

SLOUGH SCHOOLS FORUM
CONSTITUTION

1.	Introduction
	<p>The Government requires that each local authority maintain a Schools Forum to represent schools' views on matters relating to the Schools' Budget.</p> <p>Slough Borough Council has established a Schools Forum in accordance with the requirements of the Education Act 2002 and subsequent regulations. The Forum shall be called the 'Slough Schools Forum' referred to in this constitution as 'the Forum'.</p>
2.	Membership
	<p>The Forum shall comprise a minimum of 15 voting Members.</p> <p>A list of the composition of the Forum is attached as Appendix A.</p>
2.1	Schools' Members – (Full Voting Rights)
	<p>The number of schools' members will be broadly in proportion to the total numbers of pupils at secondary schools, primary schools and Academies, plus at least one representative from maintained nursery schools and special schools.</p> <p>In addition to phase balance, the composition will seek to maintain a balance in numbers to include at least one representative from each type of school i.e. Community, Foundation, Voluntary Aided and Voluntary Controlled.</p> <p>The aim will also be to achieve a balance in the numbers of Headteacher members* and Governor members wherever possible.</p> <p><i>*Schools may also be represented by Members of the Senior Leadership Teams including School Managers or Bursars.</i></p> <p>Academies Members – (Full Voting Rights)</p> <p>The number of Academies members will be broadly in proportion to the total number of pupils at Academies.</p> <p>The composition will seek to maintain a balance in numbers between phases.</p> <p>Academies members are there to represent the governing bodies of Academies. Their representation is not necessarily restricted to principals, senior staff or governors.</p>

	<p>Non Schools’- Members – (Full Voting Rights)</p> <p>The Forum also has 2 non-schools’ members. A representative from the Private, Voluntary and Independent (PVI) providers and a representative from the 14-19 sector.</p>
	<p>Observer Members – (Non–Voting)</p> <p>A representative from the Trades Unions will be invited to all meetings as an observer.</p> <p>Other Attendees – (Non-Voting)</p> <p>The lead Commissioner for Education and Children’s Services will be invited to attend all meetings.</p> <p>Council Officers will attend to present to the Forum and to provide advice and information.</p>
<p>2.2</p>	<p>Substitutes</p> <p>Each Member of the Forum may have one substitute. The substitute should reflect the same group as the Member that they are substituting for.</p> <p>Substitutes will only be permitted where they have been nominated formally and approved by the Forum prior to attendance.</p>
<p>2.3</p>	<p>Period of Membership</p> <p>The term of office for each member shall be a maximum of three years.</p> <p>Membership may be terminated by the local authority (LA) in advance of the full term if the member ceases to act in the capacity for which s/he was appointed (e.g. ceases to be a Governor or Headteacher) or if the Member communicates in writing to the Clerk a wish to resign.</p> <p>Elections will be held on a rolling basis with the aim to have no more than a third of the Forum being elected every year in order to maintain continuity of experience.</p> <p>Casual vacancies will be filled as soon as practicable through the appropriate group.</p>
<p>2.4</p>	<p>Proportionality</p> <p>In order to maintain proportionality, where a vacancy arises, the Clerk will confirm the proportionality of pupil numbers in each phase within both maintained schools and Academies.</p>

2.5	<p>Headteacher* Representatives</p> <p>Vacancies will not be filled until it has been confirmed that correct proportionality will be maintained by such a replacement. Representatives will be elected by their constituent groups and the Clerk will hold information of the election procedures of each group.</p>
2.6	<p>Governor Representatives</p> <p>Vacancies will not be filled until it has been confirmed that correct proportionality will be maintained by such a replacement. Representatives will be elected by the appropriate groups and the Clerk will hold information of the election procedures for each group.</p>
2.7	<p>Academy Representative</p> <p>Vacancies will not be filled until it has been confirmed that the correct proportionality will be maintained by such a replacement. Representatives will be elected by the governing bodies of the Academies through a process determined by them.</p>
2.8	<p>The Chair and Vice-Chair of the Forum</p> <p>The Chair and Vice-Chair will be elected from among the voting members of the Forum.</p> <p>Elections will take place as required at the first meeting of the academic year and the Chair and Vice-Chair will serve for a two year term.</p> <p>The Chair may not make decisions on behalf of the Forum.</p>
2.9	<p>Number required for Quorum</p> <p>The Forum shall be quorate if at least forty percent (40%), rounded up to a whole number of the total membership in position, is present at a meeting, i.e. excluding vacancies and observers.</p> <p>A meeting may proceed if inquorate but cannot take decisions legally.</p>
2.10	<p>Voting Procedures</p> <p>Majority: Any matter will be decided by a simple majority of those members voting and present in the room at the same time the question was put.</p> <p>Chair's Casting Vote: If there are equal numbers for and against, the Chair will have a second or casting vote.</p> <p>Show of Hands: Unless a recorded vote is requested, the Chair will take the vote by a show of hands, or if there is no dissent, by the general affirmation of the meeting.</p>

	<p>Right to Require Individual Vote to be Recorded: Where any Members request it, immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.</p>
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<p>3.</p>	<p>Function and Terms of Reference of the Schools Forum</p>
<p>3.1</p>	<p>Schools Forum Consulted on</p> <p>The Forum shall be consulted on the following issues:</p> <ul style="list-style-type: none"> (a) The school funding formula: the Forum’s views must be sought on any proposed changes to the factors or criteria around which the formula is built, and on the financial effects of those changes; (b) Any changes to the Fair Funding Formula factors for delegated budgets, including redistributions; (c) Any changes to the Fair Funding Formula factors or values to be used in year 2 or year 3 of a multi-year funding period, if those factors had originally been agreed as fixed for the whole of that multi-year period; (d) Any proposals to vary the Minimum Funding Guarantee (MFG) other than for early years (the DFE takes the decision). <p>The LA is free to consult the Forum on any other aspect of schools funding it thinks fit. The LA must take account of the Forum’s advice, but is not bound by it. For its part, the Forum has a duty to report to school governing bodies on the consultation in which it has been involved.</p>
<p>3.2</p>	<p>Schools Forum Gives a View on</p> <p>The Forum shall give a view on the following issues:</p> <ul style="list-style-type: none"> (a) Any proposed contract for supplies or services which are to be paid out of the School’s Budget and is in excess of the EU Procurement thresholds; (b) On the following LA functions which impact on the Schools’ Budget: <ul style="list-style-type: none"> • the arrangements for the education of pupils with special educational needs; • arrangements for the use of pupil referral units (PRUs) and the education of children otherwise than at school (EOTAS); • arrangements for early years provision; • arrangements for insurance; • administrative arrangements for the allocation of central Government grants paid to schools via the LA; and • arrangements for free school meals.

<p>3.3</p>	<p>Schools Forum Decides on:</p> <p>The Forum has decision making powers on the following issues:-</p> <p>(a) Any variation relating to the early years single funding formula.</p> <p>(b) Increases in central spend on:</p> <ul style="list-style-type: none"> ○ Combined services - services that extend beyond the strict definition of just schools and pupils' services but contribute to the broader Every Child Matters Agenda. ○ Prudential borrowing - the costs of borrowing in order to 'invest-to-save'. ○ SEN Transport Costs. ○ Termination of employment costs - the costs of premature retirement or redundancy costs. ○ Schools' Specific contingency. <p>(c) A level of central spending from Dedicated Schools Grant (DSG) in excess of the Central Expenditure Limit (CEL) determined by the regulations; and</p> <p>(d) Scheme of Financial Management changes.</p>
<p>3.4</p>	<p>Membership Issues</p> <p>Length of Office of Schools Forum (see section 2.3) – decided by the LA but Schools Forum gives a view.</p> <p>Appointment of Schools and Academies Members (see section 2.1) - Appointed by the LA.</p> <p>Appointment of Non-Schools Members (see section 2.1) – LA seeks nominations and appoints but Schools Forum gives a view.</p> <p>Voting Procedures (see section 2.10) - Decided by the Forum</p> <p>Chair of Forum (see section 2.8) - Elected by the Forum</p>
<p>4.</p>	<p>Conduct of Meetings/Expenses</p>
<p>4.1</p>	<p>Meeting Schedule</p> <p>Meetings of the Forum will be scheduled as required bearing in mind the statutory requirements but are likely to be at least two per school term to fit with the financial year and its planning. The Forum shall meet at least four times per year.</p> <p>A forward plan and annual meeting diary will be drawn up a year in advance.</p> <p>These arrangements may be changed by a quorate meeting of the Forum.</p>
<p>4.2</p>	<p>Public Access to Meetings and Confidentiality</p>

	<p>Meetings of the Forum shall be open to the public. Any Member of the public may attend but may only ask questions or join in the discussion if specifically asked to do so by the Chair.</p> <p>The Chair may require that an item of business is considered by the Forum in private and may therefore exclude the Press and Public. Any such items will normally be taken at the end of the agenda.</p> <p>Agendas, reports and minutes will be made available to the public via the clerk to the Forum.</p>
4.3	<p>Task and Finish Groups:</p> <p>The Forum will agree to establish, as and when appropriate, task related sub-groups which will be time restricted.</p>
4.4	<p>Declarations of Interest:</p> <p>Forum members must declare an interest in any agenda items where the outcome may give them a personal advantage or avoid disadvantage (pecuniary or non-pecuniary).</p>
4.5	<p>Expenses:</p> <p>Members of the Schools Forum shall agree a scheme for the payment of expenses – the scheme for the Forum to be the same as the Elected Members’ Expenses Scheme for travel and subsistence (Attached as Appendix B).</p>
4.6	<p>Budget:</p> <p>Costs of the Schools Forum will be met from within the Schools Budget.</p>
4.7	<p>Feedback:</p> <p>Members will undertake to feed back to and from constituent groups as appropriate.</p>
4.8	<p>Minutes of meetings:</p> <p>These will be made available to all schools. Draft minutes will be sent to Headteachers and Clerks to Governors after each meeting.</p> <p>Agendas, reports and minutes (once approved by a meeting of the Forum) will be placed on the Slough Borough Council website.</p>