

Paper 7 - for information and agreement

Sheffield Education Funding Forum: Membership Review/Update

Key Messages

Forum members are asked to note:

- the revised Constitution document for 2025/26 (Appendix 1), specifically the proposed changes to section 4 regarding substitutes; and
- the membership updates as set out below.

1. Introduction/background

- 1.1. The Constitution and Membership document of the Sheffield Education Funding Forum has undergone an annual review for 2025/26, and the majority of the document remains unchanged.
- 1.2. Further to discussion at the February Education Funding Forum and subsequent discussion with the Forum Chair/Vice-chair, consideration has been given to arrangements for substitutes and the following paragraphs have been included in the draft Constitution document at section 4:

'If a Forum member is unable to attend a Forum meeting; the Operational Guidance states that arrangements for substitutes must be in place.

Members should nominate a substitute to attend and vote (where appropriate), in their place. The member who is unable to attend must contact SCC prior to the meeting to inform them that their nominated substitute will be attending.

The substitute should be named in advance and must represent the same sector as the member but does not necessarily need to be from the same school/organisation.'

2. Proportionate representation

- 2.1. The number of school representatives from academies, primary schools and secondary schools has been reviewed based on the October 2024 Census and is as follows:

	Pupil Numbers	Proportion	Current no. of Representatives
Primary maintained	17,977	24%	4
Secondary maintained	1,162	1%	1
Academies (including special)	56,911	75%	7
Sub-total	76,050	100%	12
Special (maintained)	638	-	1
Pupil Referral Unit	285	-	1
Total	76,973		14

- 2.2. To ensure proportionate representation, the Forum would need to consider reducing primary places to three and increasing academy places to eight. It is proposed that this be reviewed in the autumn term when the next primary place becomes vacant – see section 3.3 below.

3. Membership Update

3.1. Vice-chair Vacancy

There remains a vacancy to fill the second Vice-chair position and Forum members are invited to nominate themselves to this role.

3.2. Primary Representatives

Alison Warner and Nigel Brooke-Smith's four-year terms were due to end in Spring 2025. However, to ensure consistency and given that Nigel is currently Vice-chair (with no other expressions of interest having been received), it was decided that he should remain on the Forum temporarily and that the situation be reviewed in the autumn term/by Christmas.

It was also agreed that Alison Warner also continues until the same time, and that we review representation after the October census with a view to then replacing both of these primary seats with one primary maintained representative and one academy representative.

4. Recommendations

Forum members are asked to:

- **Note** the updates to membership as detailed above.
- **Note** the updated constitution document as per Appendix 1.
- **Note and approve** the proposed revisions at section 4 of the Constitution document.
- **Note and respond** to the call for nominations to fill the vacancy of Forum Vice-chair.