

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 and be elected by their constituent group (i.e. maintained primary headteacher representatives have to be elected by primary headteachers). Headteacher representatives serve for a period of 2 calendar 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.

The Forum currently has 35 members in total, of which 5 are representatives of headteachers from primary phase maintained schools. 4 of these 5 memberships are currently occupied, by:

* Bryan Harrison, Miriam Lord Primary School
* Nicky Kilvington, Stocks Lane Primary School / Carrwood Primary School
* Dianne Richardson, Swain House Primary School (also Chair of the Schools Forum)
* Graham Swinbourne, Stanbury Primary School

**1 membership is currently vacant, for which a nomination is now sought.** To be eligible for this vacancy you must be a headteacher of a primary school 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 for nomination / election to serve as a maintained primary school headteacher representative for the period September 2021 to July 2023. If you wish to do so, please email me at [andrew.redding@bradford.gov.uk](mailto:andrew.redding@bradford.gov.uk), by **Monday 21 June 2021**. Please ring me on 01274 432678 if you would like to know more about the Forum and the work involved in being a member as well about the process for the nomination and election of members.

Yours faithfully,



Andrew Redding

Business Advisor (Schools)