



## SCHOOLS FORUM CONSTITUTION with effect from 18 December 2013

### 1. Composition

Membership of the Schools Forum should be as follows:

#### Membership:

##### **Maintained Schools Members**

Head teacher representative - nursery phase	1
Head teacher representative - primary phase	3
Head teacher representative - secondary phase	3
Head teacher representative - special phase	1
*Governors	<u>8</u>
	16

##### **Academy Members**

Academy representative	2
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#### **Total School Members** **18**

##### **Non School Members**

Councillors – a non-executive representative from each political party	3
Anglican Diocese	1
Roman Catholic Diocese	1
16-19 Education Provider	1
Early Years providers (from PVI sector)	<u>1</u>

#### **Total Non School Members** **7**

#### **Total Membership** **25**

Named substitutes may be nominated for each representative in case of unavailability. Substitutes will be named by the appropriate electing body and will have full voting rights.

The membership structure of the schools forum will be reviewed regularly to ensure appropriate representation is maintained; particularly where there is a change in the number of academies in the city.

**Schools members:**

The appropriate Phase Conference should elect maintained school head teacher representatives.

\*Governor representatives should be in the same proportion over phases as head teacher representatives where possible and in any case there should be no more than 4 primary or 4 secondary representatives. The Governors Forum should elect maintained school representatives. If it is not possible to appoint sufficient numbers of Governor representatives, then the additional head teachers from the relevant phase can be appointed in their place.

Academy Members will be elected by the proprietor bodies of the academies in the area, through their election processes.

**Non-schools members:**

The local authority will be responsible for seeking nominations from relevant bodies.

The Authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.

“executive member” means— any elected member of the authority appointed to the executive of that authority.

“relevant officer” means—

- (a) the director of children’s services of the authority,
- (b) any officer employed or engaged to work under the management of the director of children’s services, other than one who directly provides education to children or who manages such a person, or
- (c) any officer whose work involves management of, or advice on, school funding.

**2. Term of Membership**

The term of membership for **any** member, the Chair and Vice Chair shall be **two** years, but members may hold office continuously if nominated by their appropriate forum.

A forum member remains in office until—

- (a) the member’s term of office expires;
- (b) the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- (c) the member resigns from the forum by giving notice in writing to the authority; or
- (d) in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body
- (e) whichever comes first.

### 3. Powers and Responsibilities

The powers and responsibilities of the Schools Forum are set out in appendix 1 attached.

### 4. Sub groups

Two sub groups shall meet as necessary to discuss in detail the key responsibilities of the Schools Forum and to report back:

- (1) Service Level Agreements / contracts
- (2) Capital and revenue funding / funding formula issues

Membership of sub groups will be agreed by Schools Forum and may include non-Schools Forum members.

### 4. Meetings

The Schools Forum shall meet at least 4 times a year and are quorate if at least 40% of the total membership is present. *(This excludes any observers, and it is 40% of the current membership excluding vacancies)*

All meetings of the schools forum must be public meetings and all papers considered by the forum and the minutes of their meetings will be published on the Council website.

The members of the forum must elect a person as chair from among their number.

The following persons may speak at meetings of the forum, even though they are not members of the forum-

- (a) the director of children's services at the authority or their representative;
- (b) the chief finance officer at the authority or their representative;
- (c) any elected member of the authority who has primary responsibility for children's services or education in the authority;
- (d) any elected member of the authority who has primary responsibility for the resources of the authority;
- (e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;
- (f) an observer appointed by the Secretary of State; and
- (g) 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.

### 5. Voting procedures

All Members are entitled to vote on all matters put to a vote, except that 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 Schools Standards and Framework Act 1998.

Only the schools members of the schools forum who are representatives of primary schools may vote to decide whether or not to authorise items to be removed from maintained schools budget shares (i.e. items that can be delegated) where they relate to primary schools.

Only the schools members of the schools forum who are representatives of secondary schools may vote to decide whether or not to authorise items to be removed from maintained schools budget shares (i.e. items that can be delegated) where they relate to secondary schools.

Voting will be based on the majority vote of those present (subject to quorate rules) with the Chair holding the casting vote if voting is equal.