

EAST RIDING SCHOOLS' FORUM CONSTITUTION

1. Introduction

- 1.1 This Forum is established by East Riding of Yorkshire Council by virtue of Section 47A of the School Standards and Framework Act 1998 (as amended by the Education Act 2002) and in accordance with the Schools Forums (England) Regulations 2002, 2004, 2005, 2006, 2008, 2010 and 2012 (hereinafter referred to as “the Regulations”).
- 1.2 The Forum shall be known as the “East Riding Schools Forum”.

2. Secretary and Advisers to the Forum

- 2.1 The Secretary to the Forum shall be the Director of Corporate Resources, East Riding of Yorkshire Council (or representative).
- 2.2 The following officers of East Riding of Yorkshire Council (or representatives) shall be advisers to the Forum:-

Chief Executive
Director of Children, Families and Schools
Head of Finance
Head of Children and Young People, Education and Schools
Head of Children and Young People, Specialist Services
Head of Children and Young People, Support and Safeguarding Services

The Forum may also arrange for other advisers to address meetings of the Forum or to respond to enquiries on behalf of the Forum.

3. Membership: General

- 3.1 The Forum shall comprise 19 'schools members' and 6 'non-schools members' as follows:-

Schools Members:-

<u>No</u>	<u>Representing</u>	<u>Appointed following election by</u>
1	Special school head teacher	Head teachers of special schools
4*	Primary school head teachers	Head teachers of primary schools
4*	Primary school governors	Governing bodies of primary schools
3	Secondary school head teachers	Head teachers of secondary schools
3	Secondary school governors	Governing bodies of secondary schools
1	Nursery school governor or head teacher	Governing bodies of nursery schools
2	Academy representatives	Governing bodies of academies
1	Pupil Referral Unit head teacher	Pupil Referral Units

(* 1 primary school head teacher and 1 primary school governor position to be allocated to the voluntary sector (voluntary aided and voluntary controlled schools)

Non-schools Members:-

<u>No</u>	<u>Representing</u>	<u>Method of appointment</u>
1	Diocesan Board)
1	East Riding Early Years Development and Childcare Partnership) Appointed following nominations
1	Teacher trades union) by the relevant bodies
1	Non-teacher trades union)
1	Early Years Sub-Group)
1	16-19 Provider)

3.2 Any member may nominate a named substitute to attend a meeting if he or she is unable to do so but the substitute must fulfil the same qualification for membership (eg must be a serving head teacher/member of the senior management team or school governor from the same category of school within the East Riding) as the person for whom they are substituting.

4. Period of Office

4.1 The period of office of members of the Forum shall be four years from the date of the Annual Meeting.

4.2 In the event of a casual vacancy arising a member elected or appointed to fill such a vacancy shall be a member for the remainder of the period of appointment of the person who he/she replaces. A member may stand for re-election or re-appointment for further periods.

4.3 The Council may end the appointment of any Forum member before the expiry of his/her term of membership if the member concerned ceases to hold the office by virtue of which he/she became eligible for appointment to the Forum.

4.4 In the event of a vacancy arising the Secretary in consultation with the Chairman and Vice-Chairman shall be able to co-opt a replacement subject to the appointee meeting the necessary qualification requirements of the vacancy.

5. Quorum

5.1 The Forum shall be quorate if at least forty per cent (10 members) of the total membership is present at a meeting.

6. Attendance of Observers

6.1 The successor organisation to the Learning and Skills Council and the Education Funding Agency shall be entitled to nominate an observer, who shall be entitled to attend all meetings of the Forum with speaking rights.

6.2 East Riding of Yorkshire Council shall be entitled to nominate up to one elected member to attend meetings of the Forum as an observer with speaking rights.

7. Meetings and proceedings of the Forum

7.1 The Forum shall normally meet **four** times a year, (one meeting in each school term) provided that additional meetings may be held as determined by the Forum. The Annual Meeting of the Forum will be held each October at the start of each budget cycle.

- 7.2 The date, time and venue of meetings shall be determined at the Annual Meeting of the Forum provided that the Secretary, in consultation with the Chairman of the Forum, may vary the arrangements for any meeting should the need arise.
- 7.3 An agenda meeting will be held five weeks before each meeting of the Forum between the Secretary, Chairman and Director of Children, Families and Schools to agree the agenda for each meeting having regard to the Forum's functions. The agenda papers will be circulated at least five clear days before the meeting to all members of the Forum.
- 7.4 The first items of business at the Annual Meeting shall be to appoint a Chairman and Vice-Chairman for the following year. The Chairman and Vice-Chairman shall not normally be appointed from the same category of member. The Vice-Chairman shall preside in the absence of the Chairman. If both the Chairman and Vice-Chairman shall be absent for a meeting the Forum shall appoint from amongst the members present a Chairman for that meeting.
- 7.5 The minutes of meetings of the Forum shall, as soon as reasonably possible, be sent to all the governing bodies of schools within the East Riding.

8. Voting

- 8.1 Unless the Forum determines otherwise all voting shall be by show of hands with every member being entitled to one vote. In the event of a tied vote the Chairman shall have a second or casting vote.
- 8.2 Non school members, other than those who represent early years providers must not vote on matters relating to the funding formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers.
- 8.3 Only relevant maintained schools represented on the Schools Forum are able to vote on de-delegation issues. This includes only head teachers and governors representing the primary and secondary phases but excludes academies, special schools and nursery schools. Additionally each phase can only vote on its own de-delegations and not those within the other phase, ie primary school representatives can only vote on issues being considered by the primary phase and not the secondary phase. In the event of one phase having an equality of votes on an individual service de-delegation, the Chairman is expected to use his casting vote to determine the outcome.

9. Admission of the Public and Press and Access to Information

- 9.1 Meetings of the Forum shall normally be open to the public except that the public may be excluded for the consideration of confidential business.

10. Functions

- 10.1 The role of the Forum is to be consulted by the Council on the following matters as set out in Part 3 of "the Regulations":

School funding formula
Contracts
Financial issues

11. Appointment of Working Groups/Panels of Members

11.1 The Forum may appoint working groups/panels for the purpose of exercising any of its functions and may delegate authority to act to such groups/panels. The terms of reference of such groups/panels shall be determined by the Forum.

11.2 Terms of Reference of the Financial Arrangements Sub-Group are as set out below:-

1 To act as a consultative group of head teachers, governors and other school representatives on all financial matters relating to schools and wider education issues. Financial matters will include:-

School funding formula

Delegation of funding to schools

Overall school budgets

National Government legislation

Financial relationships between schools and the education authority

Provision of service level agreements with schools

Procurement of services for schools

Approving when requested by the Forum, the final level of the School Budget for the year.

2 To consider any other issues as determined by the Forum.

3 In the event of a vacancy arising the Secretary in consultation with the Chairmen of the Forum and the Sub-Group are authorised to appoint a replacement subject to the appointee meeting the necessary qualification requirements of the vacancy and the Forum being advised of any such appointment at its next appropriate meeting.

4 The Sub-Group is authorised to co-opt additional representatives on a time limited basis to provide the input of specialised knowledge as required.

5 Substitutes are not permitted unless for exceptional circumstances to be determined by the Chairman.

11.3 Meetings of any working groups/panels shall normally be open to the public except that the public may be excluded for the consideration of confidential business.

11.4 Terms of reference of the Early Years Sub Group are as set out below:-

1 To act as a consultative group upon early years funding. These matters will include:-

- Single Funding Formula
- National Government legislation
- Overall budgets

2 To consider any other issues as determined by the Forum.

3 Meetings of the Group shall normally be open to the public except that the public may be excluded for the consideration of confidential business.

12. Urgent Business

- 12.1** The Chairman in consultation with the secretary is authorised to allow the consideration of any other items at a meeting of the Forum which are urgent by reason of special circumstances which must be specified.

13. Delegation

- 13.1** That in the event of an urgent response being required on an issue authority shall be given to the Directors of Corporate Resources and Children, Families and Schools in consultation with the Chairman and Vice Chairman of the Forum to approve a response, subject to details being circulated to other members of the Forum for information.

14. Amendment of the Constitution

- 14.1** No proposal to amend this Constitution shall be considered other than at the Annual Meeting of the Authority. Written notice of any such proposal shall be submitted to the Secretary no later than four weeks prior to the date of the Annual Meeting.

Approved 25 November, 2002.

Revised 17 May, 2004 (Minute 84 refers).

Revised 23 October 2006.

Revised 5 November 2007 (Minute 262 refers).

Revised 3 November 2008 (Minutes 315 and 316 refer).

Revised 27 October 2009 (Cabinet Minute 3746 refers).

Revised 27 June 2011 (Minute 446 refers).

Revised 21 November 2011 (Minute 465 refers).

Revised 19 November 2012 (Minute 520).

Revised 11 January 2013 (Minute 538).

Revised 6 October 2014

Revised 5 October 2015