

Annual Membership Update

Date: 26 June 2025	Item 3	Type of report: Information
Report title:	Annual Membership Update	
Author name and contact details:	Kate Bingham kate.bingham@southwark.gov.uk	
Officer to present the report and title:	Donna- Marie Muir Head of Governor Services	

PURPOSE OF THE REPORT

1. The purpose of the report is to update the Schools' Forum on the annual review of membership, required under the Constitution, as well as declare membership vacancies where the three-year term of office is due to expire at the end of this academic year.

RECOMMENDED ACTION FOR SCHOOLS FORUM

That the Schools' Forum:

2. Note there are no proposed changes to the number of representatives in each membership category;
3. Note the renewed membership vacancy list requiring appointment before the beginning of the 2025/26 academic year; and
4. Note the current election/nomination process for each membership category contained in the Constitution, noting that no changes can be made to the current Constitution until October 2025 (when the annual adoption is passed by the Schools' Forum).

BACKGROUND INFORMATION

5. As set out in the Constitution, the proportionality of the Schools' Forum membership will be reviewed annually (in June/July) so that elections, if required, can be held by the end of the summer term ready for the new academic year.
6. In addition, the Constitution sets out that the term of office for members of the Schools' Forum is three years. As part of the Schools' Forum governance review, the membership terms of office clock was re-set to start at the

beginning of the 2019/20 academic year. It was also assumed that the term of office of those members', as of September 2019 and remaining in situ at the end of the 2021/22 academic year, were extended for a further three years.

7. Consequently, there are a number of member vacancies due to be declared at the end of the 2024/25 academic year. The same members can be reappointed providing they are re-elected/ nominated again by the group that they represent.
8. The rules governing the election / appointment of members are set out in sections 2.9 to 2.22 and replicated at **Appendix 1**.

KEY ISSUES FOR CONSIDERATION

Composition

9. The [Schools' Forums \(England\) Regulations 2012](#) govern the composition, constitution and procedures of Schools' Forums. There is no statutory requirement for a minimum or maximum size of members. SSWark's Schools' Forum currently comprises of 23 members being 18 school members (including academies) and five non-school members, as set out below.

School representatives	
Maintained nursery school	1
Maintained primary community school headteacher	2
Maintained primary community school governor	1
Maintained primary voluntary aided (RC and CoE)	2
Secondary school (maintained)	1
Special school (maintained)	1
Pupil Referral Unit	1
Academy primary school	2
Academy secondary school	6
Academy special school	1
Total	18
Non-school representatives	
Early year providers (Private and voluntary institutions)	1
SSWark Diocesan Board of Education (CoE)	1
Archdiocese of SSWark Schools' Commission (RC)	1
16 to 19 year providers	1
Teachers' Professional Associations	1
Total	5

10. Membership is reviewed annually to ensure the mandatory membership elements are complied with and that mainstream schools (both maintained and academies) are proportionately represented on the Schools' Forum having regard to the total number of registered pupils, though there must be at least one representative for each type of school. The January census will be used to determine this representation.
11. As the current Constitution was adopted in January 2025, the proportionality was based on the October 2024 census and, as such, there is minimal movement in the pupils in each type and phase of school (less than 1% in any

one sector). Therefore, is no proposed change to either the total number of members or to the number of representatives in each membership category.

Vacancies

12. Six of the current Schools' Forum members' three year term of office expire at the end of the 2024/25 academic year (four schools members and two non-school members). This is in addition to the two vacant positions for an academy primary school and the Archdioceses of Southwark Schools, as set out below.

School members	
Susannah Bellingham	Maintained community primary school headteacher
Janice Babb	Maintained voluntary aided primary school headteacher (RC)
Heidi Tully	Maintained special school
Vacant	Academy primary school
Steve Morrison	Academy secondary school
Non-school members	
Nicola Howard	Early year providers (PVI)
Vacant	Archdiocese of Southwark Schools'
Betty Joseph	Teachers Professional Associations

13. Members whose terms has expired have been notified and advised that they can be reappointed providing they are re-elected / nominated again by the group that they represent.

Election / appointment of members

14. The rules governing the election / appointment of members are set out in sections 2.9 to 2.22 and replicated at **Appendix 1** and members are asked to note the existing arrangements and the following clarification of the process the council will undertake to fill the member vacancies.
15. Members should also note that no changes can be made to the current Constitution until October 2025 (when the annual adoption is passed by Schools Forum).
16. Where a member's term of office has expired or is due to expire before the next meeting:
- The clerk will write to the member to confirm that their term is expiring and to ask if they are willing to continue as a member.
 - The clerk will then write to the representative group to indicate there is a forthcoming vacancy and whether or not the existing member is willing to continue as a member and inviting nominations to fill the vacancy.
 - If the existing member wishes to continue and there are no other nominations, the existing member's membership is extended for another term.

- If the existing member does not wish to continue and there is only one nomination for a vacancy, then that nominee is appointed for a term of office.
- If there are more nominations than vacancies, whether or not that includes the existing member, then the representative group will be asked to vote on who should represent them (with one vote per school).

CONCLUSION AND NEXT STEPS

17. The Schools' Forum is asked to note the content of this report, with specific points of note contained in paragraphs 2 to 4.

APPENDICES

Appendix 1: Election / appointment of members

Election / appointment of membersElection / appointment of schools members

- 2.9 The maintained nursery school representative shall be decided by mutual agreement between the relevant schools.
- 2.10 For maintained primary schools, nominations will be invited from head teachers and governors. If the number of nominations exceeds the number of places, then an election should be held amongst the governors and head teachers of that particular sector and category. If an election is required, it will be arranged by the clerk of the Schools' Forum.
- 2.11 The maintained secondary school representative shall be decided by mutual agreement between the relevant schools (two schools).
- 2.12 The maintained special school representatives shall be decided by mutual agreement between the relevant schools.
- 2.13 The pupil referral unit representative shall be decided by the school (there is only one school).
- 2.14 Primary academy representation shall be decided by mutual agreement between the relevant schools.
- 2.15 Secondary academy representatives shall be decided by mutual agreement between the relevant schools.
- 2.16 Academy special school representation shall be decided by mutual agreement between the relevant schools (two schools).

Election / appointment of non-school members

- 2.17 Representation from the early years private and voluntary institutions shall be decided by mutual agreement between the relevant providers.
- 2.18 The respective dioceses representatives will be nominated by their individual Diocese.
- 2.19 The representative will be elected/decided by their group and the record of the appointment process will be held by the Clerk of the Schools' Forum.

Election process

- 2.20 The Clerk of the Schools' Forum must make a record of the process by which the constituents of each group elect or decide their nominees to the Schools Forum.
- 2.21 Any election scheme must take into account the following factors:
- The process for collecting names of those wishing to stand for election.
 - The timescale for notifying all constituents of the election and those standing.
 - The arrangements for dispatching and receiving ballots.
 - The arrangements for counting and publicising the results.

Election / appointment of members

- Any arrangements for unusual circumstances, such as only one candidate standing in an election.
- Whether existing members can stand for re-election.

2.22 If an election does not take place by any date set by the LA (Local Authority) or any such election results in a tie between two or more candidates the LA will appoint the schools member.