

HEREFORDSHIRE SCHOOLS FORUM MEMBERSHIP AND CONSTITUTION

Introduction

The Schools Forum is established by virtue of 47A of the School Standards and Framework Act 1998 (as amended by the Education Act 2002).

Function

The Schools Forum will have several main functions as listed below, but may also consult on other items that the LEA deems appropriate. Details are defined in the Schools Forum (England) Regulations 2002.

- ◆ To be consulted on changes to the LEA's school funding formula
- ◆ To be consulted on contracts for supplies or services where the value exceeds the prescribed threshold for procurement
- ◆ To be consulted annually on financial issues
 - (a) the arrangements to be made for the education of pupils with special educational needs;
 - (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - (c) arrangements for early years education;
 - (d) arrangements for insurance;
 - (e) prospective revisions to the authority's scheme for the financing of schools;
 - (f) administrative arrangements for the allocation of central government grants paid to schools via the authority; and
 - (g) arrangements for free school meals.
- ◆ To be consulted on any matters related to the Schools Budget which the LEA deem appropriate
- ◆ To be consulted on any matters connected with the LEA Budget or capital expenditure which the LEA deem appropriate

Membership

The Herefordshire Schools Forum will have 20 members elected as follows:

Non - School Members (limited to 20% of total)

- ◆ LEA Chairman of Children Services Scrutiny Committee or its successor (ex officio)
- ◆ Anglican Diocese/
Roman Catholic One member appointed jointly by the Hereford Diocesan Board of Education and the Archdiocese of Cardiff
- ◆ Archdiocese
- ◆ Teaching staff
representative Two staff representatives (one primary and one secondary) on Children Services Scrutiny Committee or its successor (ex-officio from among the elected representatives of the Scrutiny Committee).

Schools

- ◆ The school members must be headteachers or governors
- ◆ Special Schools One member appointed by the four special schools
- ◆ PRUs One member appointed by the Management Committee of the Pupil Referral Service

- ◆ Secondary Schools (10500 pupils) Six members appointed by the 14 High Schools of whom at least one must be from a voluntary aided school and at least one must be a governor (other than a Headteacher)
- ◆ Primary Schools (13,000 pupils) Eight members to be appointed, of whom at least two must be from a voluntary aided school and at least one must be a governor (other than a Headteacher)

It is recommended that the primary representatives should be from schools of varied size and in relation to the secondary sector the appointment could include a Deputy Headteacher (appointed by HASH) or a School Bursar/Senior Manager with specific knowledge on education finance

Additional Members

The Forum will invite a representative from the local Learning and Skills Council to have observer status together with a representative of the Early Years and Childcare Partnership who will have advisory status as it relates to early years provision.

Tenure of Office

Members of the Forum will serve for a period of three years subject to their remaining eligible. After three years the individual may decide to stand down or be replaced by the nominating group. There is no restriction on the number of consecutive terms of office an individual may serve.

A member may resign from the committee at any time, with a replacement serving the remainder of the full term. Any member missing 3 consecutive meetings of the Schools Forum, without a reason acceptable to the Forum, will cease to be a member.

Substitutes

Each nominating group may arrange for a substitute to attend when its normal representative cannot do so. That arrangement is designed to ensure that groups can always be represented, though it is important for there to be as much continuity as possible from one meeting to the next. The named substitute must hold the appropriate qualification for membership.

Chairman

The Chairman of the Committee will be elected from amongst the representatives and the term of office will be considered annually at the first main meeting in each school year.

In the absence of the Chairman, the meeting will elect a Chairman for the meeting.

Calendar of Meetings

The Committee will meet at least three times per annum (subject to business).

Timings of Meetings

Meetings will start at times acceptable to the Committee, and will normally be limited to two hours duration.

Quorum

The Quorum for the Schools Forum will be 40% of the approved membership (i.e. at least 8 out of 20). Vacancies will not be included in the calculation of the quorum.

Convening and Notice of the Meetings

All meetings will be convened by the Clerk who is an officer appointed by the County Secretary and Solicitor but subject to the approval of the Forum. Written notice of meetings and the agenda will be sent to members of the Committee at least 7 clear working days before the meeting

Non-receipt by any members of notice of a meeting will not invalidate the meeting.

Agenda

The Clerk will prepare the Agenda in consultation with the Chairman of the Forum and the Manager of LMS and Finance or his nominee.

Any member of the Committee may place items on the agenda by notice in writing to the Clerk received at least 10 clear working days prior to the meeting.

Papers relating to the agenda items will be sent to members with the agenda. The Chairman may agree that papers should also be tabled at the meeting.

Late Items/Any Other Business

Immediately before the minutes of the previous meeting have been approved, members should inform the meeting of any item they wish to raise under any other business. The meeting will decide whether any items so identified may be raised under any other business or whether it should be deferred to a subsequent meeting.

Minutes of Meeting

The Clerk will draft minutes of meetings, including a record of persons attending. These draft minutes will be sent to the Chairman as soon as possible for initial approval.

The draft minutes of the meeting will be considered for approval or amendment at the start of the following meeting. Any dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more members present.

Decision Making

Decisions on recommendations to the Council should normally be made through consensus.

In the event of an item receiving two separate motions, simple majority voting with each representative entitled to one vote would resolve the matter. The Chairman will have the casting vote in the event of a tie.

The LEA will take the views of the Forum into account before finalising the arrangements on which the Forum has been consulted.

Public access to meetings of the Schools Forum

Meetings of the Schools Forum are open to members of the Public who may submit written questions provided they reach the Clerk at least 48 hours before the relevant meeting. Meetings are required to adhere to the requirements of the Council's Standing Orders in relation to Committees.

Members' Expenses

The LEA will pay reasonable expenses of members of the Forum including travel subsidence and supply cover for the school representatives.