

TO: North Yorkshire Maintained Primary &
Secondary School Headteachers

Stuart Carlton
Corporate Director – Children & Young People’s
Service

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Contact: Howard Emmett

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Dear Headteacher

SCHOOLS FORUM MEMBERSHIP

Could you play a key strategic role in shaping the outcomes of children and young people in North Yorkshire? Do you want to contribute to discussion and proposed solutions on school funding, high needs and early years?

Following the decision to establish a North Yorkshire Learning Trust from September, the Schools Forum will have a key role to play in school funding – particularly around High Needs funding. The Schools Forum is a representative statutory group which advise the local authority on some key issues and are actually the decision-makers on some aspects of school funding. The group has helped to steer schools through the introduction of the ‘soft’ national funding formula. We now need to fill the vacancies on the Schools Forum representing schools across the county.

Details of the how you can apply are outlined below as well as further detail on the appointments process.

Thank-you for taking the time to consider becoming a representative on the North Yorkshire Schools Forum; I appreciate how busy you are and the time commitment that we are asking for.

Yours sincerely



Howard Emmett
Assistant Director – Strategic Resources

Election of Headteachers to the North Yorkshire Schools Forum

The Children and Young People's Service is seeking nominations to fill the vacancies that have arisen on the North Yorkshire Schools Forum which are:

5 Primary Headteachers

3 Secondary Headteachers

Headteachers interested in nominating themselves are advised to read the information provided on the role and remit of the Partnership.

Headteacher Representation

The North Yorkshire Education Partnership has a membership of 33, of which 16 represent the maintained Primary & Secondary Schools in the county. The representatives currently on the Education Partnership are:

- Tammy Cooper, Headteacher – Ruswarp CE Primary School
- Robert Campbell, Headteacher – Leeming RAF Primary School
- Jillian Baker, Headteacher – Barlby Primary School
- Damien Smith, Governor – Willow Tree Primary School
- Karen O'Donnell, Headteacher, Athelstan Primary School
- Nick Hinchliffe, Headteacher – Selby High School
- Julia Polley, Headteacher – Wensleydale School
- Paul Brockwell, Headteacher – Graham School

Whilst there are no particular requirements as to the location, size or type of school from which nominations are sought, the work of the Schools Forum would be strengthened by a broad representation of North Yorkshire schools.

Term of Office

The term of office is for a period of four years and we are looking to fill the eight vacancies immediately.

Eligibility to Stand for Election

To be eligible for election, the nominee(s) must be a serving School Headteacher (or alternatively a member of the senior leadership, or a school governor) at a North Yorkshire maintained school at the date of the election.

Nominees are reminded that they may only remain a member of the North Yorkshire Schools Forum whilst holding office as a Headteacher at a North Yorkshire maintained school. If the nominee either leaves their post or the school converts to academy status, their membership of the North Yorkshire Schools Forum will automatically cease.

Ineligibility to Stand for Election

Headteachers of academies are not eligible to stand for nomination for these particular vacancies. There are currently six academy positions on the Partnership and representation is managed by the academies in North Yorkshire themselves.

How to Nominate

To register your nomination, please complete the Nomination Form at Appendix 1 and send it to the address at the bottom of the second page.

Nominations must be received by the local authority no later than 5.00pm on Thursday, 19 July 2018.

The Process of Appointing

Where the number of nominations received is equal to the number of vacancies, the candidates will be appointed with immediate effect.

Should more than the required number of nominations be received, a formal ballot will be held with the vacancies being filled on the following basis:

- a. The candidate securing the highest number of votes will be appointed with immediate effect.
- b. In the event of a tie, the Corporate Director – Children and Young People's Service is required to appoint the representative having taken account of the experience and expertise of the candidates. The Corporate Director is not obliged to appoint a representative if, in their view, none of the candidates are suitable.

If you require any further information, please refer to our website at

<http://cyps.northyorks.gov.uk/search/node?keys=education+partnership&submit>

The Role of Headteacher Representatives on the North Yorkshire Schools Forum

Schools Forum members will need the skills and competencies to manage Forum business and to take a strategic view across the whole education system whilst acting as representative of the group from which they have been elected.

Representatives are expected to:

- Prepare for and attend at least five meetings of approximately 2.5hrs each per annum
- Contribute to discussion
- Represent the issues and concerns of the schools in their phase in relation to school funding
- Feedback to those they represent on the discussion of and decisions made by the Schools Forum
- Act with due propriety in line with the local authority's standards of conduct
- Declare any conflicts of interest in accordance with the Constitution of the North Yorkshire Schools Forum

Headteacher representatives on the Schools Forum have full voting rights.

The local authority will reimburse reasonable expenses incurred in attending a meeting of the Schools Forum in line with its expenses policy.

Effectiveness of the Schools Forum

Central to the effectiveness of the Schools Forum is the relationship between it and the local authority. The local authority has a significant influence on this: the support it provides; the resources it devotes and the weight it gives to the views of the Schools Forum all contribute to the nature of the relationship. There are therefore a number of characteristics of this relationship that are particularly important:

- Partnership: Having a shared understanding of the priorities, issues and concerns of schools, academies and the local authority.
- Effective Support: The business of the Schools Forum is supported by the local authority in an efficient and professional manner.
- Openness: It is important that the Schools Forum feels it is receiving open, honest and objective advice from its local authority.
- Responsiveness: The local authority should as far as possible be responsive to requests from the Schools Forum and its members. The Schools Forum itself should also be aware of the resource implications of their requests.
- Strategic view: Members of Schools Forum should consider the needs of the whole of the educational community, rather than using their position on the Schools Forum to advance their own sectional or specific interests.
- Challenge and Scrutiny: The Schools Forum may be asked to agree to proposals from their local authority that will have an effect on all schools and academies in the local area. The extent to which the Forum can scrutinise and challenge such proposals is an important aspect of their effectiveness.

North Yorkshire Schools Forum
Headteacher Representative Nomination Form

Part 1: Candidate's Details

Name	
Address	
inc postcode	
e-mail address	
Telephone	
School	

Part 2: Candidate's Statement (see over)

Candidates are required to provide a brief personal statement in support of their nomination.

This should include any current or previous experience that is relevant to the role on the North Yorkshire Schools Forum.

Candidates are required to commit to attend at least 5 meetings per year and for a period of 4 years.

Part 3: Candidate's Declaration

I declare that I am the person described above; that I am eligible to stand for election and that the particulars detailed above are correct.

I acknowledge that any misrepresentation of me as a candidate will result in my nomination being withdrawn.

Signed

Date

.....

.....

Candidate Statement of *(insert name)*

Completed nomination forms should be returned to:

**Deborah Wilbor – South Block Room SB219, County Hall, Northallerton, North Yorkshire, DL7 8AE
or email to – deborah.wilbor@northyorks.gov.uk by no later than 5.00pm on 19 July 2018.**