Essex County Council

**Finance**

To all Governors of Maintained Date: 18 September 2025

Primary, Infant & Junior Schools

Dear Governor

**SELF-NOMINATION FOR ELECTION TO THE SCHOOLS’ FORUM: MAINTAINED PRIMARY GOVERNOR REPRESENTATIVE**

Two vacancies have arisen for a Maintained Primary Governor representative for the Essex Schools Forum.

You are invited to nominate yourself for this vacancy to reflect the views of schools within the Primary Sector.

**The Schools’ Forum**

The Schools Forum is a consultative body consisting of twenty-eight members. However, there are situations in which they have decision-making powers. The overarching areas on which Schools Forums make decisions on local authority proposals are:

* ​De-delegation from mainstream school budgets (separate approval will be required by the primary and secondary phase members of Schools Forum), for prescribed services to be provided centrally.
* To create a fund for significant pupil growth to support the local authority’s duty for place planning (basic need) and agree the criteria for maintained schools and academies to access this fund.
* To create a fund for falling rolls for good or outstanding schools if the schools’ surplus capacity is likely to be needed within the next three years to meet rising pupil numbers and agree the criteria for maintained schools and academies to access this fund.
* Continued funding at existing levels for prescribed historic commitments where the effect of delegating this funding would be destabilising.
* Funding for the local authority to meet prescribed statutory duties placed upon it. Approval is required to confirm the amounts for each duty and no new commitments or increases in expenditure from the previous year are permitted unless agreed by the Secretary of State.
* Funding for central early years expenditure, which may include funding for checking eligibility of pupils for an early years place and/or free school meals.

**Nominee Requirements**

There are no formal requirements for this role, except an interest in school funding, a commitment to attending meetings and enthusiasm to represent the views of schools.

To help you to take an informed view of the role you will be required to play, you may find it useful to read the Terms of Reference of the Essex Schools’ Forum and copies of previous Agendas and Minutes, available on the Schools Infolink(1). Information on Schools’ Forums can also be found on the Department for Education website (2).

The Schools’ Forum meets around five half days a year during the morning. Meetings are a mix of in person and virtual. In person meetings are usually in Chelmsford, in May and September. Travel costs are reimbursed. The successful candidate’s term of office will start at the next meeting on 26 November 2025.

**The Nomination Process**

The purpose of this letter is to invite you to submit a single self-nomination for election to the Forum.

Following the nomination process, I will be arranging elections (if necessary) to determine the successful candidate before the Schools Forum meeting on 26 November 2025.

Should you be interested in joining the Schools’ Forum please arrange for the completion of the enclosed self-nomination form and return it by **Friday 24 October 2025** together with a personal statement (no greater than 200 words).

Please contact me should you have any further queries.

Yours sincerely



Yannick Stupples-Whyley

Senior Finance Business Partner

**Please reply via e-mail to** [**yannick.stupples-whyley@essex.gov.uk**](mailto:yannick.stupples-whyley@essex.gov.uk)

**(1)** [Essex Schools Forum | Essex Schools Infolink](https://schools.essex.gov.uk/school-management/essex-schools-forum)

**(2)** [Schools forum operational and good practice guide - GOV.UK](https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015)

SELF NOMINATION FORM

Pro-forma for nomination to the Essex Schools’ Forum Maintained Primary Governor

**Maintained Primary Governor Representative**

|  |  |
| --- | --- |
| Name |  |
| School |  |
| Contact Address (this could be home or school) |  |
| Email address |  |
| Contact telephone number |  |

**It is essential that the following declaration is completed:**

I agree to my self nomination for membership of the Essex Schools’ Forum. Under COVID-19 an electronic signature is acceptable.

Sign ………………………………………………………………………………………..

Print Name ………………………………………………………………………………..

Date ………………………………………………………………………………………..

All nominees are invited to append a statement of **up to 200 words** which will be used to provide information as part of the election process if required.

These details should be fully completed and returned by **Friday 24 October 2025** to:

[yannick.stupples-whyley@essex.gov.uk](mailto:yannick.stupples-whyley@essex.gov.uk)