

## LINCOLNSHIRE SCHOOLS FORUM

**RULES OF OPERATION****1. Elections and Nomination Procedures**

The nomination and election process is administered by the Local Authority (LA) and follows the details approved by the Executive of Lincolnshire County Council on 28 July 2006, and the Schools' Forum Regulations 2002, 2005 and 2012.

**2. Remit**

Section 47A of the School Standards and Framework Act 1998 as amended by the Education Act 2002, the Schools' Forums (England) Regulations 2002 and 2012, the Schools' Forums (England) (Amendment) Regulations 2005, 2006 and 2008, Education and Inspections Act 2006, and the Children and Young People's Plan (England) (Amendment) Regulations 2007, required the LA to establish a Schools' Forum by 15 January 2003.

The functions of the Forum are as follows:-

(1) To advise the LA on the disposition of the Schools' Budget for the financial year and the LA must have regard to the advice of the Schools' Forum on proposed changes to the Schools' Budget formulae.

(2) The LA shall at least one month prior to the issue of invitations to tender consult the Forum on the terms of any proposed contract for supplies or services being a contract paid out of the relevant 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.

(3) The LA shall consult the Forum annually in respect of the relevant authority's functions relating to the schools budget, in connection with the following:-

- (a) the arrangements to be made for the education of pupils with special educational needs;
- (b) arrangements for the use of pupil referral units and the education of children otherwise than at school;
- (c) arrangements for early years provision;
- (d) administrative arrangements for the allocation of central government grants paid to schools via the relevant authority;
- (e) arrangements for free school meals.

The relevant authority may consult the Forum on such other matters concerning the funding of schools as they see fit.

(4) The Forum shall, as soon as reasonably possible, inform the Governing Bodies of schools maintained by the relevant authority of all consultations carried out under paragraphs (2) and (3), above.

(5) To decide on variations in the Minimum Funding Guarantee and Central Expenditure Limits.

(6) The Forum shall be consulted by the LA on the preparation of the Children and Young People's Plan.

### **3. Composition**

Size of Forum: 29

#### Composition of the Schools' Forum

#### Groups

(a) School Members\* (voting) (\*Note:- the numbers of school members will vary as more Academies come on stream)

1 guaranteed place for representative of maintained Nursery schools;

3 guaranteed places for maintained Primary school Governors being those with the highest number of votes in this category, and similarly;

4 guaranteed places for maintained Primary school Headteachers;

0 guaranteed places for maintained Secondary school Governors;

1 guaranteed place for a maintained Secondary school Headteacher;

2 guaranteed places for Special schools, (one Governor and one Headteacher);

12 guaranteed places for Academies (four Primary representatives and eight Secondary representatives);

1 place for a representative of any pupil referral unit (if any) in the area.

(b) Non-Schools Members (voting)

1 place for the Faith groups to be an agreed nominee from the local Anglican, Roman Catholic and Methodist dioceses;

1 place each for representatives of other faith groups (if any) other than the above where there are schools or academies in the LA area designated under s 69(3) of the 1998 Act as having a religious character;

1 place for the staff Trades Unions to be an agreed nominee from the recognised Teacher and Headteacher Unions and UNISON;

1 place for an institution (other than from a school or academy) providing education to 14-19 year olds;

1 place for private, voluntary and independent early years providers of the free entitlement to early years education;

(The Executive Councillor with responsibility for education is invited to meetings as an observer with speaking rights but has no voting rights).

#### **4. Election, appointment and eligibility of school members (Regulation 4A)**

##### **(a) Groups (Schools Members)**

Where a vacancy for a Schools Member arises, the LA shall appoint a replacement elected by the members of the relevant group, or sub group.

The groups are –

- (a) a representative of a maintained nursery school
- (b) Primary Head Teachers
- (c) Primary Governors
- (c) Secondary Head Teachers
- (d) Secondary Governors
- (d) representatives of a maintained Special school
- (e) a representative of an Academy (ies)

In the case of the groups one nominee per school must be seconded by two people from the same group (e.g. a Primary Headteacher must be seconded by two Primary Headteachers and a Primary Governor must be seconded by two Primary Governors).

##### **(b) Non-Schools' Members**

Nominations to be sought for such members from the relevant bodies.

In the case of the Groups (School Members) only one vote per school will be permitted.

No person who is an Executive Councillor or a relevant officer of the LA shall be appointed as either a Schools' Member or as a non-Schools' Member but that the Executive Councillor(s) for education shall be invited to attend meetings of the Forum as an observer with speaking rights because of their knowledge of education matters but no voting rights.

Any elected Councillor or officer of the authority, who is not a member of the Forum, may attend meetings of the Forum, and shall be entitled to speak at such meetings.

A Schools' Member shall remain in office until:- (1) he ceases to hold the office by virtue of which he became eligible for appointment to the Forum; (2) his term of office as a Schools' Member comes to an end (period of office is for 4 years; and (3) he resigns his office as a Schools' Member.

A non-Schools' Member shall remain in office until he resigns his office, or until the LA makes a further appointment to replace him on nomination from the relevant body.

A written record of the composition of the Forum will be maintained by the LA, such record to include the number of Schools' Members and non-Schools' Members; any principles determined by the LA for the appointment of Schools' Members and any determination by the LA to seek nominations for non-Schools' Members.

## **5. Conduct of Meetings**

1. Meetings of the Forum are to be held in public.
2. Members must declare an interest where relevant.
3. The quorum for meetings is 40% (excluding vacancies).
4. Each member on the forum may appoint 1 named substitute member to the Forum, to act for the term of the permanent member. Proposed appointments are to be made in writing to the Clerk to the Forum by no later than 30 September every four years following the election of members. Where it is proposed to change that substitution in mid-year then the name of the proposed replacement substitute must be received by the Clerk to the Forum in writing not less than 1 calendar month before the date of the meeting at which it is proposed the revised substitution should take place. Substitutes (or replacement substitutes) will only be able to sit as members of the Forum where:

- formal written notice of the attendance of the named substitute/replacement substitute has been given to the Clerk to the Forum by 5pm on the working day before the date of the relevant forum meeting at which the substitution is to take place

- the permanent member is absent for the whole of the duration of the relevant meeting.

Members who act as substitutes have the same rights as the permanent member in terms of receiving papers and speaking and voting at the meeting.

5. The posts of Chairman and Vice Chairmen will be elected annually by the Forum. They may not be persons who are elected members or officers of the LA.
6. Decisions of the Forum will be on a straight majority vote of its members present. In the event of an equality of votes the Chairman shall have a second or casting vote. All members are entitled to vote on all matters put to a vote EXCEPT that non-schools members (other than those who represent early years providers) must not vote on matters relating to the formulae to be used by the LA to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47ZA of the Schools Standards and Framework Act 1988.
7. The Chairman will regulate and control proceedings for the meeting.
8. Speeches must be directed to the question under discussion or to a personal explanation, point of order or information. A member proposing a motion or

- the Chairman responding shall not speak for more than 6 minutes and no other speech shall exceed 3 minutes except with the consent of the meeting.
9. Every proposition shall be determined by the Chairman by a show of hands.
  10. There shall be a minimum of four meetings a year.
  11. The Forum can grant non-voting observer status to organisations. Observers can participate in discussions.
  12. The Forum can establish working groups of its members and can co-opt/appoint people/individuals for/to a working group, which need not be held in public.
  13. Procedures relating to the chairing of meetings of the Forum will in general follow the rules in the constitution of the County Council. The chair of the forum must decide on an agenda for the meeting of the forum following consultation with members of the forum.
  14. The proceedings of the Forum shall not be invalidated by:-
    - (a) any vacancy among their number;
    - (b) any defect in the election or appointment of any member; or
    - (c) any defect in the appointment of Chairman
  15. Any individual member who fails to attend three consecutive meetings of the Forum shall resign unless the member has a legitimate reason for non-attendance e.g. ill health, illness of family member, etc. Before any resignation takes place a report will be submitted to the Forum outlining the reason(s) for non-attendance.

## **6. Administration of the Forum**

1. Clerking of meetings of the Forum will be carried out by the LA.
2. Expenses payable to members of the Forum and co-opted/appointed representatives made by the Forum will be mileage, subsistence, childcare and dependents' costs in accordance with the current scheme of Members' Allowances operated by the LA, loss of earnings incurred by an individual during their work time and supply cover.
3. Costs incurred by the Forum, which include direct servicing costs, member's expenses, apportioned overheads and any commissioned work will be charged to the Schools' Budget.
4. Meetings to be held at least 4 times per year in public at 2pm at the County Offices, Lincoln, unless the Forum decides otherwise.
5. The LA must promptly publish all papers considered by the forum and the minutes of their meetings on the LA's website
6. Members to comply with the LA's adopted Code of Member conduct and must declare at the meeting and not participate where they have a connection with any matter under discussion which would (were they a member of the LA) otherwise amount to a disclosable pecuniary interests as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

*(as at 1/10/12)*

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