

Schools' Forum

22 October 2020

Time 4.00 pm **Public Meeting?** YES **Type of meeting** Partnership Boards
Venue MS Teams

Membership

Barry Bond (Chair)	Special School Sector Governor Representative
Karen Preston (Vice Chair)	Academies Sector Representative
Daryl Asbury	Academies Sector Representative
Kirsty Banks	Academies Sector Substitute
Rachael Brown	Pupil Referral Unit Headteacher Representative
Ian Browne	16 - 19 Education Representative
Linda Campbell	Nursery Sector Governors Substitute
Amarjit Cheema	Academies Sector Substitute
Debbie Clarke	Non-School Member Early Years (PVI Sector) Representative
David Cooke	Academy Sector Substitute
Louisa Craig	Academies Sector Representative
Ben Davis	Academies Sector Representative
Claire Foster	Nursery Sector Substitute
Gary Gentle	Diocesan Representative Substitute
Trisha James	Primary Sector Governor Substitute
Susan Lacey	Nursery Sector Head Teacher Representative
James Ludlow	Secondary Sector Headteacher Representative
Carroll McNally	Non-School Member Diocesan Schools Representative
Ian Moore	Academies Sector Representative
Bhaksho Raj	Academies Sector Representative
Zoe Rollinson	Primary Sector Headteacher Representative
Stephen Smith	Primary Sector Governor Representative
Graham Tate	Academies Sector Representative
Lisa Thompson	Primary Sector Headteacher Representative
Lucia Jayne Turner	Nursery Sector Governor Representative
Samantha Walker	Primary Sector Headteacher Substitute
Lisa-Anne Westwood	Academies Sector Representative
Sarah Whittington	Special School Sector Head Teacher Representative
Phil Williams	Academies Sector Representative

Observer Status

Bill Hague	Head of School Organisation
Emma Bennett	Director of Children's Services
Councillor Dr Michael Hardacre	Cabinet Member for Education and Skills

Information

If you have any queries about this meeting, please contact the democratic support team:

Contact Shelley Humphries
Tel/Email 01902 554070 shelley.humphries@wolverhampton.gov.uk

Agenda

PART 1 – Items open to all attendees

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|--|
| 1 | Welcome and Introductions |
| 2 | Apologies |
| 3 | Declaration of Interest or Confidentiality |
| 4 | Minutes of the Previous Meeting - 27 February 2020 (Pages 1 - 6)
[To approve the minutes of 27 February 2020 as a correct record.] |
| 5 | Matters Arising
[To consider any matters arising from the minutes of the meeting held on 27 February 2020.] |
| 6 | Schools' Forum Membership 2020 - 2021 (Pages 7 - 10)
[To receive an update on current Schools' Forum Membership.] |
| 7 | Schools' Forum Forward Plan 2020 - 2021 (Pages 11 - 14)
[To note the Schools' Forum Forward Plan 2020 - 2021.] |

ITEMS FOR DISCUSSION OR DECISION

- | | |
|----|--|
| 8 | Draft Schools' Forum Constitution 2020 (Pages 15 - 26)
[To approve Schools' Forum Constitution 2020 – 2021.] |
| 9 | Budget Monitoring and School Balances Report - (To Follow)
[To receive updates on schools holding surplus and deficit budgets and action taken.] |
| 10 | Dedicated Schools Grant Out-turn - (To follow)
[To receive an update on final expenditure against Dedicated Schools Grant in 2020 - 2021.] |
| 11 | Facilities Time Allocations - (To follow)
[Discussion item on Facilities Time Allocations.] |
| 12 | High Needs Sub-Group Update
[To receive a verbal update from the Chair of the High Needs Sub-Group.] |
| 13 | Election of Chair and Vice-Chair
[To elect and appoint a Chair and Vice-Chair of Schools' Forum for Academic Year 2020 - 2021.] |

14 **Other Urgent Business**

[To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chair are matters of urgency.]

15 **Dates for future meetings**

- 03 December 2020
- 14 January 2021
- 25 February 2021

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Attendance

Members of the Schools' Forum

Karen Preston (Vice-Chair)	Academies Sector Representative
Rachael Brown	Pupil Referral Unit Headteacher Representative
Louisa Craig	Academies Sector Representative
Fiona Gillespie	Special School Sector Substitute
Trisha James	Primary Sector Governor Substitute
Susan Lacey	Nursery Sector Head Teacher Representative
James Ludlow	Secondary Sector Headteacher Representative
Jeremy Parkes	Academies Sector Representative
Bhaksho Raj	Academies Sector Representative
Stephen Smith	Primary Sector Governor Representative
Phil Williams	Academies Sector Representative

In attendance

James Barlow	Senior Accounting Officer
Emma Bennett	Director of Children's Services
Bill Hague	Head of Business and Support Services
Councillor Dr Michael Hardacre	Cabinet Member for Education and Skills
Shelley Humphries	Democratic Services Officer
Terry Shaw	Finance Manager

Item No. Title

1 **Welcome and Introductions**

2 **Apologies**

Apologies were received from Barry Bond, Ian Browne, Sarah Whittington, Samantha Walker, Lucia Jane Turner, Zoe Rollinson, Jon Dovey and new member Lisa-Anne Westwood. It was reported that Barry Bond had submitted apologies due to being in recovery from medical treatment he had been receiving and it noted that it was the first meeting that he had not attended since becoming a member. It was agreed that Schools' Forum members would contribute to a gift to wish him well in his recovery.

3 **Declaration of Interest or Confidentiality**

There were no declarations of interest or confidentiality.

4 **Minutes of the Previous Meeting - 20 January 2020**

Resolved:

That the minutes from the meeting of 20 January 2020 be confirmed as a correct record and signed by the Chair.

5 **Matters Arising**

In respect of paragraph 1 of minute 9, a concern was raised in respect of ensuring funding remained in Wolverhampton schools. It was noted that the local authority

could oversee the funding allocated to maintained schools, however academies were more fragmented. It was noted that the local authority had no role where academy trusts were concerned, however they could be held to account by the commissioner and regular audits took place.

6 Schools' Forum Membership 2019 - 2020

The Chair welcomed new members Rachael Brown to represent the Pupil Referral Units and her substitute was named as Stuart Playford. Daryl Asbury was also welcomed and it was noted that Lisa-Anne Westwood had been added to the membership.

It was noted that Louisa Craig was the representative from St Francis and St Clare Catholic Multi Academy Company and it was requested that the Membership be corrected to reflect this.

Bill Hague, Head of School Organisation presented the Schools Forum Membership 2019 – 2020. It was noted that some vacancies still remained however the usual steps were being taken to fill them.

Resolved:

1. That the current Schools' Forum Membership 2019 – 2020 be noted.
2. That the Schools' Forum Membership 2019 – 2020 be corrected to read:
Louisa Craig (St Francis and St Clare Catholic Multi Academy Company).

7 Schools' Forum Forward Plan 2019 - 2020

Bill Hague, Head of School Organisation presented the Schools' Forum Forward Plan 2019 – 2020 for noting. It was reported that the new Forward Plan for 2020 – 2021 would be presented at the next meeting of Schools' Forum.

Schools' Forum members were invited to suggest any items they wished to receive at Schools' Forum. It was requested that any suggestions be sent to the clerk of Schools' Forum or Bill Hague, Head of School Organisation.

Resolved:

1. That the Schools' Forum Forward Plan 2019 – 2020 be noted.
2. That any suggestions for items for discussion at Schools' Forum be sent to Bill Hague, Head of School Organisation or the clerk of Schools' Forum, Shelley Humphries, Democratic Services Officer.

8 Surplus/Deficit Budget Monitoring Update

Bill Hague, Head of School Organisation provided a verbal update on Surplus and Deficit Budget Monitoring. It was noted that a list of schools with excess balances had been compiled and meetings had been held with all of them to discuss their plans for the surplus funds carried over. It was reported that all these schools had provided robust plans to spend the money, with some schools having already begun to implement these plans. As such, it was noted that there would be no requirements for Arbitration Panels.

Schools which had reported an existing deficit, forecast a future deficit or not provided a plan had been approached and offered advice on applying for a licensed deficit.

In terms of nursery schools, it was noted that there was still some uncertainty around the supplement funding and it was hoped this would be addressed as part of the spending review. It was agreed that an item on the spending review would be scheduled on the Schools' Forum Forward Plan 2020 – 2021 for a future meeting.

Resolved:

1. That the update on Surplus and Deficit Budget Monitoring be noted.
2. That the spending review report be scheduled on the Schools' Forum Forward Plan 2020 – 2021.

9 **Dedicated Schools Grant - Schools Block 2020-2021**

James Barlow, Finance Business Partner presented the Dedicated Schools Grant – Schools Block 2020 – 2021 report and highlighted salient points. The report provided an update on the Schools Block of the Dedicated Schools Grant (DSG) 2020 – 2021 following agreement to apply the local funding formula and in accordance with the guidance issued by the Education and Skills Funding Agency (ESFA).

A concern was raised in respect of significant in-year growth and the impact of having to wait until the following year to receive funding. Bill Hague offered assurance that this matter could be raised with the DfE. It was reported that officers had previously attended workshops and often the definition of growth had been difficult to determine. Bill Hague offered to invite affected members of Schools' Forum to a meeting with Bill Hague and James Barlow to analyse figures and go over the specifics.

Resolved:

That Schools' Forum note the individual schools' budget settlement for 2020 – 20201.

10 **Dedicated Schools Grant - High Needs Funding Block 2020-2021**

Terry Shaw, Finance Manager presented the Dedicated Schools Grant – High Needs Funding Block 2020 – 2021 report and highlighted salient points. The report provided an update on the High Needs Block of the DSG 2020 – 2021 and sought approval to allocate the funding in accordance with the guidance issued by the Education and Skills Funding Agency (ESFA).

In response to a query regarding out of city pupils, it was noted that there were a number of factors as to why Wolverhampton pupils needed to attend out of city special schools, such as from parental choice or oversubscription in Wolverhampton schools. It was reported that additional funding had been allocated and work was being undertaken to identify priorities and increase matrices. It was added that new funding mechanisms were being implemented over the next two years with additional monies being set aside. It was also noted that extensive work was taking place within the Council to cultivate inclusion in mainstream schools within the City. It was hoped that this may also reduce the numbers attending special schools in Wolverhampton therefore reducing the necessity for children to attend special schools outside the City as a result.

It was clarified that net inflow was on a daily basis and operated on a recoupment basis. In terms of resource bases, a consultation had taken place and interest had been expressed. Evaluations had taken place and letters would be sent out by the end of the week.

Resolved:

1. That Schools' Forum agree to note the anticipated settlement for 2020-2021.
2. That Schools' Forum approve the allocation of High Needs expenditure for 2020-2021 shown at Appendix 1.
3. That Schools' Forum approve the revised matrix bands for 2020-2021.
4. That Schools' Forum approve a total per place contribution for maintained pupil referral units and Special Schools to support the delivery of local authority retained education functions previously funded by Education Services Grant.

11 **Dedicated Schools Grant - Early Years Block 2020-2021**

Terry Shaw, Finance Manager presented the Dedicated Schools Grant – Early Years Block 2020 – 2021 report and highlighted salient points. The report provided a summary of the Early Years funding block of the DSG 2020-2021, as illustrated in the DSG 2020 to 2021 announcement made by the Education and Skills Funding Agency (ESFA) in December 2019.

A query was raised in terms of maintained supplements and it was clarified that there was potential for carry forward as there had been in previous years. There had been some issues around roll numbers and finance officers had been awaiting confirmed of funds from the ESFA. It was agreed that this information would be included in a report to Schools' Forum for a future meeting. It was noted that funding was provided on a monthly basis rather than quarterly and that Bill Hague, Head of School Organisation would confer with Amanda Newbold, Head of School Improvement to clarify this point.

Resolved:

That Schools' Forum agree to the proposed use of the Early Years Block grant for 2020-2021 as recommended to Schools' Forum on 5 December 2019.

12 **Dedicated Schools Grant - Central School Services Block 2020-2021**

James Barlow, Finance Business Partner presented the Dedicated Schools Grant – Central Schools Services Block 2020 – 2021 and highlighted salient points. The report provided an update on the Central Schools Services block of the DSG Services and sought approval for a list of items that the Local Authority manages centrally on the behalf of schools and academies.

It was highlighted that the Multi Agency Safeguarding Hub officer had not been appointed until October 2019, therefore the officer would continue in post until March 2021. Following this, a discussion would take place with Schools' Forum on how to take this forward.

Councillor Dr Michael Hardacre thanked Schools' Forum members and Council officers in attendance for all their hard work.

Resolved:

That Schools' Forum agree the individual lines of the proposed budget allocation of the Central Schools Services Block for 2020-2021.

13 **High Needs Sub-Group Update**

Resolved:

That the High Needs Sub-Group Update be noted.

14 **Any Other Business**

The Chair highlighted the Risk Protection Arrangement report and attached appendix Extending the Academies Risk Protection Arrangement to Local Authority Maintained Schools Sector – Government Consultation Response for noting.

A concern was raised around school closures due to confirmed cases of Coronavirus. It was clarified that guidance was being issued by the Department for Education and schools were advised to ring 111 or take advice from the Authority before taking any action on closures. It was noted that the Authority would be taking advice on any final decision from Public Health England.

Resolved:

That Schools' Forum note the contents of the Department for Education's Response to their consultation on extending the academies Risk Protection Arrangement (RPA) to local authority-maintained schools sector and the Council's intended approach.

15 **Dates for future meetings**

The proposed dates for City of Wolverhampton Schools' Forum meetings for 2020 – 2021 were announced as follows:

2 July 2020

1 October 2020

3 December 2020

14 January 2021

25 February 2021

It was agreed that Shelley Humphries, Democratic Services Officer would send the dates around to the Schools' Forum membership. It was requested that any clashes with other meetings or forums be highlighted so alternative dates could be found. It was noted that calendar invites would be forwarded once these dates were confirmed.

Resolved:

1. That Shelley Humphries, Democratic Services Officer share the proposed dates with the Schools' Forum membership.
2. That any clashes with other meetings or forums be highlighted so alternative dates could be found.

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Schools' Forum Membership

Last updated: September 2020

Primary sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Lisa Thompson (St Andrews C of E Primary School)	06.09.18	Sep 21	Stephen Smith (Warstones Primary School)	09.09.20	Sep 23	5 representatives of maintained Primary Schools, of which at least 1 must be governors.
Samantha Walker (Wodensfield Primary School)	01.02.19	Sep 22				
Zoe Rollinson (Lanesfield Primary School)	24.03.18	Sep 21	Vacancy (Dependant on constitution agreement)			
Substitutes			Substitute			
Kate Charles (Stow Lawn Primary School)	16.09.19	Sep 22	Trisha James (Dovecotes Primary School)	01.09.2020	Sep 23	
			Vacancy			

Secondary sector						
Headteacher / Representatives	Nominated	Term ends				Notes
James Ludlow (Headteacher - King's C of E School)	31.05.19	Sep 22				1 Representative of maintained Secondary Schools.
Substitute						
Vacancy						

Nursery sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Susan Lacey (wishes to continue) (Ashmore Park Nursery School)	03.09.2020	Sep 23	Lucia Jayne Turner (Windsor Nursery)	01.09.2020	Sep 23	2 Representatives.
Substitutes			Substitute			
Claire Foster (Windsor Nursery)	27.06.19	Sep 22	Linda Campbell (Low Hill Nursery School)	26.04.17	Sep 20	

Schools' Forum Membership

Last updated: September 2020

Special school sector						
Headteacher / Representatives	Nominated	Term ends	Governors	Elected	Term ends	Notes
Sarah Whittington (Tettenhall Wood School)	10.03.18	Sep 21	Barry Bond (Chair) (Green Park School) (Stepping down as Chair Autumn 2020 – in the chair for one last meeting 22 Oct 2020)	05.05.17	Sep 20	2 Representatives: 1 Headteacher 1 Governor.
Substitutes			Substitute			
Vacancy			Vacancy			

Pupil Referral Unit				
Headteacher / Representatives	Nominated	Term ends		Notes
Rachael Brown (Executive Headteacher – Lawnswood Campus)	06.02.2020	Sep 23		1 representative
Substitute				
Stuart Playford – Lawnswood Campus	07.02.2020	Sep 23		

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Academies Sector				
Representatives	Nominated	Term ends		Notes
Darryl Asbury, Executive Headteacher (Perry Hall MAT)	18.11.19	Sep 22		10 representatives Co-ordinated by ConnectEd. *(Upon conversion)
Louisa Craig (St Francis & St Clare Catholic MAC)	11.10.18	Sep 21		
Ben Davis Headteacher - Grove Primary (Part of St. Martin's MAT)	11.10.18	Sep 21		
Lisa Westwood (Headteacher – Villiers Primary)	24.02.2020	Sep 23		
Ian Moore (Finance Officer - Manor MAT)	11.10.18	Sep 21		
Vacancy				
Karen Preston (Vice Chair)	14.11.18	Sep 21		

Schools' Forum Membership

Last updated: September 2020

Academies Sector			
(Governing Board Member, Woodfield Primary)			
Bhaksho Raj (St Francis & St Clare Catholic MAC)	26.09.19	Sep 22	
Graham Tate (Highfields)	01.10.20	Sep 23	
Phil Williams (CLPT)	11.10.18	Sep 21	
Substitutes			
Kirsty Banks (Business Manager - St. Stephen's C of E Primary School)	14.11.18	Sep 21	
Amarjit Cheema (CEO - Perry Hall MAT)	10.09.20	Sep 23	
David Cooke (S. Peter's Collegiate)	11.10.18	Sep 21	
Vacancy			

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Non School Members

Sector	Representative	Nominated	Term ends	Notes
Diocesan Schools (x2)	Carroll McNally (Holy Trinity Catholic)	15.09.20	Sep 23	Membership: 4 representatives. Each of the sectors to nominate representatives.
	Vacancy			
	Substitutes			
	Gary Gentle (Bilston CE)	01.09.20	Sep 23	
	Vacancy			
Early Years (PVI Sector)	Vacancy			
16-19 Education	Ian Browne	12.12.17	Sep 20	

Observer Status Members

Sector	Representative	Notes
Councillor with cabinet responsibility for Education & Skills	Councillor Dr Michael Hardacre	
Director of Children's Services	Emma Bennett	
Head of School Business and Support Services	Bill Hague	
Clerk to the Forum		Democratic Support
Democratic Services Officer	Shelley Humphries	email: shelley.humphries@wolverhampton.gov.uk Tel: 01902 554070

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City of Wolverhampton Council

SCHOOLS' FORUM

Date	22 October 2020
Report title	Schools' Forum – Forward Plan 2020 - 2021
Contact Officer	Bill Hague, Head of School Organisation
Telephone number	01902 555100

Summary

This report outlines the Forward Plan for Schools' Forum for 2020 - 2021.

It is good practice to have a forward plan to ensure that Forum members are aware of the schedule of reports that need to be considered and decisions made.

Decision

Members of the Schools' Forum are asked to note and comment on the Forward Plan.

Wolverhampton Schools' Forum Forward Plan 2020 - 2021		
Date of Meeting	Item Type	Responsible Officer
22 October 2020		
Schools' Forum Constitution 2020 - 2021	Decision Item	Bill Hague
Budget Monitoring & School Balances Report	Information Item	James Barlow / Terry Shaw
Dedicated Schools Grant Out-turn – deferred from July 2020	Information Item	James Barlow / Terry Shaw
Facilities Time Allocations	Decision Item	Bill Hague
Election of Chair and Vice Chair	Decision Item	
3 December 2020		
Growth Fund Update	Information Item	David Kirby / Laura King
2021 - 22 Consultation on Schools' Funding Formula	Decision Item	James Barlow / Terry Shaw
2021 - 22 High Needs Place Commissioning	Decision Item	Steven Larking
Recommendation(s) for a new model of Residential Provision at Penn Hall School	Decision Item	Steven Larking
14 January 2021		
Budget Monitoring Update Report	Information item	James Barlow / Terry Shaw
Dedicated Schools Grant and School Funding 2021 - 22	Decision item	James Barlow / Terry Shaw
25 February 2021		
Schools Funding Block 2021	Approval Item	James Barlow / Terry Shaw
High Needs Block Funding 2021	Approval Item	James Barlow / Terry Shaw
Early Years Funding Block 2021	Approval Item	James Barlow / Terry Shaw
Central Services Block 2021	Approval Item	James Barlow / Terry Shaw

Schedule of background papers (If applicable)

N/A

financial ✓ **governance** ✓ **educational** ✓ **other directorates** ✓

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City of Wolverhampton Council

SCHOOLS FORUM

Date	22 October 2020
Report title	Draft Schools' Forum Constitution 2020
Contact Officer	Bill Hague, Head of School Organisation
Telephone number	01902 555100

Summary

The constitution document for Schools' Forum and the membership has been reviewed for the 2020 - 2021 academic year.

Decision

Members of Schools' Forum are recommended to:

1. Note that there are changes required to the makeup of Schools' Forum.
2. Agree to revising the primary sector representation to be made up of two Headteacher representatives and two Governor representatives.
3. Comment on the constitution document and agree to adopt it subject to any agreed changes.

1.0 Membership of Schools' Forum

- 1.1 A review of the membership and constitution has been undertaken. In terms of Forum membership there are currently:
- 11 schools sector members (five Primary and one Secondary),
 - 10 academy members,
 - two Nursery Sector members,
 - two Special Sector members and
 - one PRU sector member.
- 1.2 The balance of pupils across the sectors has changed due to the academisation of St Patrick's Catholic Primary School and St Anthony's Catholic Primary School. This necessitates a change in the overall makeup of the forum.
- 1.3 It is recommended that that the makeup of Forum be adjusted as follows:
- **10 schools sector members (four Primary and one Secondary),**
 - **11 academy members,**
 - two Nursery Sector members,
 - two Special Sector members and
 - one PRU sector member
- 1.4 In order to provide balance between Headteacher and Governor positions for the primary sector it is recommended that there be **two Headteacher representatives** and **two Governor** representatives.

SCHOOLS' FORUM CONSTITUTION

SEPTEMBER 2020

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1. Introduction

1.1 What is the Schools' Forum?

The Schools' Forum is a partnership body linking the Local Authority and the school community in making decisions about school funding and roles and responsibilities. It comprises stakeholders of the school community, including head teachers and governors or their nominated representatives.

1.2 The legal basis:

Schools' Forums were established by the Education Act 2002, as a statutory consultative body to support local authorities on matters relating to school budgets. The Schools' Forum plays a critical role in representing the views of all the schools, providers of 16-19 and early education within the area.

This Constitution has been produced in accordance with the legal requirements referred to and those contained within The Schools Forums (England) Regulations 2012, Statutory Instrument 2012 No. 2261 which came into force on 1 October 2012 and as amended by the School and Early Years Finance (England) Regulations 2014 effective from 12 January 2015.

Further revision may be necessary arising from any additional statutory instruction.

1.3 Implementing decisions and recommendations made by the Forum:

Decisions and recommendations will be actioned on the basis of an action record produced by the Clerk to the Forum.

2. Membership of the Forum

The total membership of the Forum will be **25** comprising **10** school members, **11** Academies members and **4** non-school members. School members and Academies members must together constitute at least **two thirds** of the total membership with voting rights. For the avoidance of doubt, any Free Schools, University Technical Colleges and Studio Schools in the Local Authority area are classed as Academies for this purpose.

- Only school members, Academy members and the PVI member representing early year's providers shall be able to vote on matters concerning the funding formulae.

- Only members of the Forum representing maintained schools shall be able to vote on matters relating to changes to the Authority's Scheme for Financing Schools.
- Where the Secretary of State specifies in regulation that only certain members of the Forum may approve or decide other particular matters, for example, de-delegation, only those members will be entitled to vote.

In addition to membership of the Forum detailed below, the Education and Skills Funding Agency (ESFA) will have observer status at all meetings of the Forum. The ESFA representative will have the right to participate in discussions. However, this representative will not be required to attend every meeting but could be available if members thought it helpful or if there were any concerns about the running of the Forum.

Membership of the Forum shall be:

2.1 **School members:**

School members comprise of head teachers (or their representatives) and governors. The definition of 'head teacher representative' or 'governor' will be as provided in regulation.

- **4** representatives of maintained **Primary** Schools of which at least **2** must be governors
- **1** representative of maintained **Secondary** Schools
- **2** representatives of **Special Education** provision
 - Head teacher or their representative (e.g. bursar) x **1**
 - Governor representative x **1**
- **2** representatives of **Nursery** schools
 - Head teacher or their representative (e.g. bursar) x **1**
 - Governor representative x **1**
- **1** representative of **Pupil Referral Units**

2.2 **Academy members:**

- **11** representatives of **Academies**
 - At least one member must be a representative of a mainstream Academy
 - If there are any special Academies in the Authority's area at least one member must be a representative of a special Academy

- If there are any alternative provision Academies in the Authority's area at least one member must be a representative of an alternative provision Academy

2.3 Non-Schools members:

- **2** x representatives of **Diocesan** schools
- **1** x representative of Early Years Education (**Private, Voluntary and Independent**) (PVI Sector)
- **1** x representative of providers of 16-19 education.

2.4 School members are to be nominated by the relevant group or sub group which they represent. Where such group or sub group includes Academy members the voting arrangements should exclude these members from the vote as Academies members form a separate group.

2.5 Mainstream Academies members are to be elected by the proprietor bodies of the Academies in the area.

2.6 Special Academies members are to be elected by the proprietor body or bodies of the special Academies in the area.

2.7 Alternative provision members are to be elected by the proprietor body or bodies of the alternative provision Academies in the area.

2.8 Non-schools members are to be nominated by their host organisation.

2.9 Representation on Schools' Forum will be determined within 2 months of a vacancy arising. Each group is responsible for the method by which they elect and nominate their Forum member(s). The chosen method should be forwarded to and recorded by the Clerk to the Forum. If, for any reason, an election does not take place by the set date or an election results in a tie between two or more candidates, the Local Authority must make the appointment to Schools' Forum instead. The Clerk will advise the Chair or Vice Chair where action is required to seek nominees.

2.10 Within one month of the appointment of any non-schools member the Local Authority must inform the governing bodies of maintained schools and Academies of the name of the member and the body represented.

2.11 Appointments to the Forum shall be for a period of **3 years**, at which point nomination or re-nomination to continue on the Forum will be required from the constituent group.

- 2.12 **Substitution:** each member of the Forum shall identify a substitute from their constituent group. Details must be submitted to the Clerk of the Forum. Substitute members will have voting rights as identified in regulation for their constituent group.

The Local Authority will maintain a record of Forum Membership.

- 2.13 **Election of Chair and Vice Chair:** election will take place at the Forum's first meeting each Autumn Term. Election shall be for the period of one year. The members of Forum may not elect as Chair any member of the Forum who is an elected councillor or officer of the Local Authority.
- 2.14 Any member who fails to attend **3 consecutive meetings** of the Forum shall be asked to stand down and identify a replacement through their constituent group.
- 2.15 Any member of the Forum may resign their office by giving written notice to the Clerk of the Forum. A member must resign immediately if they cease to hold the position through which they became eligible for appointment to the Forum. In addition, a non-school member must resign, if the member is replaced by the Local Authority, at the request of the organisation which the member represents, or by another person nominated by that body.
- 2.16 The Local Authority may not appoint any executive councillor or relevant officer of the Authority to the Forum as a non-school member.
- 2.17 Membership of Schools' Forum will be reviewed regularly and may need to be reconfigured from time to time to ensure compliance with current legislation or statutory regulation as directed by the Secretary of State.

3. Conduct of Meetings

- 3.1 The Forum will meet at least four times per academic year.
- 3.2 The date(s) and venue(s) of meetings will be given to the Clerk by the Forum at its meeting before the start of the academic year. Variation to the dates or venue will require approval of the Chair or Vice Chair.
- 3.3 Additional / urgent meetings may be called by the Chair or Vice Chair giving a minimum of **7 working days' notice**.
- 3.4 The Chair or Vice Chair to decide the Agenda no later than **2 weeks** prior to the meeting date following consultation with members of the Forum.

- 3.5 No later than **1 week** prior to the meeting, the Chair or Vice Chair to agree a list of officers who may attend. The number of other Local Authority attendees participating in meetings will be limited unless they are a councillor with Cabinet responsibilities, a Director of the Local Authority (or their representative) or are providing specific financial or technical advice (including presenting a paper to the Forum).
- 3.6 The Chair or Vice Chair may also invite others to attend who may have particular knowledge or expertise.
- 3.7 Agendas and all reports will be distributed to Forum Members at least **1 week** prior to the meeting. Submission of late / urgent items may be considered – subject to the Chair or Vice Chair agreeing.
- 3.8 Meetings require **40%** of the total membership (this equates to 10 members) to be in attendance in order to be quorate.
- 3.9 Decisions and recommendations of the Forum will be undertaken by majority voting, by show of hands of those members entitled to vote as determined by regulation and declared by the Chair or Vice Chair. If required, the Chair or Vice Chair will have a casting vote providing that the Chair or Vice Chair has entitlement to vote on the matter under discussion. Where neither the Chair nor Vice Chair has such entitlement Forum members must agree and minute alternative voting arrangements prior to discussion of the item under consideration.
- 3.10 The Clerk to the Forum will keep a record of each meeting of the Forum.

4. Urgent Decisions Procedure

- 4.1 Issues can be raised under this procedure subject to the agreement of the Chair / Vice Chair but should only be used in exceptional circumstances. This procedure requires a report in the standard format, a timeframe of **5 working days** with the minimum voting response rate of the **40%**. On extremely limited occasions the Chair / Vice Chair can offer the Local Authority 'a view' on an urgent issue. Such matters must be reported at the next meeting of the Forum.

5. The Validity of Proceedings

- 5.1 The proceedings of the Forum shall not be invalidated by any:
 - Vacancy
 - Defect in the election or appointment of any member, or

- Defect in the appointment of the Chair or Vice Chair.

6. Working Groups of the Schools' Forum

6.1 All working groups established or amended by the Forum will have clearly defined terms of reference. These terms will also identify whether the working group will:

- Report and make recommendations to the Forum, or
- Report and make recommendations directly to the Authority.

7. Forum Budget and Expenses

7.1 An annual budget will be made available for reasonable expenses incurred by the Forum. Specifically, expenses may be included for:

- Loss of earnings allowance
- Travel and subsistence payments for members
- The costs of commissioning specialist advice or guidance that may be required from time to time
- Cost of hire of premises
- Child care costs to enable members of the Forum to attend
- Supply costs.

7.2 Schools' Forum costs will be charged to the schools' budget.

8. Policies and Procedures of the Local Authority

8.1 In conducting its affairs, the Forum must have regard to the policies and guidelines of the Local Authority.

9. Interests

9.1 Members of the Forum must declare general interest arising from their being a teacher, governor or other employee of a school or one which their children attend. In addition, they must declare any personal or specific service contracts or similar issues in which they have personal involvement. If the personal interest is pecuniary or could be viewed as prejudicial, the member should withdraw from the discussion and take no part in the decision.

- 9.2 Where it is clear that a decision in which a member has such an interest is likely to arise at a particular meeting, the member concerned may wish to nominate an appropriate substitute to attend the relevant meeting.

10. Access and Communication

- 10.1 Meetings of the Forum will start from the presumption that they are open to the press and public but certain information and discussion may need to be restricted in line with current regulation governing meetings and access to information and the provisions of Schedule 12(A) of the Local Government Act 1972.
- 10.2 The duties of the Forum may involve having access to and sharing information of a confidential nature which may be covered by the Data Protection Act 1998. In such circumstances, confidentiality must be maintained at all times.
- 10.3 Agendas, reports and minutes, along with Forum membership and calendar of forthcoming meetings will be published promptly on the City of Wolverhampton Council website. In accordance with good practice, notes or draft minutes will be produced and placed on the City of Wolverhampton Council website as soon as possible after the meeting to enable Forum Members and schools to see the outcome of any discussions and decisions/votes. Final copies of the minutes will be published once ratified at the next meeting of the Forum. It should however, be noted that, certain issues may be exempt from publication in accordance with current regulation and Schedule 12(A) of the Local Government Act 1972.
- 10.4 Subject to the above restriction, Forum papers will be published promptly in a public area of the Local Authority website. In accordance with good practice, notes or draft minutes detailing the outcome of any discussions and decisions/votes will be produced and published as soon as possible after the meeting. Final copies of the minutes will be published once ratified at the next meeting of the Forum.
- 10.5 Any member of the press or public intending to attend a meeting of the Forum will be required to notify the clerk in advance of the meeting.
- 10.6 The following persons may speak at meetings of the Forum, even though they are not members of the Forum:
- A Director of the Local Authority having responsibility for Education / Children's Services or their representative

- The Director of Finance of the Local Authority or their representative
- Any elected councillor of the Local Authority who has primary responsibility for children's services or education in the Authority
- Any elected councillor of the Local Authority who has primary responsibility for the resources of the Authority
- Any person who is invited by the Forum to attend in order to provide financial or technical advice
- An observer appointed by the Secretary of State
- Any person presenting a paper or other item to the Forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that is being presented.

11. Indemnification

- 11.1 The Local Authority shall indemnify members of the Forum against reasonable legal costs and expenses arising from decisions or recommendations of the Forum made in good faith.

12. The Clerk to the Forum

- 12.1 The Clerk to the Forum will be nominated by the Local Authority with appointment subject to approval of the Forum.

13. Revisions to the Constitution

This Constitution will be reviewed on at least an annual basis and any necessary revisions will be agreed by the Forum in conjunction with the Local Authority.