

**TO: SCHOOLS FORUM
18 JANUARY 2018**

**SCHOOLS FORUM – OPERATIONAL AND GOOD PRACTICE GUIDE
Director of Resources**

1 INTRODUCTION

- 1.1 To advise the Forum of the latest Schools Forum – Operational and Good Practice Guide, that was published in September 2017 by the Department for Education.

2 SUPPORTING INFORMATION

- 2.1 The guide provides officers and members supporting schools forums with advice and information on good practice in relation to the operation of forums. The first section provides information on the constitutional and organisational requirements for schools forums. The second covers a number of key aspects of the operation of schools forums.

- 2.2 Whilst the guide provides a great deal of useful information, it does not address members' interests. Advice has been sought from the Department for Education on this, and their advice is that:

“The guidance is clear that their role on Schools Forums is to be the representative of their particular sector and not only consider the interests of their own school, however we would agree that it is sensible for forums to consider where conflicts of interest may arise.

Paragraph 5.7 of your proposal appears to cover this, however we would not suggest that individuals recuse themselves entirely wherever there may be a conflict, as this may not leave adequate representation for their sector.

We would suggest that an interest be declared for transparency, however voting rights should not be withdrawn.”

- 2.3 In view of this advice, a minor tweak is being made to existing paragraph 5.7 of the Forum's Constitution to add the words “and their school”, so that it is absolutely clear to all members that they should be declaring interests that relate to them personally or their school.
- 2.4 Appendix 1 is a copy of the latest good practice guidance. Appendix 2 is the Forum's Constitution with the minor amendment.

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 Not applicable.

4 STRATEGIC RISK MANAGEMENT ISSUES

- 4.1 Not applicable.

Background Papers

None.

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