

SLOUGH SCHOOLS FORUM

CONSTITUTION

1.	Introduction
	<p>The Government requires that each Local Authority (LA) maintains a Schools Forum.</p> <p>Slough Borough Council established a Schools Forum in accordance with the requirements of the Education Act 2002 and subsequent regulations.</p> <p>The Slough Schools Forum is constituted in line with the Schools Finance Regulations 2012 and recent amendments and any further detail can be found within those regulations.</p> <p>The Forum shall be called the 'Slough Schools Forum' referred to in this constitution as 'the Forum'.</p>
2.	Membership
2.1	<p>A written record of the membership of the Forum is maintained. A list of the composition of the Forum as at July 2014 is attached as Appendix A.</p> <p>A Forum must comprise:</p> <ul style="list-style-type: none"> ➤ schools members elected in accordance with regulation 5 ➤ academies members elected or selected in accordance with regulation 6 ➤ non-schools members appointed or elected in accordance with regulation 7 <p>Schools members and academies members must together make up at least two thirds of the membership of the Forum.</p> <p>Primary schools, secondary schools and academies must be broadly proportionately represented on the Forum, having regard to the total numbers of pupils registered at them.</p>
2.1.1	Schools Members (maintained schools)
	<p>Schools members have voting rights.</p> <p>At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the Headteachers of such schools.</p> <p>Where the LA maintains one or more secondary school, at least one schools member must be a representative of a secondary school.</p>

This also applies to where the LA maintains one or more special schools, nursery schools or Pupil Referral Units. This applies currently only to nursery schools so that there is a schools member elected to represent the maintained nursery schools in Slough.

When elections take place, these are in line with maintaining broadly proportionate phase balance in the membership of the Forum (having regard to the total numbers of pupils in each phase). In addition, electing groups are asked to be mindful of the types of school i.e. Community, Foundation, Voluntary Aided and Voluntary Controlled and to seek to maintain representation across these groups.

The aim will also be to achieve a balance in the numbers of Headteacher members* and Governor members wherever possible.

**Schools may also be represented by Members of the Senior Leadership Teams including School Managers or Bursars.*

Schools members are elected by the relevant Headteacher groups or relevant Governing Bodies as appropriate.

2.1.2 Academies Members

Academies members have voting rights.

The number of academies members will be broadly in proportion to the total number of pupils at academies.

Academies members must be elected to the Forum by the proprietors of the academies in the LA's area.

In the interest of proportionality the Forum would wish to seek to maintain a balance in numbers between phases and when a vacancy arises, academy proprietors will be asked to take account of phase balance (primary, secondary and special) in electing members.

Academies representation is not necessarily restricted to Principals, senior staff or Governors.

2.1.3 Non Schools – Members

Non Schools Members have voting rights with some restrictions in place.

Non-schools members must not number more than a third of the Schools Forum's total membership.

There must be representatives for 16-19 providers and early years' providers.

The Forum has 3 non-schools members who represent: Private, Voluntary and Independent (PVI) providers; 16-19 provider and Children's Centres.

<p>2.1.4</p>	<p>Observer Members</p> <p>Observer members do not have voting rights</p> <p>A representative from the Trades Unions is invited to all meetings as an observer.</p> <p>The Education Funding Agency has observer status at Forum meetings with the right to participate in discussions.</p> <p>Other Attendees</p> <p>Attendees have no voting rights.</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>2.2</p>	<p>Substitutes</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>2.3</p>	<p>Attendance</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.</p> <p>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>2.4</p>	<p>Period of Membership</p> <p>Each term of office for each member shall be a maximum of three years and shall be agreed with each new member, seeking to ensure that terms of office end at staggered intervals to maintain continuity of experience.</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>For non- schools members the member may be replaced by the LA, at the request of the body the member represents, by another person nominated by that body.</p> <p>Vacancies will be filled as soon as practicable through the appropriate group.</p>

<p>2.5</p>	<p>Proportionality and elections</p> <p>There will be an annual review of proportionality of pupil numbers in maintained schools and academies and within each phase, based on verified 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>In addition, where practicable, where a vacancy arises, the Chair will confirm the proportionality of pupil numbers in maintained schools and academies and within each phase and recommend filling the vacancy/ies.</p> <p>Representatives will be elected by their constituent groups and the clerk will hold information of the election procedures of each group, providing support to the election process as appropriate.</p>
<p>2.6</p>	<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.</p>
<p>2.7</p>	<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>
<p>2.8</p>	<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 proprietors of the academies in Slough.</p>
<p>2.9</p>	<p>Election by the Local Authority</p> <p>If, for any reason, an election for a schools member, an academies member or 16-19 provider representative does not take place by any date set by the LA or any such election results in a tie, the LA must appoint the schools member, academies member or 16-19 provider to the Forum instead.</p>
<p>2.10</p>	<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 though s/he can give a view to the LA on an urgent issue.</p>
<p>2.11</p>	<p>Number required for Quorum</p>

	<p>The Forum shall be quorate if at least forty percent (40%) of the total membership is present at a meeting.</p> <p>A meeting may proceed if inquorate but cannot take decisions legally.</p>
2.12	<p>Voting Procedures</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 by the LA to determine the amounts to be allocated to schools and early years providers.</p> <p>Only the relevant maintained schools 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>
3.	<p>Powers and Responsibilities of the Schools Forum</p>
3.1	<p>The Forum is both a consultative and decision making body. Appendix B is a Department for Education table which provides an overview guide to the main powers and responsibilities of the Forum.</p> <p>The local process for the consultation and decision making framework is attached as Appendix C.</p> <p>The Forum has a duty to report to school governing bodies on the consultation in which it has been involved.</p>
4.	<p>Conduct of Meetings/Expenses</p>
4.1	<p>Meeting Schedule</p> <p>The Forum must meet at least four times a year.</p> <p>Meetings of the Forum will be scheduled for the academic year and agreed by the Forum in advance.</p> <p>Frequency and timing of meetings will take into account statutory requirements and the annual financial cycle. It is likely that there will be at least eight meetings per year.</p> <p>A Work Programme will be determined for the year and updated throughout the year as necessary.</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 by being published promptly on the Slough Borough Council website.</p>
<p>4.3</p>	<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>
<p>4.4</p>	<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>
<p>4.5</p>	<p>Expenses and Budget</p> <p>Regulations require the LA to pay the expenses of the 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.</p>
<p>4.6</p>	<p>Feedback:</p> <p>Members will commit to feeding back to and from their constituent groups.</p>
<p>4.7</p>	<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>