

**SOUTHAMPTON
SCHOOLS FORUM
CONSTITUTION
2014/2015**

**INDEX
THE SOUTHAMPTON SCHOOLS FORUM**

**CONSTITUTION
(INCLUDING TERMS OF REFERENCE 2014/2015)**

	ITEM NO
ESTABLISHMENT	1-3
TERMS OF REFERENCE Including Aims And Objectives And Statutory Responsibilities Of The Forum	4-7
Decision Making Powers of the Forum	8-9
Minimum Funding Guarantee (MFG)	10
Revisions to the Scheme for Financing Schools	11-12
MEMBERSHIP OF THE FORUM	
Membership (General)	13-18
Schools Members – Nomination and Appointment	19-21
Non-Schools Members - Appointment	22-23
Role and Attendance of Observers	24-28
Role and Attendance of Advisors	29-30
MEETINGS AND PROCEEDINGS OF THE FORUM	
General	31-37
Agenda Planning/Despatch of Papers	38-43
Quorum	44
Election of Chair and Vice-Chair	45-46
Declaration of Interests	47-50
Voting	51-53
Amending Recommendations in reports	54-56
Urgent Business Items	57-61
Confidential Business of the Forum	62-63
Public Attendance at Meetings of the Forum	64-65
Clerk to the Forum	66
EXPENSES	67-68
FREEDOM OF INFORMATION	69-71
OVERVIEW AND SCRUTINY	72
COMPLAINTS/DISPUTES	73-79
APPENDIX 1	
APPENDIX 2	

THE SOUTHAMPTON SCHOOLS FORUM

CONSTITUTION (INCLUDING TERMS OF REFERENCE) 2014/2015

ESTABLISHMENT

1. The Schools Forum is established by Southampton City Council pursuant to the Education Act 2002 as amended together with relevant secondary legislation (Regulations) as applicable. (legislation / relationship to Local Authority (LA) etc)
2. The Schools Forum is independent of Southampton City Council and shall be consulted by the City Council on any issues falling within its terms of reference or as otherwise required by law.
3. The Schools Forum and Southampton City Council will work together as strategic partners to co-operate on matters falling within the Forum's terms of reference and will, wherever possible, try to achieve consensus between the Forum, key partners providing education at a local level and the Council. Where it is not possible to achieve consensus locally on issues related to Central Expenditure Levels, Minimum Funding Guarantee or other matters where a statutory right of reference exists, the Council reserves the right to apply to the Secretary of State for determination of such matters.

TERMS OF REFERENCE

Aims and Objectives of the Forum

4. The aim of the Forum is to take decisions on matters where they have been given specific statutory responsibility and to provide advice to the Council on the formulation of key aspects of strategy and budget whilst having regard to wider educational issues.
5. The core objectives of the Forum are to provide independent consultation and detailed scrutiny on:-
 - Changes to the funding formula and the initial determination of the schools budget;
 - Invitations to tender for supplies and services at least one month before such invitations are issued;
 - Spending on specific issues as outlined in paragraph 6 below.
6. In addition to the core aims and objectives of the Forum, the Forum is to be consulted on any proposed change to the school funding formula, about the financial effect of such a change and, annually, about the following matters related to the schools budget:-

- Amendments to the school funding formula, for which the voting is restricted by the exclusion of non-schools members except Private, Voluntary and Independent sector (PVI) representatives.
 - Arrangements for the education of pupils with special educational needs;
 - Arrangements for the use of Pupil Referral Units and the education of children otherwise than at school;
 - Arrangements for early years provision;
 - Administrative arrangements for the allocation of central government grants paid to schools via the authority.
7. Any other matter relating to the funding of schools or the Children's Services budget or capital expenditure that the Council considers it appropriate to consult the Forum on.

Statutory Responsibilities of the Forum

Decision Making Powers of the Forum:-

8. The Schools Forum have decision making powers, the overarching areas on which to make decisions on local authority proposals are:-
- De-delegation from mainstream school budgets (approval will be required by the relevant phase members of Schools Forum), for prescribed services to be provided centrally. Academies and Non-School members may not vote on de-delegation.
Only PVI representatives of Non-School members may vote on the consultation of the funding formula
 - To create a fund for significant pupil growth in order to support the local authority's duty for place planning and agree the criteria for maintained schools and Academies to access this fund.
 - Funding for prescribed historic commitments where the effect of delegating this funding would be destabilising.
 - Funding for local authority in order to meet prescribed statutory duties placed upon it. Approval is required to confirm the amounts for each duty and no new commitments or increases in expenditure from 2013/14 are permitted.
 - Funding for central early years expenditure, which will include funding for checking eligibility of pupils for an early years place and/or free school meals.
 - Authorising a reduction in the schools budget in order to fund a deficit arising in central expenditure that is to be carried forward from a previous funding period.
9. In each of these cases, the local authority can appeal to the DfE if the Schools Forum rejects its proposal.

Minimum Funding Guarantee (MFG) :-

10. From 2013-14, local authorities will need to discuss any proposals to vary the MFG with the Schools Forum but they will need to be approved by the Secretary of State.

Revisions to the Scheme for Financing Schools :-

11. The Forum may approve / refuse the Local Authority proposals or approve proposals subject to modifications. Where the Forum approves any revisions to the scheme, they can specify the date upon which any revised scheme is to come into force. If any proposals are refused or the modifications are unacceptable to the Local Authority, the Authority may apply to the Secretary of State for approval of the proposals.
12. The powers and responsibilities of the Forum and Local Authority are detailed in Appendix 2.

MEMBERSHIP OF THE FORUM

Membership (General):

13. The total membership and composition of the Schools Forum is determined by the Council in accordance with The Schools Forum (England) Regulations 2010 and based on the proportion of pupils in relevant phases of education in maintained primary schools, secondary schools and academies. The Council will also have regard to the categories of maintained schools represented and include representation on behalf of nurseries, special schools and PRU's.
14. No maximum number of members is stipulated however the Council will avoid approving membership of over 30 for operational reasons. Forums must have 'schools members' and 'non schools members'. 'Non schools members' can number no more than one third of the total membership of the forum. Details of the current composition of the Forum are set out in Appendix 1.
15. Among the members representing maintained schools, at least one must be a representative of governing bodies and at least one must be a representative of Head teachers.
16. The Council will review the composition and membership of the Forum in September of each year, and may terminate the membership of any member of the Forum by giving one month's notice in writing.

17. Members are appointed to the Forum for a period of one year (commencing in September and ending the following September). Members may be re-appointed to the Forum each subsequent year without limitation on the number of years that a member may be appointed. In addition to the term of office of a member coming to an end annually, a member ceases to be a member of the Forum if he or she resigns from the Forum or no longer occupies / is a member of the office or body which he or she was nominated to represent or if a school member converts to an academy.
18. Members shall formally appoint one named substitute member from the same group as the member (or in the case of primary and secondary head teachers – two named substitute members) who may attend on their behalf if they are unable to do so. Substitutes must be named and recorded at the meeting of the Forum annually in September. In the event a substitute is not named at the September meeting, a substitute may subsequently be nominated to the Clerk to the Forum in writing to the address given for the service of Notices as set out in this Constitution. Failure to nominate a substitute or notify the Council of a nominated substitute in accordance with these provisions shall result in the nomination being null and void. No substitute member may participate in a meeting of the Forum unless the requirements of this paragraph have been met. Substitutes who have been properly named and appointed will have the same rights and responsibilities (including voting rights) as their principal, on whose behalf they are participating in the Forum.

‘Schools Members’ – Nomination and Appointment:

19. Members of the Forum are responsible for the method by which they elect and nominate their representatives, and each representative group within the Forum will be responsible for the method by which they elect their representatives. Nominations must be submitted to the Clerk to the Forum annually by September either at the September meeting or in writing to the address for the service of Notices as set out in this Constitution.
20. Academy members must be elected to the Schools Forum by the proprietor bodies of the Academies in the authority’s area and are best placed to determine the process. Academy members are there to represent the proprietor bodies of Academies and are, therefore, not restricted to principals, senior staff or governors. For the avoidance of doubt, Free Schools, University Technical Colleges and Studio Schools count as Academies. There is no distinction between sponsored, non-recoupment and converter academies and no requirement for separate primary and secondary academy representation. Nominations must be submitted to the Clerk to the Forum annually by September either at the September meeting or in writing to the address for the service of Notices as set out in this Constitution.

21. It is the member's responsibility to inform the Clerk to the Forum of any changes to membership and named substitutes.

'Non – Schools Members' - Appointment:

22. Non-Schools members must include representation from Post 16 and from private, voluntary and independent (PVI) providers of the free entitlement to Early Years education.
23. The Council will seek nominations for non schools members from the relevant bodies identified in Appendix 1 annually. On receipt of any nomination for appointment, the Council shall either make that appointment pursuant to the nomination or give reasons for rejecting any nomination and seek an alternate nomination accordingly. In the event of receiving more than one nomination to a position, the Council shall seek to reach agreement with the nominees and their representative organisations as to whom should be appointed. In the event that agreement cannot be reached, the decision as to who to appoint shall fall to the Head of Legal, HR and Democratic Services (or his nominee) having consulted with the People Director and the Director of Corporate Services respectively.

Role & Attendance of Observers:

24. The Education Funding Agency (EFA) has observer status at School Forum Meetings to support the local process and to provide a national perspective if there are any concerns.
25. The rights and attendance of observers to the Forum are separate and in addition to the rights of any member of the public to attend meetings of the Forum as provided for in this Constitution.
26. Observers are interested individuals who can attend Forum meetings. Regular observers invited to Forum meetings comprise of one representative from the Diocesan Education Authority (that does not have membership), non teacher trade union representative and Early Years and Childcare Development Partnership.
27. The Director of People and the Cabinet Member for Children's Services (or their equivalents should the nomenclature of cabinet portfolios change) shall have a standing invitation to attend and speak at all Forum and sub-committee / working group meetings but are not members of the Forum and cannot vote.
28. Elected members who hold an executive role in the Local Authority and officers employed by the Local Authority / People Directorate who have a role in the strategic resource management of the Council are barred from holding membership of the Forum. They may however attend the Forum as observers and, at the discretion

of the Chair, they may address the meeting.

Role & Attendance of Advisors:

29. The professional advisor to the Forum will be the People Director and her representative who will be entitled to attend and speak at all meetings of the Forum and any sub-committee or working group that it convenes. In addition to the primary professional advisor, the following professional advisors will also provide advice and support to the Forum:-
- The Principal Officer for Early Years and Education
 - People's Directorate Finance Manager
 - The Principal Accountant for Early Years and Education
- The professional advisors to the Forum will provide advice to the Forum on professional issues, including reports before them, matters of procedure in relation to the approval of reports and advice and guidance on changes to Government guidance or policy. Advisors are not members of the Forum and have no voting rights.
30. In addition to the professional advisor(s) to the Forum, the Council's Monitoring Officer (the Head of Legal, and Democratic Services or his/ her representative and the Director of Corporate Services or his/her representative shall be entitled to attend and speak at any meeting of the Forum as advisors to the Forum on matters falling within their respective remits. Neither the Head of Legal and Democratic Services or the Director of Corporate Services are members of the Forum and have no voting rights.

MEETINGS AND PROCEEDINGS OF THE FORUM:-

General:-

31. The Forum will operate a timetable that mirrors the Academic year of the Council and hold meetings (including extraordinary and urgent business meetings) at a time of day and at an appropriate location to allow full participation by members.
32. All meetings are public and all papers, agendas and minutes are publically available on our website. Meetings will be held at suitable venues in the City as may be considered appropriate in the circumstances. The decisions as to where to hold meetings shall ultimately lie with the Council following consultation with the Chair of the Forum.
33. The Forum shall meet at least once per term, no less than 4 times per year.
34. The Council, following consultation with the Forum, shall review the Constitution of the Forum on an annual basis at the first meeting of each academic year. Minor and administrative changes shall be determined by Principal Officer for Early Years and Education,

following consultation with the Cabinet Member for Education and Change, in accordance with powers delegated to him by the Council. Major changes (which for the purpose of this section shall include changes to the composition and membership of the Forum) shall be determined by way of the Principal Officer for Early Years and Education 's delegated power 4.4.10 following consultation with the Cabinet Member for Education and Change in accordance with powers delegated to him/her by the Council.

35. The Forum may establish and set terms of reference for sub-committees and working groups as required, subject to first obtaining the advice of the professional advisor to the Forum as to the necessity for such arrangements.
36. An extraordinary meeting of the Forum may be held if at least one third of the Members of the Forum request such a meeting or at the request of the Council. Any request for an extraordinary meeting of the Forum should be submitted to the Clerk to the Forum in writing, listing the members requesting the meeting (if called by members) and any such meeting shall, unless impracticable, be held within 15 working days of any such request being received. If impractical to hold a meeting within 15 working days, the meeting shall be convened as soon as reasonable practicable thereafter.
37. Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the Forum.

Agenda Planning / Despatch of Papers:-

38. The responsibility for setting the agenda for the Forum lies with the Council. The Council shall ensure that all matters falling within the remit of the Forum are placed on an appropriate agenda for consideration by the Forum in a timely manner.

In this regard meetings need to be scheduled at appropriate points in order to enable the Schools Forum to consider outcomes of local consultations and national announcements. The frequency and timing of meetings shall be agreed in advance of each financial or academic year.

39. Any member of the Forum may submit a report to be included on the agenda for a meeting of the Forum. Items for inclusion on the agenda for the Forum (whether submitted by the Council or a member of the Forum) must be submitted to the Clerk to the Forum not less than 10 working days before a scheduled meeting of the Forum. Items submitted in accordance with this provision may not be refused.
40. Failure to submit an item to the Forum in accordance with

paragraph 39 above may result in that item being deferred for inclusion on the next available meeting of the Forum. The clerk shall exercise their discretion on including matters on the agenda if received after the deadline for receipt of papers but prior to the despatch of papers in accordance with paragraph 43 below. All other late items may only be included on the agenda of the Forum if they meet the requirements of 'urgent business' as set out in paragraphs 57-61 below.

41. Agendas and reports will generally be circulated by the clerk to the Forum at least 5 working days before the meeting to which they relate. Forum agendas, reports and minutes to be published promptly in a public area on the Southampton City Council website. Communication links have also been set up with, all Head teachers, governor forums and Early Years networks to distribute agendas and reports in advance of the meetings.
42. It is good practice for there to be a pre-meeting between Senior Officers and the Clerk supporting the Schools Forum and the Chair of the Forum to ensure that all the issues are clearly understood.
43. Reports to the Forum should be in the format of the Council's briefing and decision papers.

Quorum:-

44. The quorum for any Forum meeting shall be at least 40% (2/5ths) of the voting membership. At least one representative of each of the primary and secondary phases of education must be present and voting.

Election of Chair and Vice Chair:-

45. The Chair and Vice Chair will be appointed by the Forum on an annual basis at the first Forum meeting of the academic year. The Forum may not choose to appoint a Chair or Vice Chair who is not a member of the Forum, nor an officer or an elected member of the Council.
46. The Chair and Vice Chair shall hold office for one year from the date of their appointment or until they resign or cease to be a member of the Forum, whichever is the sooner, at which time the Forum shall appoint a new Chair or Vice Chair as appropriate.

Declaration of Interests:-

47. Members of the Forum will have regard to the Local Code of Conduct for Members. Members are therefore required to sign a declaration in respect of the Code of Conduct and also complete a Register of their Interests.

48. Interests whether personal or pecuniary, should be declared at the outset of the meeting and before the item is discussed. A member with a pecuniary interest or disclosable pecuniary (DPI) interest (beyond or over and above those interests of the generality of the group they represent) shall declare that interest as soon as it becomes apparent. The member may be present for the introduction of the Item and presentation of a report by the presenting officer, make representations, answer questions and give evidence in response to that presentation before leaving the room, provided that members of the public are allowed to attend for the same purpose. A member with a pecuniary or disclosable pecuniary (DPI) interest may not take part in the Forum's debate on the item, the decision and/or vote.
49. In considering whether or not to declare a pecuniary or disclosable pecuniary interest, a member of the Forum should apply the following test: 'Would a member of the public, knowing the facts of the situation, reasonably think the member might be influenced by the interest?' A pecuniary or disclosable pecuniary interest would include the situation whereby a proposal uniquely affects either a school at which they are a head teacher / governor or which their children attend / close family members are employed at. For the purposes of the schools Forum it would not include consideration of a wider programme or project involving 5 or more schools such as the Primary Capital Programme, Building Schools for the Future etc unless the proposals before the Forum relate solely to a specific school within the overall programme.
50. If a member knows, or ought to know, that they will have a pecuniary or disclosable pecuniary interest in any matter being discussed by the Forum they are encouraged to send a substitute (nominated in accordance with the Constitution) to the meeting in their place.

Voting Procedures:-

51. The Forum shall always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on the matter before them. Each member will have one vote. Votes cast will be carried on a simple majority basis which will be recorded. In the event of an equal number of votes for and against a proposal the Chair (or in the absence of the Chair the Vice Chair or the person appointed to chair the Forum meeting at which the matter is to be determined) will have a second or casting vote;

52. Only school members (which includes mainstream schools, Academies, special schools and PRU's) and representatives of the Private Voluntary and Independent (PVI) sector will be able to vote on the funding formulae.
53. The Regulations provide that a Schools Forum may determine its own voting procedures save that voting on :-
- The funding formula is limited to schools members and PVI representatives.
 - De-delegation will be limited to the specific primary and secondary phase of schools members. Academies and non-school members are not able to vote on de-delegation.

Amending Recommendations in reports:-

54. Recommendations in reports before the Forum may be amended by members or the officer presenting the paper.
55. For an officer amending recommendations in a report they are presenting, an amendment must be proposed by the officer. The Forum must then vote on whether or not to accept the amendment. If the amendment is accepted, the Forum may then move to determine the matter as amended (by consensus or vote). If an amendment is not accepted by the Forum, the Forum must determine the matter (by consensus or vote) in its original form.
56. For a member of the Forum seeking to amend a recommendation, the member must propose the amendment and it must be seconded by another member of the Forum. If seconded the Forum must vote to decide whether or not to accept the amendment. If the amendment is accepted, the Forum may then move to determine the matter as amended (by consensus or vote). If an amendment is not accepted by the Forum, the Forum must determine the matter (by consensus or vote) in its original form.

Urgent Business Items:-

57. A supplementary/urgent item of business can only be tabled at a Forum Meeting with the consent of the Forum.
58. In order for an urgent business item to be considered it must be proposed by a member of the Forum, seconded by another member of the Forum and approved by a formal vote of the Forum (in accordance with normal voting procedures). Once the matter has been accepted on to the agenda for the meeting in this manner it can be discussed and determined (by consensus or formal vote) in the normal manner.
59. With the agreement of the Chair, if an urgent decision is required and it is not practical to add the item to an existing Forum agenda or

call an extraordinary meeting of the Forum, the paper shall be circulated via email to all members of the Forum. The circulation will trigger a period of five working days during which members can give consideration. If before the end of the five-day period any member wishes to raise an issue regarding the content of the paper they should inform the clerk.

60. If the issue cannot be resolved the paper will be deferred for consideration at the next meeting of the Forum. If there are no objections to the proposal/s the paper will be deemed approved by the Forum on the expiration of the five working days period. All decisions taken under the five-day rule will be reported to the next available meeting of the Forum.
61. It is not legal for the Chair to take a decision on behalf of the Forum, no matter how urgent the matter in question.

Confidential Business of the Forum:-

62. Report authors are responsible for informing the clerk, in advance, of the status of reports to be included on the Agenda and if they contain confidential or commercially sensitive information and with such items of business, the principles of the Local Government (Access to Information) Act 1985 will apply. Reports that are to be treated as confidential should be marked accordingly and contain the appropriate confidentiality clause.
63. Where an item of business before the Forum is marked as confidential, that item of business will be discussed in private. The professional advisors to the Forum, the Head of Legal and Democratic Services, the Director of Corporate Services and the Cabinet Member for Education and Change may attend and speak at the Forum on consideration of all matters considered in private. Members of the public and observers (including other elected Members or Officers of the Council) shall be excluded from the consideration of any confidential item.

Public Attendance at Meetings of the Forum :-

64. Meetings of the Schools Forum are open to the public unless members resolve that an item of business be considered in private session and with such items of business the principles of the Local Government (Access to Information) Act 1985 will apply.
65. Members of the public do not have a right to speak at any meeting of the Forum but may address the Forum at the discretion of the Chair.

Clerk to the Forum:-

66. The Forum will be clerked by an employee of the Council's Democratic Support and Member's Services section. The specific responsibilities of Democratic Support and Member's will be to:-

- convene meetings of the Forum;
- arrange accommodation for meetings;
- co-ordinate and act as secretariat to meetings;
- copy, circulate and dispatch appropriate papers;
- publish papers on SCC website;
- provide advice on matters of procedure and the Constitution of the Forum; and
- make and maintain a record of the Membership and all proceedings of the Forum.

EXPENSES

67. The authority must pay the expenses of the schools forum and charge those expenses to the schools budget.

68. The authority must reimburse all reasonable expenses of members in connection with their attendance at meetings of the forum and charge those expenses to the schools budget.

FREEDOM OF INFORMATION

69. Request for Information under the Freedom of Information Act (FOIA) 2000 will be handled in accordance with the Council's published procedures for dealing with such requests.

70. Any Member of the Forum receiving a request under the FOIA will be required to pass that request to Legal and Democratic Services within 24 hours of receipt of that request in order that Legal and Democratic Services may deal with the request on behalf of the Forum within the 20 working day time limit.

71. That where a request has been made for the disclosure of information covered by a qualified exemption under the Freedom of Information Act 2000 (or other relevant information), the Chair of the Forum will be invited to attend a Public Interest Test Panel meeting to consider the potential disclosure. If the Chair is unable to attend the meeting the request will be dealt with by the Panel at their discretion. Where the Panel decides that the balance of interest is in favour of the disclosure of the information requested, Legal and Democratic Services will arrange for disclosure. When the Panel decides that the balance of favour of the non-disclosure of the information requested, the information will be withheld. Legal and Democratic Services will arrange for the reasons for the decision to be communicated in writing. Such decisions will be made after

taking any appropriate legal advice in accordance with the Council's published policies and procedures.

OVERVIEW AND SCRUTINY

72. Schools Forums may be asked to agree on proposals from their local authority that will have an effect on all schools and academies in the local area. The extent to which Schools Forums can scrutinize and challenge such proposals is an important aspect of their effectiveness.

The Schools Forum and its members will co-operate with any reasonable request by the Council in respect of its overview and scrutiny functions under Section 21 Local Government Act 2000. Any requests for information or attendance of Forum members at the relevant Overview and Scrutiny Committee will be made as soon as possible and generally at least 10 days before the meeting.

COMPLAINTS / DISPUTES

73. The Forum is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favored. Problems and issues should normally be debated and resolved at the Forum meetings. However, if parties feel that these have not been resolved, the following process should be followed and minutes taken.
74. Stage 1: The parties who are in dispute meet with the Chair of the Forum and the relevant Professional Advisor who will assist in finding or recommending a solution
75. Stage 2: A special meeting of the Forum is convened, with papers prepared by the parties representing different views. The Chair and the Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
76. Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.
77. Complaints from members of the public will be handled by the Council's Complaints Procedure.
78. Issues of non-compliance will, in the first instance, be referred to the Chair of the Forum who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned.
In the event of satisfactory resolution not being reached, the matter will be referred to the next Forum meeting.

79. The effectiveness of the Schools Forum will be assessed by Internal Review.

All previous versions of the Schools Forum Terms of Reference / Constitution are hereby superseded and revoked.

In accordance with the Principal Officer for Early Years and Education delegated power 4.4.10 - "Following consultation with the Cabinet Member for Children's Services and Learning, the Solicitor to the Council and the Head of Finance to amend the terms of reference and membership set for the Schools' Forum and Admissions Forum so far as may be necessary to give effect to any new Act, Regulation or Code of Practice;"

SCHOOLS FORUM

Total membership of the forum	24
Number of schools members	19
Number of head teachers and governors	
<ul style="list-style-type: none"> • secondary schools • academies • primary schools • special schools • maintained nurseries • PRU 	4 4 7 2 1 1
Maximum number of governors from any one governing body	1
Number of non-schools members	5
Organisations from which non-school members will be drawn:	
<ul style="list-style-type: none"> • Diocesan Education Authorities <ul style="list-style-type: none"> ○ Church of England, or ○ Roman Catholic • Teachers Liaison Panel or its successor body • Cabinet Members nomination • Post 16 Education • Private, Voluntary and Independent (PVI) early years providers 	1 1 1 1 1
Number required for quorum (40% of total membership), including substitutes.	10
One named substitute will be allowed where members cannot attend with the exception of head teachers for primary, secondary schools and academies, where two named substitutes can attend. Substitutes have the power to vote on behalf of the body they represent.	
Formal Observers to Forum	
<ul style="list-style-type: none"> • The Diocesan Education Authority that does not have membership • Early Years Development and Childcare Partnership • Union representation of school support staff nominated by the appropriate Joint Consultative Group • Cabinet Member for Children Services and Learning (or their equivalents should the nomenclature of cabinet portfolios change) 	

<ul style="list-style-type: none"> • Education Funding Agency (EFA) Representative • 	
<p>Council officers (Professional Advisors) who may attend not as members (i.e. have no voting rights)</p> <ul style="list-style-type: none"> • The People Director • Principal Officer for Early Years and Education • People's Directorate Finance Manager • The Principal Accountant for Early Years and Education • Any other specialist Local Authority officers as required 	

TABLE 1 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2013-14

APPENDIX 2

	Function	Local Authority	Forum	DfE Role
1	Formula Change (including redistributions)	Proposes and decides	Must be consulted. [Voting restricted to schools members plus PVI members]	None
2	Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3	Financial Issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants.	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4	Minimum funding guarantee	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval
5	De-delegation for mainstream schools for: contingencies administration of free school meals insurance licences/subscriptions staff costs - supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services	Will propose	Primary and secondary school member representatives will decide for their phase.	Will adjudicate where Forum does not agree LA proposal
6	Central spend on funding for significant pre-16 pupil growth equal pay back-pay places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Forum does not agree LA proposal

7	Central spend on admissions servicing of schools forum carbon reduction commitment capital expenditure funded from revenue contribution to combined budgets schools budget centrally funded termination of employment costs schools budget funded prudential borrowing costs	Proposes up to the value committed in 2013/14 and where expenditure has already been committed	Decides for each line	Adjudicates where Forum does not agree LA proposal
8	Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
9	Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
10	Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
11	Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
12	Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
13	Voting Procedures	None	Determine voting procedures	None
14	Chair of Forum	Facilitates	Elects <i>(may not be an elected member of the council or officer)</i>	None