

PROCEDURE FOR THE SELECTION, ELECTION AND APPOINTMENT OF MEMBERS TO SOLIHULL SCHOOLS FORUM

Note: there are varying methods of election and appointment for schools, academies and each membership sector. The number of places allocated across each school/academy sector is based on pupil numbers.

General

- Schools Forum is represented by the following membership sectors:
 - Primary maintained
 - Primary academy
 - Secondary academy
 - Special maintained
 - Special academy
 - Private, voluntary and independent (PVI) nurseries
 - Non-school 16+ education providers
 - Elected council members
 - Trade union representatives
 - Observers
- Terms of office for each membership sector (excluding TU representatives and Elected Members) will commence 1 September each year, with representatives elected for a three-year term of office. It may be necessary to appoint new members at other times throughout the year if vacancies arise.
- Representatives whose term of office ends on 31 July that year will be contacted in July to remind them that their term is ending and confirm whether they are eligible to nominate themselves for re-election.
- Eligible members for all sectors will be contacted by email and invited to nominate themselves.
- The 'invitation to nominate' will commence in July each year, with a specified period of time provided in which nominations may be received by Forum Administrators.
- Nominees are asked to accompany their submissions with a statement explaining in no more than 50 words, why they are interested in joining Forum and what they can contribute to proceedings.
- Should there be more **Governor** nominations than vacancies, preference will be given based on the following ordered criteria:
 - 1) The nominee is Chair of their school's Finance or SEN Committee
 - 2) The nominee is from a collaborative unrepresented on Forum in this category
 - 3) The nominee is from a school previously unrepresented on Forum
- Should there be more maintained **Headteacher** nominations than vacancies, preference will be given based on the following ordered criteria:
 - 1) The nominee is from a collaborative unrepresented on Forum in this category
 - 2) The nominee is from a school previously unrepresented on Forum
- In the event that there are more academy **Principal/Senior Leader** nominations than vacancies, a selection will be made based on the following ordered criteria:

- 1) The nominee is a Principal
 - 2) The nominee is from a collaborative unrepresented on Forum in this category
 - 3) The nominee is from a school previously unrepresented on Forum
- In the event that more nominations are received than there are vacancies in any membership sector, selection of new members will be randomly drawn i.e. out of a hat.
 - A representative who reaches the end of their term of office will not be eligible to nominate themselves for re-election if their establishment is already represented on Forum by another representative (working towards limiting representation to one member per establishment).
 - Successful candidates will be informed in July and will where possible, be invited to attend the final Forum meeting of the year as an Observer.
 - Forum membership will cease when an individual ceases to hold the office that provided their eligibility for membership, e.g. a governor member representing a maintained school which then converts to an academy.
 - Induction arrangements will be made for new Forum members.

Maintained Governor Members

- Categories of maintained governor members are split into primary, secondary and special.
- Governors who are Elected Members or members of school staff are not eligible to stand as candidates.
- Forum aims to have broad representation from Solihull's five Collaboratives.

Maintained Head Teacher Members

- Categories of maintained head teacher members are split into primary and special. (From September 2021 there are no maintained secondary schools.)
- Forum aims to have broad representation from Solihull's five Collaboratives.

Academy Members

- Primary, secondary, special, and alternative provision academies must be represented on Forum. Academy members may be principals, governors or business managers.

Private, Voluntary, Independent Nursery Members

Nominations for PVI members will be sought through direct email contact with individual eligible settings.

Non-school 16+ Education Provider Members

- Forum Administrators will write annually in May/June to the two Solihull colleges to ascertain their representatives for the following year.

Elected Members

- The Local Authority will appoint three Elected Members onto Schools Forum in May each year for a one-year term of office.

Trade Union Representatives

- Forum Administrators will write annually in July to NEU, NAHT, NASUWT and GMB to ascertain their representatives for the following year.

Observers

- Forum Administrators will write annually in July to The Diocesan Education Service (The Roman Catholic Archdiocese of Birmingham) and The Church of England Diocese of Birmingham inviting them to attend Forum meetings as Observers. The Education & Skills Funding Agency may send a representative to attend as an Observer.