



Open Report on behalf of Andrew Crookham, Executive Director - Resources

Report to:	Lincolnshire Schools' Forum
Date:	24 June 2021
Subject:	Lincolnshire Schools' Forum – Constitution and Membership update

Summary:

For the Forum to consider and comment on the revised Lincolnshire Schools' Forum Constitution and Membership document detailed at Appendix B.

Recommendation(s):

That the Schools' Forum endorses the revised Constitution and Membership document as detailed at Appendix B and recommends the document to the Executive Councillor for Children's Services, Community Safety and Procurement for approval.

Background

The Lincolnshire Schools Forum ("the Forum") was established by virtue of Section 47A of the School Standards and Framework Act 1998 as amended by the Education Act 2002. It is also required to operate under various sets of regulations resulting from those statutes, including the Schools' Forums (England) Regulations 2012 and the School and Early Years Finance (England) Regulations, most recently 2021.

The legislative requirements for the Forum are explained in guidance issued by the Education and Skills Funding Agency ("ESFA") titled the Schools Forum Operational and good practice guidance ("the Guidance") and a revised version of which was issued in March 2021 (included at Appendix C).

The Forum governance and operational remit are described in a constitution and Terms of Reference document ("ToR"), designed to reflect the contents of the legislation and Guidance applicable from time to time, to ensure that the Forum conducts its activities on a basis that is compliant with legislative requirements.

As a result of changes introduced by Section 35 of the School and Early Years Finance (England) Regulations 2021 and the revised version of the Guidance issued March 2021, a review has taken place of the current ToR (included at Appendix A) and the revised draft

ToR (included at Appendix B) now proposed for consideration and recommendation to the Executive Councillor for Children's Services for approval.

The revised ToR comprises seven sections:

1. Constitution introduction indicating the statutory origins of the Forum and the regulations governing its operations. This includes revisions to refer to the School and Early Years Finance (England) Regulations 2021 which by virtue of Regulation 35 permit meetings of the Forum to continue to take place on a virtual basis, notwithstanding that emergency Covid arrangements permitting this for all local authority meetings have otherwise now ceased to have effect.
2. Purpose and Role. A new section and Appendix briefly describing the overall purpose and role of the Forum.
3. The Functions of the Forum. A re-written section and the creation of an Appendix setting out the decision-making powers of the Forum and those matters it is entitled to be consulted on as reflects current legislation and the Guidance.
4. Composition. A revised section explaining membership requirements and reflecting the principle explained in the Guidance that non-school members may only constitute 1/3 of the Forum total membership. Also the requirement that Membership will be reviewed annually in June to ensure it is fully representative of different school sectors and in proportion to the number of children allocated to each sector. Subsequent paragraphs then explain the membership nomination and election basis for school members (both maintained schools and academy schools) and non-school members.
5. Conduct of Meetings. This section is largely unchanged, other than to indicate that meetings may be held by remote means.
6. Voting arrangements. Paragraphs (a) to (c) re-written to reflect current requirements explained in the Guidance.
7. Administration of the Forum. Unchanged, save to indicate that meetings may be held at times to be agreed, rather than stipulating only 2pm.

Conclusion

To ensure that the Schools' Forum operates in accordance with legislation and Guidance the existing Rules of Procedure have been revised and updated and the Schools Forum is asked to endorse the revised document as shown at Appendix B for recommendation to the Executive Councillor for Children's Services who is responsible for the final decision.

Consultation

a) Risks and Impact Analysis

Not applicable.

Appendices

These are listed below and attached at the back of the report	
Appendix A	Existing Rules of Procedure
Appendix B	Revised Constitution and Membership for the Schools Forum
Appendix C	Schools Forum Operational and good practice Guidance March 2021

Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Katrina Cope, who can be contacted on 07385 463994 or by email at katrina.cope@lincolnshire.gov.uk

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