

<b>MEETING</b>	<b>SCHOOLS FORUM</b>
<b>DATE:</b>	<b>25 JANUARY 2013</b>
<b>TITLE OF REPORT:</b>	<b>MEMBERSHIP OF THE BUDGET WORKING GROUP</b>
<b>REPORT BY:</b>	<b>GOVERNANCE SERVICES MANAGER</b>

## **1. Classification**

Open

## **2. Wards Affected**

County-wide

## **3. Purpose**

To consider the membership of the Budget Working Group (BWG).

## **4. Recommendation(s)**

**THAT:**

- (a) the Forum determines the membership of the Budget Working Group; and**
- (b) the Forum appoints a Chairman of the Budget Working Group.**

## **5. Key Points Summary**

- In October 2012 the Forum reviewed the operation of the BWG and reaffirmed the principles that should inform its operation and Membership.
- Nominations to serve on the BWG have been received and are summarised in the report. The Forum is asked to consider whether it is satisfied that the nominations received are sufficiently representative having regard to the principles the Forum has agreed.
- The Forum is also asked to consider the appointment of a Chairman of the Budget Working Group.

## **6. Alternative Options**

6.1 The composition of the BWG could be varied in a number of ways.

## **7. Reasons for Recommendations**

7.1 To ensure that the BWG is constituted appropriately.

## **8. Introduction and Background**

8.1 In October 2012 the Forum considered the composition of the BWG. The Forum agreed:

- a) **the Budget Working Group continue to operate on the basis previously agreed by the Forum as set out at paragraph 5 of the report, with small schools and special schools to be represented and with consideration also given to governor involvement** (*paragraph 5 stated: the membership of the BWG should be transparent and representatives elected by HASH and the Primary Heads Forum; appointments should be representative of their constituent schools; appointments should be for three years subject to re-election. Existing members can continue if they are re-elected by their respective group; agreed that continuity of membership is important as representatives gain school finance expertise; small schools should be represented but it was recognised that it was difficult for Headteachers of small schools to be released from school; special schools should be represented; nominated substitutes are permitted if a member couldn't attend; and headteacher representatives would lead in feeding back a summary from the BWG to Schools Forum and preparing other reports;*);
- b) **there should be a minimum of one maintained school representative from the secondary sector and one academy representative from the primary school sector;**
- c) **the factors set out at paragraph 10 of the report are taken into consideration in making appointments to the Budget Working Group;** (*paragraph 10 stated: That it would be useful to have half from Schools Forum and half not from the Forum to draw on a wider range of ideas; a representative mix of schools is good but the application of strict proportionality between primary, secondary schools and academies is not required; it would be helpful for there to be some continuity of membership to ensure that the expertise that has been developed is not lost (It generally takes a couple of years to gain expertise.); and it would be useful to have representatives from different parts of the County to draw on differing experiences across the County);*
- d) **that in future membership of the Budget Working Group be reviewed in parallel with membership of the Schools Forum;**
- e) **the chairmanship of the Budget Working Group be considered at the Forum's next meeting once nominations have been received;**
- f) **the current membership of the BWG continues in place until 31 December 2012; and**
- g) **representative bodies be invited to submit nominations to serve on the Budget Working Group on the basis that the Group will consist of 14 Members with the 11 places available to primary schools, secondary schools and academies, (taking account of the 2 early years places and 1 specialist schools place) to be allocated on a broadly proportionate basis based on pupil numbers in each category.**

## **9. Key Considerations**

9.1 Nominations to serve on the Budget Working Group have been received and are set out in Appendix 1.

- 9.2 The Forum is asked to consider whether it wishes to accept these nominations.
- 9.3 The Forum did agree that nominations be invited on the basis that the 11 places available to primary schools, secondary schools and academies (taking account of the 2 early years places and 1 specialist schools place in the BWG's total membership of 14) be allocated on a broadly proportionate basis based on pupil numbers in each category. This would have meant:
- Maintained primary (including one small school representative) – 5 places
  - Maintained Secondary Schools - 2 places
  - Academies – 4 places (1 primary, 3 Secondary)
- 9.4 The nominations as set out in Appendix 1 do not quite fulfil that aspiration with one fewer maintained secondary school places and one additional academy place.
- 9.5 No nominations were received from the Herefordshire Association of Governors.
- 9.6 The Forum is asked to consider whether it is satisfied that the nominations received are sufficiently representative, having regard to the principles the Forum has agreed.
- 9.7 The Forum is also asked to consider the appointment of a Chairman of the Budget Working Group. There is no requirement that the Chairman of the BWG is a member of the Forum. However, as the Chairman of the BWG has to report to the Forum on behalf of the BWG and therefore attend almost all Forum meetings there may be an advantage in the Chairman being a member of the Forum.
- 9.8 The BWG's current terms of reference are set out at appendix 2.

## **10. Community Impact**

- 10.1 None

## **11. Equality and Human Rights**

- 11.1 No implications.

## **12. Financial Implications**

- 12.1 None

## **13. Legal Implications**

- 13.1 The Forum must ensure that the BWG is constituted correctly.

## **14. Risk Management**

- 14.1 There would be a potential risk if the BWG were not constituted correctly. The proposals for consideration in this report will ensure that the Group is properly constituted.

## **15. Consultees**

- 15.1 The Herefordshire Association of Secondary Headteachers, the Primary Heads Forum and the Herefordshire Association of School Governors were invited to submit nominations to serve on the BWG. The nominations received are listed in the report.

## **16. Appendices**

- 16.1 Nominations to serve on the Budget Working Group.
- 16.2 Terms of Reference of the Budget Working Group.

## **17. Background Papers**

- 17.1 None

**Budget Working Group Proposed Composition**

Places - 14

- 2 early years places
- 1 special school place.
- Maintained primary (including one small school representative) – 5 places
- Maintained Secondary Schools - 2 places
- Academies – 4 places (1 primary, 3 Secondary)

Nominee	Sector	Confirmed by	Member of Previous BWG (9/14)	Member of Current Schools Forum (7/14)
<b>Maintained Secondary (1)</b>				
Sara Catlow Hawkins	Maintained Secondary (Hereford)	HASH	N	N
<b>Secondary Academies (4)</b>				
John Docherty	Academies (Ross-on-Wye)	HASH	Y	Y
Nigel Griffiths	Academies (Ross-on-Wye)	HASH	Y	Y
Andrew Shaw	Academies (Wigmore)	HASH	N	Y

Clarence Harvey	Steiner Academy	HASH	N	N
<b>Early Years Providers (2)</b>				
Rose Lloyd	Early Years providers	Chair Early Years Forum	Y	Y
Alison Jackson	Early Years providers	Chair Early Years Forum	Y	Y
<b>Special School (1)</b>				
N Gilbert	Special Schools Westfield, Hereford	Special School Heads Group	Y	N
<b>Primary Schools – Academy (1)</b>				
P Box	Academies	Primary School Forum	Y	N
<b>Primary Schools – Maintained (5)</b>				
Lee Batstone	Maintained Primary Madley	Primary School Forum	N	N
Sue Jones Clehonger,	Maintained Primary Clehonger	Primary School Forum	Y	N
Tracey Kneale	Maintained Primary Ewyas Harold, Holme Lacy, Little Dewchurch, Marlbrook, Hereford	Primary School Forum	Y	Y
Ann Pritchard	Maintained Primary (Trinity, Hereford)	Primary School Forum	Y	N
Julie Rees	Maintained Primary Ledbury	Primary School Forum	N	Y

**Current Terms of Reference and Membership of the Budget Working Group (as reported to Schools Forum – 19 October 2012)**

This group is established as a permanent advisory sub-group of the full Schools Forum. Importantly it reports to Schools Forum (SF), and is not itself a decision-making body.

**Remit:**

To provide additional support and time to consider information and data in order to inform the development of key budgetary options, recommendations and decisions relating to Dedicated Schools Grant.

**Membership:**

As appointed by HASH, Primary Head Teachers and Early Years Forum.

**Operating principles:**

To assess financial information prior to presentation to Schools Forum

To consider implications of any financial proposal

To draft papers for submission to full Schools Forum meetings

To provide considered information and advice to support the work of the full Schools Forum.