



# HILLINGDON

LONDON

Headteachers and Governors of Academies  
(Sent via email to Headteachers and Chair of Governors)

Monday 11<sup>th</sup> December 2023

Dear Colleague,

## **London Borough of Hillingdon Schools Forum - Election of Academy School Members**

The purpose of this letter is to seek nominations for the election of **THREE** Academy School Members of the Schools Forum in Hillingdon.

### **Deadline for response**

Monday 8<sup>TH</sup> January 2024 (noon) (two school weeks)

### **Legal Framework**

Hillingdon's Schools Forum was established under the School's Forum (England) Regulations 2002. The Forum comprises schools members, namely representatives of nursery, primary, secondary, special schools and pupil referral units in the authority's area, and also non-school members from the Private, Voluntary & Independent Early Years Providers and post 16 provision.

The Schools Forums (England) 2013 Regulations came into force on 1 October 2013 and revoked all earlier Regulations on the membership, constitution and procedures of schools forums. The 2013 Regulations require that Academies members are to be elected to schools forums by the governing bodies of the Academies in that authority's area.

The Academy member(s) represent the governing bodies of the Academies situated in the authority's area. Academy members do not necessarily have to be a Principal or a Governor.

The DFE Guidance on the 2013 Regulations states that governing bodies of the Academies concerned are required to elect the member(s) to the Schools Forum.

## **Membership of the Schools Forum in Hillingdon**

The term of office for all members is proposed for four years from the September anniversary date of appointment.

### **Nominations and Elections**

On the basis of broad proportionality, the London Borough of Hillingdon has determined that nine Academy Members are required to be appointed to the Forum. The six current representatives are as follows:-

Nicola Kelly – Charville Academy  
David Garner – Ruislip High School  
Helen Manwaring – Swakeleys School  
Liam McGillicuddy – Bishopshalt  
Harshindar Buttar – The Park Federation  
Nicola Edwards – William Byrd Academy

The Local Authority will review the Academies membership as the number of Academies increases.

Schools Forum has requested that the elections are supported by the London Borough of Hillingdon Democratic Services, should the process require an election, where more than one candidate is nominated. Each Governing Body is invited to nominate a representative. In the event of an election there will be one vote per school. Please complete the attached nomination form if your school wishes to put forward a candidate. Please note that it is intended that the term of office of the newly elected members should commence with effect from the meeting on Wednesday 17<sup>th</sup> January 2024 at 1pm.

Yours faithfully,

Sent on Behalf of Tony Eginton - Chair of Schools Forum