northgate House in Warwick on a Thursday starting at 1:00 pm. Meetings are usually concluded by 3:30 pm.

The successful candidate’s term of office will start in the Summer Term with the first Schools Forum meeting with new members taking place on Thursday 1st October 2020.

In line with the Schools Forum’s Terms of Reference we seek nominations of up to 2 governor representatives from Special Schools or Academies.

Following the nomination process we will be arranging elections (if necessary) in September to determine the successful candidates.

A similar nomination process will be undertaken for Headteacher members we will ensure there is only one representative from a single school.

**The election process as follows:**

|  |  |
| --- | --- |
| Monday Friday 19 June | Nomination forms circulated to all maintained and academy schools |
| Friday 17 July | Deadline for submission of nominations |
| Tuesday 1 September | Distribution of election forms to schools and academies |
| Friday 18 September | Closure of elections process |
| Friday 25 September | 2020-22 Membership finalised |
| Thursday 1 October | Schools Forum meeting with new Membership |

Should you be interested in joining the Schools’ Forum please complete the enclosed self-nomination form and return it by **Friday 17th July 2020** together with a personal statement (no greater than 100 words) outlining your relevant experience and why you would like to be a Member of the Warwickshire Schools Forum.

Should anyone require any further information regarding these elections, please contact us:

Yours sincerely

**Neill Butler**

**Schools Funding & Strategy Manager**

Office Tel: 01926 412240

**WARWICKSHIRE SCHOOLS FORUM**

**SPECIAL SCHOOL GOVERNOR**

**SELF NOMINATION FORM**

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Category of Governor** | [ ]  Maintained Special School[ ]  Special Academy  |
| **Contact Email address** |  |
| **Contact telephone number** |  |

**It is essential that the following declaration is completed:**

I agree to my self-nomination for membership of The Warwickshire Schools Forum.

**Sign:**

**Print Name:**

**Date**:

**I have attached / enclosed my personal statement:** [ ]

*All nominees are invited to append a statement of* ***up to 100 words*** *outlining their relevant skills and their reasons for wanting to be a Member of the Warwickshire Schools Forum. This information will be used as part of the election process if required.*

These details should be fully completed and returned by **Friday 17th July 2020** to:

schoolfunding@warwickshire.gov.uk or

Neill Butler

Finance

Resources Group

Warwickshire County Council

Saltisford Office Park

Building 3

Ansell Way

Warwick

CV34 4UL

**Email is the preferred method of communication at this time.**