



## CONSTITUTION OF THE SCHOOLS FORUM

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### 1. Membership

#### ***Schools Membership (17 Members)***

- a) Schools membership shall represent and consist of Headteachers and Governors and based on the total number of pupils on role as at September 2013 - this being 31,497.
- b) Membership shall be represented proportionally based on the number on roll. plus one Special School representative as follows:-
  - Primary (16,063)      9 Members
  - Secondary (10,498)   5 Members
  - Academies (4,936)    2 Members
  - Special School        1 Member
- c) Nominations will be sought from schools during the autumn term. The LEA shall appoint from the nominations received in accordance with the regulations governing membership of the Schools Forum.

#### ***Non-Schools Membership (4 Members)***

- d) Non-schools membership must include:
  - Local 14-19 partnerships      1 Member
  - Early Years                      1 Member

In addition further members can be appointed as non – schools members, however the first consideration must be given to the Diocese or an academy which has a religious character which is not CE or Catholic.

- Diocese                              1 Member
- Unions                                1 Member

- e) Membership of the Forum will be for 3 years.
- f) A member may resign from membership of the Forum at any time and is required to leave if he/she ceases to be eligible.
- g) The LEA shall review membership of the schools group on an annual basis to determine whether the number of members aligns with the number of pupils on role. The LEA may give a months notice of termination of membership of

the schools group if it is necessary to alter the membership as part of this review.

## **2. Election of Chairperson/Vice Chairperson**

The Chairperson/Vice Chairperson shall be elected at the first meeting of the Schools Forum and thereafter annually at the first ordinary meeting of the academic year. If the election is contested it will be held by secret ballot. Any nominee standing for election shall withdraw and not vote.

## **3. Meetings and proceedings of the Schools Forum (Regulation 8)**

- a) The Schools forum must meet at least four times a year
- b) All meetings of the Schools Forum must be public meetings
- c) The meetings are quorate if at least two fifths of the total membership is present at the meeting.
- d) The following persons may speak at meetings of the forum, even though they are not members of the forum:
  - The Director of Children's Services at the authority or their representative;
  - The chief finance officer at the authority or their representative;
  - Any elected member of the authority who has primary responsibility for the resources of the authority;
  - Any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
  - An observer appointed by the Secretary of State; and
  - Any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.
- e) The members of the forum must elect a person as chair from among their number and determine the chair's term of office.
- f) The members of the forum may not elect as chair any member of the forum who is an elected member or officer of the authority.
- g) The chair of the forum must decide upon an agenda for the meeting of the forum following consultation with members of the forum.
- h) The authority must make arrangements to enable substitutes to attend and vote at meetings of the forum on behalf of schools members. Academies members and non-schools members. Academies members and non-schools members, in consultation with members of the forum.
- i) Apart from as provided for by paragraph (j) all members are entitled to vote on all matters put to a vote.
- j) Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47ZA of the Act.
- k) Subject to paragraphs (h) and (j), the members of the forum may determine their own voting procedures.
- l) The proceedings of the forum are not invalidated by:
  - Any vacancy among their number;
  - Any defect in the election or appointment of any member; or
  - Any defect in the election of the chair
- m) The authority must promptly publish all papers considered by the forum and the minutes of their meetings on their website.

#### **4. Administration**

- a) Executive Director – Children’ Services or their representative shall be appointed Secretary to the Forum and shall service the Forum and prepare reports for their consideration.
- b) All meetings of the Forum will be convened by the Secretary in compliance with any direction in the matter given by the Forum in a previous meeting or given by the Chairperson. Written notice of a meeting, along with a copy of the agenda and papers for the meeting, will normally be sent out at least 7 working days before the date of the meeting itself.

#### **5. Consultation on contracts**

- a) The authority must consult the schools forum on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the authority’s school budget(s)) where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006(b) at least one month prior to the issue of invitations to tender.

#### **6. Consultation on financial issues**

- a) The authority must consult the schools forum annually in respect of the authority’s functions relating to the schools budget, in connection with the following:
  - Arrangements for the education of pupils with special education needs;
  - Arrangements for the use of pupil referral units and the education of children otherwise than at school;
  - Arrangements for early years provision;
  - Administrative arrangements for the allocation of central government grants paid to schools via the authority
- b) The authority may consult the forum on such other matters concerning the funding of schools as they see fit.

#### **7. Information about consultation**

- a) The schools forum must inform the governing bodies of schools maintained by the authority of any consultation carried out by the authority under regulation 5 and 6 as soon as it reasonably can