

Report To:	SCHOOLS FORUM
Date:	18 December 2018
Reporting Officer:	Sandra Stewart – Director of Governance and Pensions
Subject:	SCHOOLS FORUM TERMS OF REFERENCE, PRINCIPLES AND CONSTITUTION.
Report Summary:	A report for noting the updated Terms of Reference for Schools Forum, of the guiding principles and constitution for the Schools Forum. These documents have been updated to reflect the Department for Education's guidance for Schools Forum published September 2018.
Recommendations:	Members of the Schools Forum are requested to note the contents of the report. It is recommended the Schools forum support the publication of terms of reference, forum principles, constitution and membership of schools forum on the council's website to comply with best practice of schools forums.
Links to Community Strategy:	Effectively calculated and targeted resources will improve access to a quality education experience for all our children.
Policy Implications:	There are no policy implications as a result of this report.
Financial Implications: (Authorised by the Section 151 Officer)	There are no direct financial implications as a result of this report. However the terms of reference and constitution outlines the financial decisions and consultation that the council need to be carried out, with schools to ensure we exercise our statutory duties with regards of schools funding.
Legal Implications: (Authorised by the Borough Solicitor)	Members should be aware of the Terms of Reference as they establish the rules for conducting Schools' Forum business.
Risk Management:	Local Schools are not given appropriate information to contribute to decision making as laid out in regulation. If Schools Forum protocol is not adhered to funding decisions could be called in for scrutiny by the Secretary of State for Education.

ACCESS TO INFORMATION

NON-CONFIDENTIAL

This report does not contain information which warrants its consideration in the absence of the Press or members of the public.

Background Papers

The background papers relating to this report can be inspected by contacting

1. BACKGROUND AND INTRODUCTION

- 1.1 The Department for Education has updated its operational guidance for Schools Forum in September 2018. The council has reviewed its terms of reference for schools forum to ensure it remains in line with DFE's expectations
- 1.2 It is an annual requirement to update membership in at the first meeting of the Academic year to review the membership, and appoint both Chair and Vice Chair of Forum, it is timely to review the Terms of Reference for the new academic year alongside this.

2. SCHOOLS FORUM

- 2.1 The attached document is a comprehensive document that covers the relevant governance expected surrounding schools forum. There are five areas within the document for members to note as follows;
 - The Terms of Reference
 - Schools Forum Principles
 - Schools Forum Constitution
 - Schools Forum Membership
 - Schools Forum Voting Procedures
- 2.2 Terms of Reference have been established which provides an overview of the purpose and main functions for the Schools Forum.
- 2.3 A set of guiding principles have been established to cover, expectations of all schools forum members in relation to their role as a member to ensure the consultation and decision making is effective and fair.
- 2.4 The schools forum constitution covers in more detail the powers of Schools Forum in relation to consultation and decision making with regards to approving Dedicated School Grant budgets and formula changes on the schools block funding.
- 2.5 It further outlines areas that schools forum must be consulted upon, the membership and attendance of the meetings, organization and proceedings of the meetings, expenses and future changes to the documents.
- 2.6 **Appendix A** provides a list of Forum Membership.
- 2.7 **Appendix B** outlines the protocols for decision making, voting and substitute attendance at meeting.

3 RECOMMENDATIONS

- 3.1 As set out on the front of the report.