

BRACKNELL FOREST SCHOOLS FORUM

CONSTITUTION

1. BACKGROUND

- 1.1 The Schools Forum was established by virtue of Section 47A of The School Standards and Framework Act 1998 (as amended by the Education Act 2002) which required local authorities to constitute a schools forum. The Forum is operated in accordance with the Schools Forums (England) Regulations 2012. The Forum has a legal identity but is not a corporate body of Bracknell Forest Borough Council.

2. MEMBERSHIP STRUCTURE

2.1 Representative Members

The Forum membership is divided into schools and non-schools members. Schools members will include senior members of school staff and governors. These representatives will reflect the proportion of pupils in primary and secondary schools maintained by the Local Authority as well as representing any local special schools.

- 2.2 Non schools members may constitute a maximum of one third of the total membership of the Forum to represent relevant bodies as defined in the Regulations and shown in the table below which sets out the approved membership of the Schools Forum in terms of representation, broken down into schools and non-schools categories:

Schools Members	Non-schools members
Primary: Senior Staff* 4	Union Representative 1
Governors 4	Church of England Diocese Representative 1
Secondary: Senior Staff 2	Roman Catholic Diocese Representative 1
Governors 2	Early Years PVI Provider Representative 1
Academy Senior Staff: 1	14-19 Partnership 1
Academy Governor: 1	
Special Education	
Governor or senior staff: 1	TOTAL 5
Pupil Referral Unit (PRU) 1	
TOTAL 16	

*Senior staff: This can be the principal, headteacher, assistant head teacher, bursar or person responsible for the financial management of a maintained school.

Education Funding Agency (EFA) observer status will be given at School Forum meetings with the right to participate in discussions. This will enable the EFA to support the local process and to provide a national perspective.

The current membership list is attached to this Constitution at Annex 1.

Term of Office

- 2.3 The table below details the term of office for each type of member once they have been elected/ appointed. Memberships will be valid until the term of office comes to an end or a member resigns or otherwise becomes ineligible for membership. At the end of their term of office, members can stand for re-election from the body they represent. There is no limit to the number of times a member can be re-elected.

Category	Term of office on Schools Forum
Senior Schools Staff	Three academic years
Governors	Three academic years
Non school members	Three academic years
Chairman/Vice-Chairman	One academic year

Elections and nominations of members

- 2.4 When a vacancy arises for a Schools member on the Schools Forum, a replacement will be elected according to the process agreed by the constituents represented by the members of that group or sub-group.

Restrictions on membership

- 2.5 Elected Members who hold an executive role in a Local Authority (a lead member/portfolio holder) are barred from being either a schools member (by virtue of them being a school governor) or a non-schools member. Officers who have a role in the strategic resource management of the authority are also barred from membership of the Forum. Democratic Services can provide advice on the eligibility of nominees, as necessary.
- 2.6 The Executive Member for Children, Young People and Learning at Bracknell Forest Council has the role of Observer at the Schools Forum. The Executive Member will be able to attend public meetings of the Forum and address the meeting when invited to do so by the Chairman however, they will have no formal status and will not be able to participate in voting.

3. TERMS OF REFERENCE

- 3.1 The key functions of the Forum are:

- 1 To agree changes to school funding proposed by Bracknell Forest Council where there is a statutory power for the Forum to make the decision. This currently includes changes to the Scheme for Financing Schools; setting the budget level for the School Specific Contingency; agreeing increases to the centrally managed schools budget when such items are proposed to increase by a greater proportion than budgets delegated to schools; abatement of the Minimum Funding Guarantee if the outcome is not considered appropriate, provided no more than 50% of schools are affected.
- 2 To be consulted upon and make some decisions with regard to the Council's school funding formula – specifically any changes in relation to the factors and criteria, methods, principles and rules used to calculate schools budgets and the financial effects of any proposed changes;

- 3 To be consulted on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the authority's schools budget where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006) at least one month prior to the issue of invitations to tender.
- 4 To be consulted annually in respect of the authority's functions relating to the schools budget, in connection with the following:
 - 1 Arrangements for the education of pupils with special educational needs;
 - 2 Arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - 3 Arrangements for early years provision;
 - 4 Administrative arrangements for the allocation of central government grants paid to schools via the authority.
- 5 To be consulted on any other matters concerning the funding of schools that the Council sees fit.

4. ADMINISTRATION

- 4.1 The Forum is administered by Democratic Services who will notify members of meeting dates, circulate agendas, record and circulate minutes of the proceedings of the Forum's meetings, assist with the election of new members and process members' expenses claims. A record of the composition of the Schools Forum detailing the type of membership (schools/non-schools) and term of office will be maintained by the Clerk to the Schools Forum.

5. CONDUCT OF MEETINGS

Timing and Frequency of Meetings

- 5.1 Meetings of the Forum will take place on at least four occasions per annum.

Quorum

- 5.2 In accordance with the Regulations, 40% of the total current membership (excluding vacancies and observers) will constitute the quorum for Forum meetings and although inquorate meetings may proceed, any resulting advice given to the Council would not have to be taken into account by it.

Substitution

- 5.3 Members of the Forum may nominate substitutes to attend meetings in their place in the event that they are unable to attend themselves. The substitute must represent the same group as the member he/she is substituting. In order for a substitution to be formalised, his/her name must be notified to the clerk to the Forum at least thirty minutes prior to the commencement of the meeting to which the substitution applies.

Voting

- 5.4 Matters before the Forum for consideration shall be determined by voting on an individual basis with members having one vote each. The chairman shall have a second and casting vote in the event that there is an equality of votes cast.
- 5.5 The voting arrangements will be restricted by allowing only schools and Academy members (and the private, voluntary and independent sector - PVI members) to vote on the funding formulae and the de-delegation of certain budgets where this is allowed in the Schools Funding Regulations.

Public Meetings and Papers

- 5.6 Meetings of the Forum shall be open to the press and public and associated agenda papers and minutes shall be available for public inspection except on occasions when it is considered expedient to treat agenda papers with confidentiality and to agree a motion requiring the exclusion of the press and public from meetings. An example of such an occasion is a confidentiality issue surrounding individual schools' budgets.

Declarations of Interest

- 5.7 Members are required to declare at meetings of the Forum any interest they may have in the business to be conducted at that meeting. The Forum will determine whether the declared interest is of a significant nature and the declarer's withdrawal from the meeting during the consideration of that issue is necessary.
- 5.8 If members have an interest in a financial matter to be discussed at the meeting AND it is specifically in relation to their school, they should not participate in the discussion or any vote taken on the matter. If members have an interest in a contract matter to be discussed at the meeting, for example, in relation to their school, they should withdraw from the meeting for the entirety of this item.
- 5.9 If members have an 'Affected Interest' in an item of business to be discussed at the meeting, they should not participate in any voting on the matter and the Forum will determine if the declarer's withdrawal from the meeting is necessary for the duration of the item. An Affected Interest in a matter is if a decision in relation to that matter might reasonably be regarded as affecting the financial position of an Affected Person and / or prejudice their judgement with regard to decision making. Affected persons are: members; their spouse / partner; parents, grandparents, children, and grandchildren of members and their spouse / partner.

Chairmanship/Vice Chairmanship

- 5.10 The Forum shall elect a chairman and vice chairman both of whom must be from amongst its own members, by a majority of votes cast on an annual basis at the first meeting in the academic year. Any non-executive elected member or eligible officer who is a member of a forum may not hold the office of chair.

Sub Groups

- 5.11 The Forum may establish sub groups and/or working groups on an ad hoc basis, however, any advice arising from these sub groups shall be approved by the Forum as a whole before being passed to the LA.

Right of Attendance

- 5.12 In addition to members, substitute members and officers in attendance, the press, public, other officers of the Council and any teachers or governors wishing to attend meetings of the Forum shall be able to do so except in the event that a motion is agreed to the contrary. The authority may also ask other observers to attend Schools Forum meetings, for example, expert advisors on relevant issues or any other body to attend as an observer.

Urgent Business

- 5.13 Where there is a genuine business need for a decision or formal view to be expressed by the Forum before the next scheduled meeting, the authority may call an unscheduled meeting or alternatively, the Clerk to the Schools Forum will collate opinions from all members via email correspondence and a consensus decision or formal view will be formulated in consultation with the chairman.

6 FORUM BUDGET / MEMBERS' EXPENSES

Forum Budget

- 6.1 Each year the Forum is required to agree its budget for the forthcoming year on the basis of the anticipated number of meetings to be held that year and the estimated direct costs associated with holding meetings of the Forum.

Members' Expenses

- 6.2 The Council will reimburse all reasonable expenses incurred by members in connection with attendance at meetings of the Forum or in connection with the business of the Forum, including attending other meetings or training courses/conferences.

**PROPOSED MEMBERSHIP OF THE BRACKNELL FOREST SCHOOLS FORUM
(from September 2016)**

SCHOOLS MEMBERS:

Primary Representatives: (4) *Appointed by nomination of Primary Heads group*

Karen Davies, Whitegrove Primary School
Trudi Sammons, College Town Infants and Nursery
Liz Cole, Owlsmoor Primary School
Grant Strudley, Wildmoor Heath Primary School

Primary Governors: (4) *Appointed from all Primary Governors, by election where needed*

John Throssell, Crown Wood Primary School
Sue Barber, Winkfield St Mary's C of E Primary School
Dr Keith Stapylton, Great Hollands Primary School
Vacancy

Secondary Representatives: (2) *Appointed by nomination of Secondary Heads group*

Keith Grainger, Garth Hill College
Debbie Smith, Sandhurst School

Secondary Governors: (2) *Appointed from all Secondary Governors, by election where needed*

Brian Fries, Easthampstead Park Secondary School
Vacancy

Academy Representative: (1)

Beverley Stevens, Ranelagh School

Academy Governor: (1)

Vacancy

Special Education Representatives: (1) *Appointed from Special School Governors*

Anne Shillcock, Kennel Lane School

Pupil Referral Unit (PRU) Representative: (1)

Martin Gocke, College Hall PRU

NON-SCHOOLS MEMBERS:

Union Representative: (1)

George Clement,

Church of England Diocese Representative: (1)

Vacancy

Roman Catholic Diocese Representative: (1)

Vacancy

14-19 partnership (1)

Vacancy

PVI providers (1)

Kate Sillett