

Dear Colleagues,

**Schools Forum Membership – Primary Maintained School Headteachers**

Under national Regulations, every local authority is required to establish a Schools Forum. Its primary role is to act as a formal consultative body, to recommend to the Local Authority how the funding, which the Government provides for schools, academies, other providers and for individual pupils (the Dedicated Schools Grant) is managed. In particular, the Local Authority is required to consult the Schools Forum on:

* The formula, which is used to delegate funding to mainstream primary and secondary schools and academies.
* The funding formula, and other financial arrangements, which are made for pupils with Special Educational Needs and Disabilities, in Pupil Referral Units and education of children otherwise than at school.
* The formula, and administrative arrangements, for the funding of the entitlements to early years education.

The Schools Forum also has some specific decision making powers.

The Forum has a website, where you can access meetings information and past minutes, reports and agendas.

<https://bradford.moderngov.co.uk/ieListMeetings.aspx?CId=160&Year=0>

Under the Regulations, representatives have to be chosen from / elected by their constituent group (i.e. maintained primary headteacher representatives have to be nominated from / elected by primary headteachers). Headteacher representatives serve for a period of 2 academic years and roughly 50% are refreshed each year, in order to provide for continuity of experience. Incumbent members can stand for re-nomination at the end of their membership term.

At September 2023, the Forum will have 35 members in total, of which 4 are representatives of headteachers from primary phase maintained schools. 1 of these memberships has already, and another is expected to, become vacant before September, due to the school at which the member is headteacher having converted to academy status, and 2 are currently occupied, by:

* Graham Swinbourne, Stanbury Primary School (current term of office ends July 2024)
* Kathryn Swales Girlington Primary School (current term of office ends July 2023)

**For September therefore, we are seeking nominations to 3 available membership positions (for the 2 vacancies and for the 1 membership position, where the current member’s term of office ends in July 2023).** As a reminder, incumbent members are permitted put themselves forward for re-nomination.

To be eligible, you must be a headteacher of a primary school that is maintained by Bradford Local Authority. An election may be needed, following the collection of nominations, depending on the number of nominations received.

I am writing therefore, to ask if you would like to put your name forward to serve as a maintained primary school headteacher representative, for the period September 2023 to July 2025. If you wish to do so, please email me at [andrew.redding@bradford.gov.uk](mailto:andrew.redding@bradford.gov.uk), by **Monday 12 June 2023**. Please ring me on 01274 432678 if you would like to know more about the Schools Forum, and the work involved in being a member, or have other queries.

Yours faithfully,



Andrew Redding

Business Advisor (Schools)