

Hardwick, Neil

From: ESFA local authorities <esfa.local.authorities@notifications.service.gov.uk>
Sent: 28 March 2019 11:20
To: Hardwick, Neil
Subject: For information: requirements and composition of schools forums



Dear Neil

We're writing to you in your role as a finance contact at Rotherham Metropolitan Borough Council.

Requirements and composition of local authorities' schools forums

A recent scrutiny exercise of local authorities' schools forums' minutes has shown that some local authorities are not complying with the governing regulations or the schools forum good practice guide.

This email aims to remind local authorities of the requirements they should follow with regards to their schools forums, as stated in the 'schools forum: operational and good practice guide':

<https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015>

Key sections

We've highlighted some of the key sections below:

Paragraph 16

This paragraph states that schools forums must have 'schools members', 'academies member(s)' if there is at least one academy in the

local authority's area and 'non-schools members'.

Schools and academies members together must number at least two-thirds of the total membership of the schools forum and the balance between maintained primary, maintained secondary and academies members must be broadly proportionate to the pupil numbers in each category.

The structure should be regularly reviewed. It's important that all members of the schools forum and those that have attended the meeting are clearly detailed in the meeting minutes to enable interested parties to ensure the forum is representative and quorate.

Paragraph 61

This paragraph states that schools forums are required to be open to the public and that papers, agendas and minutes must be publicly available well in advance of each meeting, at least a week in advance.

Paragraph 78

This paragraph states that that the frequency and timing of schools forum meetings should be agreed in advance of each financial year or academic year, and that it's good practice to publish the dates of the meetings on the schools forum website.

Paragraph 99

This paragraph states that notes or minutes of each schools forum meeting should be produced and published on the website as soon as possible after the meeting to enable members and others to see the outcome of any discussions and, or votes.

It further advises that it is good practice to publicise the draft minutes no later than five days of the meeting. This is important so that interested parties, including representatives and the public, can view them and consult as necessary. They will not be able to do so if the minutes are not published until after they are agreed at the next meeting.

Further information

You can find the Schools Forums (England) Regulations 2012 at:
http://www.legislation.gov.uk/uksi/2012/2261/pdfs/uksi_20122261_en.pdf

If you have any questions about the contents of this email, please contact us via our enquiry form:

<https://tinyurl.com/ESFAenquiries>

Yours sincerely

Owen Jenkins

Deputy Director
Academies & Maintained Schools Directorate
Funding Division
Education and Skills Funding Agency



1. Home (<https://www.gov.uk/>)

Guidance

Schools forum operational and good practice guide

Information for local authorities, school leaders and governing bodies about their schools forum obligations and duties.

Published 26 March 2015

Last updated 17 September 2018 — see all updates

From:

Education and Skills Funding Agency (<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>)

Applies to:

England

Documents

Schools forum operational and good practice guide

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741121/Schools_forum_operational_and_good_practice_guide.odt)

ODT, 65.8KB

This file is in an OpenDocument (<https://www.gov.uk/guidance/open-document-format-odf-guidance-for-uk-government/overview-of-productivity-software>) format

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Schools forum powers and responsibilities

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740721/Schools_forum_powers_and_responsibilities.docx.odt)

ODT, 48.8KB

This file is in an OpenDocument (<https://www.gov.uk/guidance/open-document-format-odf-guidance-for-uk-government/overview-of-productivity-software>) format

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Schools forums structure

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740722/Schools_forums_structure.docx.pdf)

PDF, 138KB, 4 pages

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Schools forum self-assessment toolkit

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647443/Schools_forum_self-assessment_toolkit.odt)

ODT, 52.1KB

This file is in an OpenDocument (<https://www.gov.uk/guidance/open-document-format-odf-guidance-for-uk-government/overview-of-productivity-software>) format

Details

The schools forum operational and good practice guide provides detailed information for local authorities, schools forum members and members of the public around the requirements of running effective school forum meetings. The guide provides good practice recommendations and information on how to comply with the regulations.

We've published the schools forum powers and responsibilities guide. This guide provides in depth detail around the voting rights of schools forum elected members. It highlights the topics members are required to vote or be consulted on. The document also shows which sector is required to vote and any restrictions.

Further detail on the required structure for the schools forum can be found in the schools forum structure guide. The guide breaks down the types of members and elections.

The self-assessment document allows you to identify the strengths and potential weaknesses of your schools forum.

Published 26 March 2015

Last updated 17 September 2018 + show all updates

1. 17 September 2018 We've updated the operational and good practice guide, and the powers and responsibilities guide and made it clearer who the intended users are for each of the documents.
2. 27 September 2017 We've updated the schools forum operational and good practice guide and the schools forums powers and responsibilities.

3. 1 December 2016 'Schools forums power and responsibilities' table updated. Date removed from the 'schools forums: operational and good practice guide'.
4. 26 March 2015 First published.

Related content

- Schools forum: a guide for schools and academies (<https://www.gov.uk/guidance/schools-forum-a-guide-for-schools-and-academies>)
- Using Open Document Formats (ODF) in your organisation (<https://www.gov.uk/guidance/using-open-document-formats-odf-in-your-organisation>)
- School governance: learning from the best (<https://www.gov.uk/government/publications/school-governance-learning-from-the-best>)
- Listening to and involving children and young people (<https://www.gov.uk/government/publications/listening-to-and-involving-children-and-young-people>)
- School behaviour and attendance: parental responsibility measures (<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>)

Explore the topic

- Schools forums (<https://www.gov.uk/education/schools-forums>)

