**Warwickshire Schools Forum Membership 2022 – 2024**

**Headteachers Self-Nomination Information and Election Details**

The purpose of this document is to invite Headteachers (or their Senior Leadership representative) 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. We now invite nominations from Headteachers (or their representative) and Governors of primary, secondary and special schools (maintained and 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**

You will need to currently be a serving Headteacher 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. The Warwickshire Schools Forum currently meets a minimum of 4 times during an academic year with meetings usually held in June, September, January and March.  Since the pandemic meetings have been virtual via Microsoft Teams.  This is likely to continue unless the Department for Education rules change, or if Schools Forum Members decide that meeting in person sometimes or all of the time is preferred. Meetings tend to be scheduled between 2.00pm and 4.00pm.

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 23rd June 2022 at 2pm.

In line with the Schools Forum’s decision at their March 2022 meeting, the table below outlines the details of the required **Schools Memberships at School Forum** (there will also be a smaller number of Non-Schools Memberships at Schools Forum.

**Required Warwickshire Schools Membership of Schools Forum 2022 – 2024:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sector** | No of School Forum Members\* | Of which Heads (or reps) | Of which Governors |
| Primary Maintained | 6 | 3 | 3 |
| Secondary Maintained | 1 | 1 headteacher or governor |
| Primary Academy | 3 | 1 or 2 | 1 or 2 |
| Secondary Academy | 7 | 3 or 4 | 3 or 4 |
| Special Schools Maintained | 1 | 1 head teacher or governor |
| Special Schools Academy | 1 | 1 headteacher or governor |
| Maintained Nursey School | 1 | 1 headteacher or governor |
| **TOTAL**  | **20** |  |

*\*based on number of pupil numbers Census Oct 21*

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

**Please note the following:**

* Please note that the 50:50 ratio of Headteachers to Governors is not mandatory. Ideally within each category of school (secondary, primary, special) we are seeking at least one Headteacher (or their representative) and one Governor.
* Please note that recent ESFA guidance states that that academy representation does not have to be primary and secondary specific. So although the table breaks down the ‘ideal’ number of School Forum Members required for primary academies and secondary academies, nomination and voting of academy members will not be primary or secondary specific, but academies are asked to consider the sector split when voting.
* A similar nomination process will be undertaken for Governor members.
* We will ensure there is only one representative from a single school.

**The election process/timetable is as follows:**

|  |  |
| --- | --- |
| Friday 25 March | Nomination forms circulated to all maintained and academy schools |
| Friday 13 May | Deadline for submission of self-nominations |
| Friday 20 May | Distribution of election forms to all mainstream maintained schools and academies, if required |
| Friday 27 May | Voting deadline and closure of elections process |
| Friday 10 June | 2022-24 Membership finalised |
| Thursday 23rd June | 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 13th May2022** 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,

Dalbir Kaur

Clerk to Schools Forum

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