

**Written statement of a non-key decision**  
**Corporate Director - Children & Young People**

<b>Title</b>	<b>Herefordshire Schools Forum Constitution Review 2025</b>
Decision maker	Corporate Director - Children & Young People Information about cabinet, including the names and contact details of the cabinet members, can be found here: <a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a>
Date of decision	6 August 2025
Report exemption class	Open
Purpose	To adopt the revised constitution of Herefordshire Schools Forum.
<b>Decision</b>	<ul style="list-style-type: none"> <li>a) the Herefordshire Schools Forum be reduced to 25 members by the removal of a vacant seat for maintained primary schools;</li> <li>b) 1 seat be transferred from maintained primary schools to academies to ensure proportionality on the forum and budget working group;</li> <li>c) the revised constitution of the Herefordshire Schools Forum and all appendices, as set out at appendix 1 to the report, be adopted; and</li> <li>d) all future decisions relating to the membership of the forum be delegated to the Service Director, Education, Skills and Learning.</li> </ul>
Reason for the decision	As set out in the report. Documents relating to this decision are available at <a href="http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Id=50052551">http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Id=50052551</a>
Options considered	<ul style="list-style-type: none"> <li>1. <b>The current constitution of the Herefordshire Schools Forum could be retained. This is not recommended as the constitution is not reflective of current practice and would benefit from additional clarity.</b></li> <li>2. <b>A seat could be retained for maintained primary schools. This is not recommended - following a recruitment drive for volunteers to fill vacancies on the forum a vacancy remained for a maintained</b></li> </ul>

	<p><b>primary headteacher and therefore there is evidence that there is not the uptake to fill the vacancies on the Forum.</b></p> <p>3. <b>Proportionality in respect of the forum and budget working group could be disregarded. This option is not recommended as it is preferable for the effective functioning of the Forum and budget working group that the different types of schools in Herefordshire are fairly represented.</b></p>
Declarations of interest (see ▪ below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	12 August 2025

<p>.....</p> <p>Tina Russell, Corporate Director - Children &amp; Young People</p>	<p>Date 6 August 2025</p>
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- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted.