
HEREFORDSHIRE SCHOOLS FORUM COVID19 INTERIM STANDING ORDERS

1. Introduction

- 1.1 As required by [The Schools Forums \(England\)\(Coronavirus\)\(Amendment\) Regulations 2020](#), certain changes are required to the Herefordshire Schools Forum Constitution (September 2017) (the constitution). The provisions in this legislation are effective from 18 June 2020 until 1 April 2021 or earlier if revoked by further legislation
- 1.2 These standing orders, as approved by the Director for Children and Families, shall apply from 1 July 2020 until 1 April 2021 or earlier if revoked by further legislation and shall be known as the Herefordshire Schools Forum COVID19 Interim Standing Orders
- 1.3 Also, these standing orders shall apply to all meetings of the Herefordshire Schools Forum (the forum).

2. Interpretation

- 2.1 In the constitution and these standing orders the following words, phrases, meaning shall have the following interpretation

“attend” means attending by remote access

“attendance” means attending by remote access

“circulated” means made available on the Herefordshire Council website or made available by email

“meet” means to hold a meeting in which members can attend or participate by remote access

“meeting” means the remote meeting

“open to the public” includes accessible by the public through remote access

“present” means attending by remote access

“Remote access” means access to a meeting to enable persons to attend or participate simultaneously by electronic means, including (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming

“room” means the remote meeting.

3. Amendments

- 3.1 In the current constitution version (September 2017) the following standing orders are amended:

3.2 **Section 9 Quorum**

Section 9 is amended to include the following in relation to remote attendance.

A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting's quorum, if at any time both of the following conditions are

satisfied, those conditions being that the Member in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.
- (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public attending the meeting.
- (b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;
 - (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;
 - (ii) count the number of Members in attendance for the purposes of the quorum; or
 - (iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

3.3 Section 11 Declarations of Interest

Section 11 is amended to include the following in relation to interests which uniquely affect one particular school.

Where a Member is required not to take any part in a decision, the means of remote attendance is to be severed whilst any discussion or vote takes place in respect of the item or items of business in which the member or co-opted member may not participate.

3.4 Section 14 Administration of the Forum

Section 14 is amended to include the following in relation to circulation of agendas, papers, minutes and action sheets.

Agendas, papers, minutes and actions sheets will be circulated by publication on the Herefordshire Council website and made available by email.

3.5 Section 15 Decision Making

Section 15 is amended to include the following in relation to voting.

A named vote will be taken for each decision on the agenda. Each individual member eligible to vote on an item will be asked by the chairperson by means of a roll call to indicate if they are for, against or are abstaining.

The results of the roll call will only be recorded in the minutes of the meeting where there is a requirement to do so.