

**ROTHERHAM SCHOOLS FORUM**  
CONSTITUTION (REVISED 8th April 2011)

**1) Terms of reference**

The Rotherham School Forum is established in accordance with Section 47A of the School Standards and Framework Act 1998 amended by the Education Act 2005, The Schools Forums (England) Regulations 2002, The Schools Forum (England) (Amendment) Regulations 2005 and The Schools Forums (Amendment) Regulations 2008.

Members of the Rotherham Schools Forum shall act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**2) Status**

The Forum is an advisory and decision making body on matters relating to the schools budget as defined in Section 41 of the Education Act 2002, Section 16 of the Education Act 2005.

**3) Membership**

1. The membership of the Rotherham Schools Forum shall represent and consist of :-
  - (a) 8 Primary School Representatives (seven Head Teachers and one School Governor)
  - (b) 8 Secondary School Representatives (seven Head Teachers and one School Governor)
  - (c) 1 Academy School Representative (one Head Teacher)
  - (d) 1 Special School Representative (one Head Teacher)
  - (e) 1 Nursery School Representative (one Head Teacher)

*The Primary, Secondary and Special School Head Teacher Representatives should be elected on a learning community basis.*

- (f) 6 non school members:       :
- 1 Early Years Child Care & Development Partnership
  - 1 14-19 Partnership Representative
  - 2 Diocesan Representatives
  - 1 Teacher Union Representative
  - 1 Non Teacher Union Representative

- (g) Ex-Officio                       :
- Lifelong Learning Cabinet Member and Advisers
  - Leader
  - Chief Executive
  - Executive Director, Children and Young People's Services

The term of office for members of the Schools Forum will be a maximum of three years, subject to them remaining eligible. A member may resign from membership of the Schools Forum at any time, and is required to leave if he or she ceases to be eligible . Any individual member who fails to attend three consecutive meetings of a Schools Forum unless an alternate attended on his or her behalf, should resign.

After their term of appointment comes to an end, individuals may choose to stand down, or opt to stand for re-election along with any others who may wish to put their name forward.

The Chairman and Vice-Chairman (commencing April) shall be appointed annually.

**4) Meetings**

There shall be at least one meeting of the full Schools Forum held each term. Additional meetings will be held if the Forum deems it necessary. All meeting times will be agreed by the Forum for the coming year and will vary to accommodate the differing needs of the Forum representatives.

All meetings of the Forum will be convened by the Clerk to the Schools Forum, but he or she will comply with any direction in the matter given by the Forum in a previous meeting or given by the Chair (or in his or her absence the Vice Chair).

An agenda, together with supporting documents, shall be issued by the Secretary (Corporate Services) at least seven days prior to meetings. Papers should be distributed with the agenda and minutes, and only distributed on the day, with prior dispensation given by the Chair.

The minutes of the Schools Forum shall be reported to all schools and to the Cabinet Member for Lifelong Learning. All meetings of the Forum will be open to members of public unless there is a good reason for the business to be conducted in private.

Meetings will be held on a Friday and shall be either at the town hall, the Rochingham Teacher's centre or at a another suitable venue such as a school.

### **5) Alternates**

Any member of the Forum may nominate an alternate member to attend meetings of the Forum in his or her absence.

Where a member has nominated an alternate member, the alternative member may attend and vote in place of the member. A member may only nominate an alternate member who would himself or herself be eligible to be appointed or elected to the Forum under the same category as the member.

The name of the intended alternate must be notified to the Clerk of the Forum at least 24 hours in advance of the meeting in question where possible.

### **6) Sub Groups**

The Forum may set up sub-groups, either standing or ad-hoc, to carry out tasks as specified by the Forum. Membership of a sub-group may include those who are not members of the Forum. All sub-groups will report back to the Forum.

Members of each sub group will choose a Chair, which may be the Chair or Vice-Chair of the Forum itself.

Each group will have a minimum of five members with a quorum of three members.

### **7) Quorum**

The quorum of the Schools Forum shall be 40% of the total membership ( i.e. 10).

### **8) Voting**

Every question to be decided at a meeting of the Forum will be determined by a majority of the votes of members present and voting on the question and in the case of an equality of votes the Chair will have a second or casting vote.

When voting on proposals, members are not delegates or representatives of their particular group or school. Members should duly consider the proposals and vote in accordance with what they consider to be in the best interests of children in Rotherham.

Members of the Schools Forum should declare an interest in any specific proposal which directly affects their school or in which they might have a pecuniary interest eg. when the Forum is considering matters relating to service contracts.

The minutes of proceedings of the Forum will be drawn up by the Clerk and will be signed at the next subsequent meeting by the Chair.

Any formal recommendations made to the Council shall be determined by a majority of the votes of members present at a meeting of the Forum and not by any sub groups.

## **9) Functions**

### **A. Consultation on school funding formula**

(i) The authority shall consult the forum on :-

(a) any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998, and

(b) the financial effect of any such change.

(ii) Consultation under paragraph (i) shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the relevant authority's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

### **B. Consultation on contracts**

The relevant authority shall at least one month prior to the issue of invitations to tender consult the forum on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the relevant authority's schools budget where either

(a) the estimated value of the proposed public services contract is not less than the specific threshold which applies to the authority in pursuance of Regulation 7(1) of the Public Services Contracts Regulations 1993(c); or

(b) the estimated value of the proposed public supply contract is not less than the specific threshold which applies to the authority in pursuance of Regulation 7(2) of the Public Supply Contracts Regulations 1995(d).

### **C. Consultation on financial issues**

(i) The authority shall consult the forum annually in respect of the authority's functions relating to the schools budget, in connection with the following :

(a) the arrangements to be made for the education of pupils with special educational needs;

(b) arrangements for the use of pupil referral units and the education of children otherwise than at school;

(c) arrangements for early years education;

(d) arrangements for insurance;

(e) prospective revisions to the relevant authority's scheme for the financing of schools;

(f) administrative arrangements for the allocation of central government grants paid to schools via the relevant authority; and

(g) arrangements for free school meals.

(ii) The authority may consult the forum on such other matters concerning the funding of schools as it sees fit.

### **D. Provision of account to schools**

The forum shall, as soon as reasonably possible, inform the governing bodies of schools maintained by the relevant authority of all consultations carried out under this part of these regulations.

## **10) Charging of expenses**

All reasonable expenses of the forum and its members shall be met by the authority, and charged to the schools budget. A report on the amounts of expenses claimed for the previous financial year will be given at the first meeting of the Forum after 1 April of each year.

## **11) Review of Constitution**

The Forum will annually review its constitution and membership to ensure it's fit for purpose.