

## **Schools Forum Attendance of Members**

### **1. Purpose of the Report**

At the last meeting of Schools Forum, 4<sup>th</sup> June 2015, the Schools Forum membership report was considered and questions were raised regarding the attendance requirements for members of the Forum. Nottinghamshire's current constitution does not address attendance levels and it was suggested that a letter be sent to the Department for Education (DfE) to highlight this point.

Prior to contacting the DfE some investigative work has been carried out and this report is the outcome of that investigation.

### **2. Attendance**

Following enquiries with the DfE it is now known that attendance requirements for members are a matter for local determination and the Forum are free to establish their own criteria and reflect this in their constitution.

To assist the Forum with establishing their own attendance criteria the constitution of four other local authorities were reviewed and are detailed at Appendix A.

### **3. Term of Office**

It was also noted that the current constitution states that an elected school and academy member's term of office is three years, as is that for an elected substitute member. Existing members can stand for re-election at the end of each term of office.

### **4. Recommendation**

That the Schools Forum note the contents of this report and consider making an amendment to the constitution to reflect attendance requirements for members as they see appropriate.

#### **For any enquiries about this report please contact:**

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Southampton

Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the Forum.

Nottingham City

If a member misses three consecutive meetings without substitute or apology, the Forum has the discretion to remove them from the Forum membership by a vote at the next quorate meeting.

Leicestershire County Council

Where any member of the Forum is absent for three consecutive meetings, without what the Forum considers to be acceptable reasons, membership of the Forum will cease. The Clerk to the Forum will write to that member's constituent group, informing them of the cessation of the individual's membership, and asking them to elect a replacement for the position on the Forum.

Oxfordshire County Council

It is a condition of office that members regularly attend meetings. If a member fails to attend for over six months without giving a suitable reason, they will be replaced. Reasonable efforts will be made to alert members that are at risk before the meeting at which the 6 month rule would be triggered. Substitutes will be asked to attend until a replacement is found.