**Warwickshire Schools Forum Membership 2020 – 2022**

**Mainstream School Headteacher (or their representative) Nomination**

The purpose of this letter is to invite you to submit a self-nomination form 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 Headteacher (or their representative) of maintained schools and academies (primary and secondary schools) 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 Headteacher or a member of your schools Leadership Team 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.

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 on a Thursday starting at 1:00 pm. Meetings are usually concluded by 3:30 pm. These meeting are likely to be done virtually for the foreseeable future.

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 for the following positions:

* Academy Primary Schools – 1 member
* Academy Secondary Schools – 1 member

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 Governor members and we will ensure there is only one representative from a single school.

Should you be interested in joining the Schools’ Forum please complete the enclosed self-nomination form and return it by **Friday 18th September 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.

Please contact me should you have any further queries.

Yours sincerely

**Neill Butler**

**Schools Funding & Strategy Manager**

01926 412240

**WARWICKSHIRE SCHOOLS FORUM**

**MAINSTREAM SCHOOL HEADTEACHER (OR THEIR REPRESENTATIVE)**

**SELF NOMINATION FORM**

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **School category**  | [ ]  Primary Academy [ ]  Secondary Academy |
| **School Role** | [ ]  Headteacher [ ]  Headteacher representative  |
| **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 18th September 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.**