

**SLOUGH SCHOOLS FORUM  
 CONSTITUTION**

<b>1.</b>	<b>Introduction</b>
	<p>The Government requires that each Local Authority (LA) 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>
<b>2.</b>	<b>Membership</b>
<b>2.1</b>	A list of the composition of the Forum is attached as <b>Appendix A</b> .
<b>2.1.1</b>	<p><b>Schools Members – (Full Voting Rights)</b></p> <p>Schools members and academies members will together comprise at least two thirds of the membership of the Forum.</p> <p>At least one member will be a governor and at least one member will be a Headteacher or his/her representative.</p> <p>Where the LA maintains one or more secondary schools, at least one schools member will be a representative of a secondary school.</p> <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, special schools and the Pupil Referral Unit.</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><b>2.1.2</b></p>	<p><b>Academies Members – (Full Voting Rights)</b></p> <p>The number of academies members will be broadly in proportion to the total number of pupils at academies.</p> <p>In the interest of proportionality Schools Forum would wish to seek to maintain a balance in numbers between phases and when a vacancy arises academies will be asked to take account of phase balance in electing members.</p> <p>Academies representation is not necessarily restricted to principals, senior staff or governors.</p>
<p><b>2.1.3</b></p>	<p><b>Non Schools - Members – (Full Voting Rights)</b></p> <p>Non-schools members must not number more than a third of the Schools Forum’s total membership. The Forum has 3 non-schools members who represent: Private, Voluntary and Independent (PVI) providers; 14-19 sector and Children’s Centres.</p>
<p><b>2.1.4</b></p>	<p><b>Observer Members – (Non-Voting)</b></p> <p>A representative from the Trades Unions will be invited to all meetings as an observer.</p> <p>The EFA has observer status at School Forum meetings with the right to participate in discussions.</p> <p><b>Other Attendees – (Non-Voting)</b></p> <p>The Lead Commissioner for Education and Children’s Services will be invited to attend all meetings.</p> <p>LA Officers will attend to present to the Forum and to provide advice and information. Regulations restrict attendance to the Director of Children’s Services (or their representative), Chief Finance Officer (or their representative) or other officers providing specific financial or technical advice (including presenting a paper to the Forum).</p>
<p><b>2.2</b></p>	<p><b>Substitutes</b></p> <p>Each Member of the Forum may have one substitute from the same group. Substitutes will only be permitted where they have been nominated formally and approved by the Forum prior to attendance.</p>
<p><b>2.3</b></p>	<p><b>Attendance</b></p> <p>Where a member has not been in attendance for four consecutive meetings, the clerk to the Schools Forum shall write to the member seeking an explanation. The Schools Forum reserves the right, with the LA, to recommend replacing that member where it is felt that it is not possible for the member to provide consistent attendance.</p>

<p><b>2.4</b></p>	<p><b>Period of Membership</b></p> <p>The term of office for each member shall be a maximum of three years.</p> <p>The term of office of non-schools members is at the discretion of the LA.</p> <p>Membership may be terminated by the 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. Elections will be by the appropriate group.</p> <p>Casual vacancies will be filled as soon as practicable through the appropriate group.</p>
<p><b>2.5</b></p>	<p><b>Proportionality</b></p> <p>In order to maintain proportionality, where a vacancy arises, the clerk will confirm the proportionality of pupil numbers in maintained schools and Academies and within each phase.</p> <p>In addition, there will be an annual review of proportionality based on verified October census pupil data to take account of schools converting to academy status. Where this review shows an imbalance this will be addressed through the appropriate election procedures.</p>
<p><b>2.6</b></p>	<p><b>Headteacher* Representatives</b></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>
<p><b>2.7</b></p>	<p><b>Governor Representatives</b></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>
<p><b>2.8</b></p>	<p><b>Academy Representative</b></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 proprietors of the Academies in Slough.</p>
<p><b>2.9</b></p>	<p><b>Election by the Local Authority</b></p> <p>If, for any reason, an election for a schools member or an academies member does not take place by any date set by the LA or any such election results in a</p>

	tie, the LA must appoint the schools member or academies member to the Schools Forum instead.
<b>2.10</b>	<p><b>The Chair and Vice-Chair of the Forum</b></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 though s/he can give a view to the LA on an urgent issue.</p>
<b>2.11</b>	<p><b>Number required for Quorum</b></p> <p>The Forum shall be quorate if at least forty percent (40%), rounded up to a whole number, of the total membership 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>
<b>2.12</b>	<p><b>Voting Procedures</b></p> <p>Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used to determine the amounts to be allocated to schools and early years providers.</p> <p>Only the relevant maintained school members of the forum will be able to vote on de-delegation.</p> <p>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>If there are equal numbers for and against, the Chair will have a second or casting vote.</p> <p>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>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>

<b>3.</b>	<b>Powers and Responsibilities of the Schools Forum</b>
<b>3.1</b>	<p>The Schools Forum is both a consultative and decision making body. <b>Appendix B</b> is a Department for Education table which provides an overview guide to the main powers and responsibilities of the Schools Forum.</p> <p>The local process for the consultation and decision making framework is attached as <b>Appendix C (to follow)</b></p>

	The Schools Forum has a duty to report to school governing bodies on the consultation in which it has been involved.
<b>4.</b>	<b>Conduct of Meetings/Expenses</b>
<b>4.1</b>	<p><b>Meeting Schedule</b></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 must 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>
<b>4.2</b>	<p><b>Public Access to Meetings and Confidentiality</b></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 and all papers will be published on the Slough Borough Council website.</p>
<b>4.3</b>	<p><b>Task and Finish Groups:</b></p> <p>The Forum will agree to establish, as and when appropriate, task related sub-groups which will be time restricted.</p>
<b>4.4</b>	<p><b>Declarations of Interest:</b></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>
<b>4.5</b>	<p><b>Expenses:</b></p> <p>Regulations require the LA to pay the expenses of the Schools Forum out of the schools budget and to reimburse all reasonable expenses of members in connection with their attendance at meetings of the Forum and charge those expenses to the schools budget. 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.</p>
<b>4.6</b>	<b>Budget:</b>

	Appropriate costs of the Schools Forum will be met from within the Schools Budget.
<b>4.7</b>	<b>Feedback:</b>  Members will undertake to feed back to and from constituent groups as appropriate.
<b>4.8</b>	<b>Minutes of meetings:</b>  These will be made available to all schools. Draft minutes will be sent to Headteachers and Clerks to Governors after each meeting.  Agendas, reports and minutes (once approved by a meeting of the Forum) will be placed on the Slough Borough Council website.