

# BRIEFING PAPER

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**SUBJECT:** SCHOOLS FORUM TERMS OF REFERENCE 2015-16 AND  
DECLARATION OF INTEREST

**DATE:** 23 SEPTEMBER 2015

**RECIPIENT:** SCHOOLS FORUM

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## SUMMARY:

This paper identifies the changes to the Southampton Schools Forum Constitution (including Terms of Reference) for 2015-16.

## BACKGROUND and BRIEFING DETAILS:

1. The Department for Education's (DfE) new Schools Forum regulations came into effect on 1<sup>st</sup> October 2012, along with an Operational and Good Practice Guide for Schools Forums. The changes are detailed within this paper and have been added to the Terms of Reference.
2. The proposed changes are made in accordance with the Head of Children and Families delegated powers 4.3.31 which states that:  
*"Following consultation with the relevant Cabinet Member, the Head of Legal & Democratic Services and the Chief Financial Officer 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."*
3. The Draft Terms of Reference attached to the Report as Appendix 1 for approval.

## KEY CHANGES:

3. The 2014 -2015 Terms of Reference states under paragraph 18 that:  
*"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)"*

Over a period of years the Forum has adopted a variation to the numbers set out in the TOR and it is proposed that the Forum amend the Terms of Reference for 2015-2016 to match custom and practice to the permitted numbers of substitute members.

4. This change that would formalise existing custom and practice which set allow the following:
  - 4 Primary Sector Substitutes; and
  - 2 Secondary Sector Substitutes
5. Paragraph 18 of the Terms of Reference would then read as:  
*"Members shall formally appoint one named substitute member from the same group as the member (or in the case of primary head teachers – 4 and secondary head teachers 2 named substitute members)"*
6. No further changes have been indicated to the proposed Terms of Reference, set out as Appendix 1 to the paper, other than the adjustment of dates and post holder titles in order to keep them relevant.

## DECLARATION OF INTERESTS

6. Members will note that the Forum's Terms of Reference require that Members have regard to the Local Code of Conduct for Members, attached to the report as Appendix 2. Members are therefore required to sign a declaration in respect of the Code of Conduct. This is attached as Appendix 3.
7. Members of the Forum are, in addition, reminded of that Terms of Reference have annual requirement to register any declarations of interests in accordance with the Localism Act 2011, The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the Constitution of Southampton City Council. This has been attached as Appendix 4.

### Supporting Information:

Appendix 1 – Draft Terms of Reference

Appendix 2 – Members Code of Conduct

Appendix 3 - Members declaration of acceptance of the Code of Conduct

Appendix 4 – Members interest form

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