



**Nottinghamshire
County Council**

Schools Forum Constitution

**As agreed at the
Nottinghamshire Schools Forum**

September 2018

Part 1 Summary and definitions

1. The Legal Background

Under Section 43 of the Education Act 2002, the Local Authority is required to establish a Schools Forum to represent the views of schools, and other organisations that are included by the Local Authority in the membership of the Forum, on the Authority's school budget.

The Schools Forums (England) Regulations 2012 prescribe various matters relating to the establishment and functions of schools forums.

The Schools Forums Operational and Good Practice Guidance 2017.

2. The Constitution

The Constitution sets out how the Schools Forum will be conducted and the procedures that have to be followed to ensure that meetings are conducted in an efficient and transparent manner. The Constitution also reflects the current 'Schools Forums Operational and Good Practice Guidance 2017.

Some of these processes are required by the law, while others are a matter for the Schools Forum to choose.

The Constitution is divided into 7 articles which set out the basic rules governing the Schools Forum's business. More detailed procedures and codes of practice are provided in Parts 3 and 4 of this document.

3. Who can change the Constitution?

The Constitution will be continually reviewed by the Schools Forum. The Schools Forum can make changes if it considers them to be necessary or if required by changes in legislation. There is an expectation that Schools Forum representatives, that when any changes to the Constitution are being considered, will consult with their relevant are and network colleagues.

4. Definitions

In this document:

"the LA" means the Nottinghamshire Local Authority

"The Schools Forum" means the Schools Forum for the Nottinghamshire LA

"the Constitution" means the Constitution of the Schools Forum

"the ESFA" means the Education and Skills Funding Agency

"the Relevant Body" means a body (other than the ESFA but including the LA) which is identified by the LA as appropriate for representation on the Schools Forum

Part 2

Articles of the Constitution

Article 1 - the Constitution

1.01 Powers and Responsibilities of the Schools Forum

The Schools Forum is a consultative and advisory group and also has specific powers. The Schools Forum will exercise all its powers and duties in accordance with the law and this Constitution. The specific powers and responsibilities are contained in Annex 1 of the Constitution

1.02 Purpose of the Constitution

The purpose of the Constitution is to:-

- (a) enable consultations on relevant educational matters to be undertaken efficiently and effectively;
- (b) enable decisions to be reached in relation to the specific powers granted to the Schools Forum,
- (c) create a powerful and effective means of consultation between the Local Authority and relevant partners.

1.04 Duty to monitor and review the Constitution

The Schools Forum and LA will monitor and review the operation of the Constitution.

1.05 Approval of changes to the Constitution

Changes to the Constitution will only be approved by the Schools Forum.

1.06 Suspension of the Constitution

(a) Limit to suspension.

The articles of this Constitution may not be suspended. The rules specified below may be suspended by the Schools Forum to the extent permitted within those rules and the law.

(b) Rules capable of suspension.

Any rule may be suspended so far as regards any business at a meeting where its suspension is moved except for those rules governed by statutory requirements.

1.07 **Publication**

- (a) The clerk to the Schools Forum will give a printed copy of this Constitution to each member of the Schools Forum free of charge.
- (b) Copies of the Constitution will be made available to the public on the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum)
- (d) The clerk will ensure that the Constitution is updated as necessary.

Article 2 - composition

2.01 **Schools and Academies membership**

School and academy membership should be broadly proportionate according to the pupil numbers in each category based on the pupil numbers in each category as at September 2018. Membership will be reviewed and updated as more conversions take place. ~~Schools and academies members together must comprise at least two thirds of the membership of the Forum.~~

- 1) The quorum for meetings of the Schools Forum is 40% of the current membership excluding vacancies.
- 2) The schools and academies members must be headteachers, members of the School's Senior Leadership team or governors. The numbers of each do not have to be equal;
- 3) They must represent maintained primary schools, maintained secondary schools and academies. The relative number representing each sector should take account of the relative numbers of pupils in each category;
- 4) There must be at least one schools member who is a representative of maintained secondary schools;
- 5) There must be at least one schools member who is a representative of special schools;
- ~~6) There must be at least one schools member who is a representative of a maintained Pupil Referral Unit; and~~
- 6) The schools and academies members represent schools and must be elected by their own representative group. Each group agrees its own election arrangements.
- 7) Schools members and Academies members must together comprise at least two thirds of the membership of the forum.

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- 8) At least one member must be a representative of the maintained governing bodies of maintained schools and at least one member must be a representative of the head teachers of such schools.

Commented [LM1]: Do we still agree that schools/academies Schools Forum members must be head teachers, SLT members or Governors or should Schools Forum membership be head teachers and governors? What should be the role of CEO's in relation to Schools Forum membership?

In addition

- 9) Substitute members must be elected by their representative group. In the absence of the elected representative, a substitute member has full membership status at a schools forum meeting. The substitute member is part of the quorum and has voting rights. The substantive School's Forum member is responsible for ensuring that a 'Proxy Voting Form' is completed and sent to the clerk prior to the meeting or presented on the day prior to the meeting. Substantive members can only send a substitute member once in any academic year The proxy voting form must be completed otherwise the substitute member will not have any voting rights.

Commented [LM2]: Do Schools Forum members agree that substantive members can send a proxy representative once in any academic year or should substitute members be identified from the pool of any unelected candidates from any election process?

2.02 Term of Office

- (1) An elected school and academy member's term of office is three years, as is the term of office for an elected substitute member. Existing members can stand for re-election at the end of each term of office. Members can stand for re election once but after 2 x3 year terms will be required to take at least a 1 year break if seeking re election, unless there are extenuating circumstances.
- (2) A school, academy or substitute member ceases to hold office if he or she resigns from the forum or no longer occupies the office which he or she was nominated to represent.
- (3) The length of term of office for non-schools members is at the discretion of the local authority but good practice is that this should be reviewed by the LA 3 yearly.

A forum member remains in office until—

- (a) the member's term of office expires;
- (b) the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- (c) the member resigns from the forum by giving notice in writing to the authority; or
- (d) in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body
- (e) whichever comes first.

2.03 **Non-schools membership**

The authority must appoint non-schools members to their Schools Forum comprising at least one [Further Education 14-19 partnership](#) representative and at least one Private, Voluntary and Independent Early Years Provider (PVI) representative. The authority may appoint additional non-schools members to their Schools Forum to represent the interests of other bodies. The total non-schools membership must not exceed a third of the total membership of the Forum.

2.04 **Composition of the Schools Forum**

The composition of the Schools Forum is reviewed yearly in September. The balance between academies and maintained schools and governors is based on the October census of the previous year. [At the September yearly review, consideration must also be given to the balance of primary, secondary and district representatives. At the September yearly review, consideration must be given to ensure that any Multi Academy Trust \("MAT"\) is only represented once.](#) The Table is shown below:-

| | |
|--|-----------|
| School and Academy membership | |
| Academies | 7 |
| Maintained primary schools | 6 |
| Maintained secondary schools | 1 |
| Governors (1 academy, 1 primary, 1 secondary, 1 special, 1 additional governor from previous categories) | 5 |
| Maintained Special schools | 1 |
| Academy Special School | 1 |
| Total | 21 |
| Non – school membership | |
| 14-19 partnership FE Representative | 1 |
| _PVI early years providers | 2 |
| Diocesan representatives: | |
| • Church of England | 1 |
| • Roman Catholic | 1 |
| Trade union representatives: | |
| • Teaching | 1 |
| • Non-teaching | 1 |
| Total | 7 |

2.05 **Election of Schools and Academies Membership**

a) Maintained Primary Headteachers

Primary Headteachers will have a total of 6 members on the Nottinghamshire Schools Forum. ~~It is proposed that representation is organised on an area basis, and members are elected by the primary Headteachers of the relevant area: Ashfield, Bassettlaw, Broxtowe, Gedling, Mansfield, Newark or Rushcliffe.~~

When a vacancy occurs for a primary Headteacher member, it is recommended that the following procedure should be followed:

1. The vacancy will be advertised in the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum). Nomination papers for self nomination will be made available.
2. To allow time for a ballot, nomination papers will be required to be returned to the ~~Chair of the Education Trust Primary Phase~~ [Governor Education Trust Board](#) prior to the next meeting, ~~and at least four weeks prior to the next Schools Forum meeting.~~
3. Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the [Education Governor Trust Primary Phase](#) Board meeting.
4. The result will be declared at the Education ~~Trust Primary~~ [Governor](#) Phase Board meeting with the member elected by majority. The ballot will be overseen by the Governor Trust Board.
- ~~5. The candidate receiving the next highest number of votes is elected as 'substitute member' and will be able to attend meetings if the elected member is unable to attend.~~
- ~~6.5.~~ 6.5. Where only one nomination is received, the [Education Governor](#) Trust Primary Phase Board will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.
- ~~7.6.~~ 7.6. Where no nominations have been received, or a vacancy remains ~~for a substitute member~~ there will be a further round of nominations.
- ~~8.7.~~ 8.7. In the event of a tie between two or more candidates, then the local authority must appoint the schools member instead. The local authority may decide to appoint someone else rather than one of the candidates and might wish to take into account the experience or expertise of the individuals, and the balance between the different types of school represented on the schools forum.

b) Maintained Secondary Headteachers

Secondary [Maintained](#) Headteachers will have a total of 1 member on the Nottinghamshire Schools Forum. ~~Due to the small number of maintained secondary schools, it is proposed that the member is elected by all the secondary Headteachers in Nottinghamshire.~~

When a vacancy occurs for a secondary Headteacher member, it is recommended that the following procedure should be followed:

1. The vacancy will be advertised in the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum). Nomination papers for self nomination will be made available.
2. To allow time for a ballot, nomination papers will be required to be returned to the Board prior to the next meeting, and at least four weeks prior to the next Schools Forum meeting.
3. Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Education Trust Secondary Phase Board meeting.
4. The result will be declared at the Trust Board meeting with the member elected by majority.
5. The candidate receiving the next highest number of votes is elected as 'substitute member' and will be able to attend meetings if the elected member is unable to attend.
6. Where only one nomination is received, the Board will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.

Where no nominations have been received, or a vacancy remains for a substitute member there will be a further round of nominations.

c) Academy representatives:

Academies will have a total of 85 members on the Nottinghamshire Schools Forum. It would be good practice for the Academy members to include representation of all phases of Academies within Nottinghamshire. Regulations require that the election of members to this group should be by the local governing bodies of the Academies in the local authority area.

When a vacancy occurs for an Academy Headteacher member, it is recommended that the following procedure should be followed:

1. The vacancy will be advertised in the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum). Nomination papers for self nomination will be made available.
2. To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Education Trust Governor Phase Board prior to the next meeting, and at least four weeks prior to the next Schools Forum meeting.
3. Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Education Trust Governor Phase Board meeting.
4. The result will be declared at the Education Trust Governor Phase Board meeting with the member elected by majority.

~~4. The candidate receiving the next highest number of votes is elected as 'substitute member' and will be able to attend meetings if the elected member is unable to attend.~~

5. Where only one nomination is received, the Education Trust Governor Phase Board will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.

6. Where no nominations have been received, or a vacancy remains for a substitute member there will be a further round of nominations.

7. In the event of a tie between two or more candidates, then the local authority must appoint the schools member instead. The local authority may decide to appoint someone else rather than one of the candidates and might wish to take into account the experience or expertise of the individuals, and the balance between the different types of school represented on the schools forum.

~~6-8.~~

d)Special School Headteachers

Special School Headteachers will have a total of 2 member on the Nottinghamshire Schools Forum. At least 1 must be from a special school academy. Election of a maintained representative should be by the maintained special school head teacher and the election of the special school representative should be by the Academy's local chair of governors. It is proposed that ~~the members are~~ is elected by all the Special School ~~Governing Bodies~~Headteachers in Nottinghamshire.

When a vacancy occurs for a Special School Headteacher member, it is recommended that the following procedure should be followed:

1. The vacancy will be advertised in the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum). Nomination papers for self nomination will be made available.
2. To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Special School Headteacher meetings two weeks prior to the next meeting, and at least four weeks prior to the next Schools Forum meeting.
3. Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Special School Headteacher meeting.
4. The result will be declared at the Special School Headteacher meeting with the member elected by majority.
- ~~5. The candidate receiving the next highest number of votes is elected as 'substitute member' and will be able to attend meetings if the elected member is unable to attend.~~

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Commented [LM3]: Should the nomination of special school reps be overseen by the Governors trust Board or Special Schools trust Board?

Commented [LM4]: As the Constitution deals with special school academies separately to other academy representatives, is the Schools Forum agrees that special school nominations and elections are undertaken by special rather than MATS

~~6.5.~~ Where only one nomination is received, the Special School Headteacher meeting will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.

~~6.~~ Where no nominations have been received, or a vacancy remains for a substitute member there will be a further round of nominations.

~~7.~~

~~7. In the event of a tie between two or more candidates, then the local authority must appoint the schools member instead. The local authority may decide to appoint someone else rather than one of the candidates and might wish to take into account the experience or expertise of the individuals, and the balance between the different types of school represented on the schools forum.~~

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e) Governors

Governors will have a total of 5 members on the Nottinghamshire Schools Forum. It is proposed that the total members will include at least ~~2 from the maintained sector, 1 from the academy and 1 from special schools~~ ~~4 maintained Primary school, 1 maintained Secondary school, 1 Academy and 1 Special school.~~

Commented [LM5]: Given the number of pupils now attending academies, Does the Schools Forum agree that there should be 2 rather than 1 academy governor representative?

Where a vacancy occurs for a governor representative, it is recommended that the following procedure should be followed:

- ~~1.~~ The vacancy will be advertised on the Nottinghamshire Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum). Nomination papers for self nomination will be made available, and will offer the opportunity for candidates to prepare a short profile.
- ~~2.~~ To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Education Trust Governor Phase Board prior to the next meeting ~~and at least four weeks prior to the next Schools Forum meeting.~~
- ~~3.2.~~ A list of candidates and their profiles will be published on the Nottinghamshire Schools Forum website, along with a ballot paper to be returned prior to the next meeting.
- ~~3.~~ The result will be declared at the Education Trust Governor Phase Board meeting with the 4 members elected in each category (Primary, Secondary, Special and Academy) by majority.
- ~~4.~~ The next 4 candidates in each category (Primary, Secondary, Special and Academy) receiving the next highest number of votes, and the next candidate in any category receiving the next highest number of votes will be elected as 'substitute members' and will be able to attend meetings if the elected member is unable to attend.

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5-4. Where the number of nominations matches the vacancies or where fewer nominations than vacancies are received, nominees will be deemed to be elected unopposed. Where vacancies continue to remain a further round of nominations will be sought.

6-5. In the event of a tie between two or more governor candidates, then the local authority must appoint the governor member instead. The local authority may decide to appoint someone else rather than one of the candidates and might wish to take into account the experience or expertise of the individuals, and the balance between the different types of school represented on the Schools Forum. The LA would discuss any revised LA nominations with the Chair of the Education Trust Board.

f) Early Years

Early Years will have a total of 2 members on the School Forum. The election of these members is overseen by the early years Consultative Group.

g) Diocesan Representatives

Diocesan Representatives are identified by the LA in partnership with the Diocesan Board.

hg) Trade Unions

Individual trade unions with members in Nottinghamshire schools and settings can be represented on the Schools Forum as a non-voting member. Trade unions should advise the Chair of the Schools Forum who this person will be and confirm yearly their respective representatives.

2.06 Appointment of non-schools members.

The way the nominations for non school members are sought, and the decision as to whether to accept the nominated person, is the sole responsibility of the LA.

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2.07 Roles and functions of members

(a) Key Roles.

All members will:-

- represent their respective areas and bring their views into the LA's decision making process,
- balance different interests identified within their respective areas and represent the County as a whole;

- be available to attend working groups or sub-committees as and when required;
- participate with the LA on matters within its remit;
- maintain the highest standards of conduct and ethics.
- contribute towards achieving the LA's priority for providing quality services; and
- contribute to the LA's targets and priorities as set out in its Strategic Plans.

(b) **Rights and Duties**

Members have rights of access to documents and information as are necessary for the proper discharge of their functions and in accordance with the law.

2.08 **Conduct**

Members will at all times observe the rules of procedure approved by the Schools Forum and set out in Part 3 of this Constitution.

2.09 **Expenses**

The regulations require that the LA pay reasonable expenses to members of the forum. The arrangements are set out in Part 4 of this Constitution.

2.10 **Recording the Composition of School Members**

The Local Authority will make a written record of the composition of its schools forum detailing the following-

- a) the numbers of schools members and by which group or sub-group they were elected,
- b) the number of academies members and the number of non-schools members,
- c) their terms of office,
- d) how they were chosen and whom they represent.
- e) the term of office for schools and academies members.

This will be published on the schools forum website.

Article 3 – the Public and the Schools Forum

3.01 **The Public's rights**

The Public have the right to see reports and background papers, and any records of decisions made by the Schools Forum.

Article 4 – function and meetings

4.01 Role

The Schools Forum will contribute towards achieving the County Councils' vision and strategic aims for providing an effective and efficient high quality of education in Nottinghamshire through partnership working.

4.02 Functions of the Schools Forum

The Schools Forum will exercise the following functions:

- (a) adopting and changing the Constitution;
- (b) electing the chair and vice chair of the forum;
- (c) being consulted on and examining the following schools budget issues:-
 - the LA's school funding formula

arrangements for the following:

- meeting special educational needs
- ~~use of pupil referral units and e~~Education of pupils otherwise than at school
- early years education
- insurance
- revisions to the scheme for financing schools
- administration of allocation of central government grants paid to schools via the LA
- free school meals
- service contracts

4.03 School Forums meetings

The schools forum must meet at least four times a year and all meetings of the schools forum must be public meetings.

There are three types of Schools Forum meetings:

- (a) the annual meeting (the first meeting in the Autumn Term);
- (b) ordinary meetings;
- (c) extraordinary meetings.

and they will be conducted in accordance with the Schools Forum rules of procedure in Part 3 of this Constitution.

4.04 Dissemination of meeting information

The results of the meetings and the action to be taken by the LA in response to Forum advice will be posted in the minutes on the public Schools Forum website (www.nottinghamshire.gov.uk/schoolsforum).

Article 5 – chairing the Schools Forum and terms of office

5.01 Chair and vice chair

The chair and vice chair will be members of the Schools Forum elected to the positions by the forum at the Autumn term meeting . Each will hold office:

- (a) until they resign from the position to which they have been elected on a yearly basis; ~~or~~

~~for a period of one year concluding on the day of the meeting of the Schools Forum in the following year.~~

The members of the Forum may not elect as chair any member of the forum who is an elected member or officer of the authority in accordance with Regulation 8(6) of the Schools Forums (England) Regulations 2012

If the chair or vice chair has resigned, the vacancy should be filled at the earliest opportunity

5.02 Role and function of the chair

The chair, and in their absence the vice chair, will have the following roles and functions:

- (a) To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- (b) To preside over meetings of the Schools Forum so that its business can be carried out efficiently and with regard to the rights of members and the interests of the schools and the community.
- (c) To ensure that the meeting is an opportunity for the debate of matters of concern to schools and the community.

5.03 Other School Forum members

Other forum members shall hold office:

- (a) until they resign from the forum; or
- (b) for three years from their time of election to the Schools Forum

If a member has resigned, the vacancy should be filled at the earliest opportunity

Commented [LM6]: Does the Schools Forum agree that the Chair and Vice Chair can be reselected for a further maximum of 3 years ?

Commented [LM7]: Does the Schools Forum agree that membership is for a period of 3 Years? Does the Schools Forum wish to state that members should have a break of 1 year before seeking re appointment?

Article 6 – officers

6.01 General

The LA may engage such staff (referred to as officers) as it considers necessary to maintain an effective partnership with the Schools Forum and its operation.

- (a) **Administration of financial affairs.** The LA will have responsibility for the administration of the financial affairs of the Schools Forum.
- (b) **Providing advice.** The LA will provide advice on the scope of powers of the Schools Forum
- (c) **Give financial information.** LA officers will provide financial information to the members of the Schools Forum as appropriate.
- (d) **Clerking.** The LA will provide a clerking service to the Schools Forum to service meetings and manage membership issues.

Article 7 – protocol

7.01 Principles of protocol

All decisions of the Schools Forum will be made in consideration of:

- (a) equal opportunities and human rights principles;
- (b) the implications for service users;
- (c) a presumption in favour of openness;
- (d) clarity of aims and desired outcomes;
- (e) due consultation and the taking of professional advice from officers.
- (f) financial, personnel and legal implications

Part 3
Rules of procedure

Schools Forum rules of procedure

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1. Annual meeting of the Schools Forum

1.1 Timing and business

The Autumn Term meeting will be the first meeting of the Schools Forum in each financial year. (The frequency and timing of meetings of the schools forum should be agreed in advance of each financial or academic year.)

1.2 The schools forum must meet at least four times a year.

1.2 All meetings of the schools forum must be public meetings.

1.3 The meetings are quorate if at least ~~40%~~two-fifths of the total membership is present at the meeting.

1.4 The following persons may speak at meetings of the forum, even though they are not members of the forum-

(a) the Corporate eD Director of children's services at the authority or their representative;

(b) the chief finance officer at the authority or their representative;

(c) any elected member of the authority who has primary responsibility for children's services or education in the authority;

(d) any elected member of the authority who has primary responsibility for the resources of the authority;

(e) any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;

(f) an observer appointed by the Secretary of State; and

(g) any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

1.5 The members of the forum must elect a person as chair from among their number and determine the chair's term of office.

1.6 The members of the forum may not elect as chair any member of the forum who is an elected member or officer of the authority.

1.7 The chair of the forum must ~~decide~~agree upon an agenda in partnership with the LA for the meeting of the forum following consultation with members of the forum.

1.8 ~~The authority must make arrangements to enable substitutes to attend and vote at meetings of the forum on behalf of schools members, Academies members and non-schools members, in consultation with members of the forum.~~

1.9 All Forum members have a right to vote with the exception of the non-voting members.

4.9 ~~Apart from as provided for by paragraph (10) all members are entitled to vote on all matters put to a vote.~~

1.10 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 local authority 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 Act.

1.11 Subject to paragraphs 1.8 to 1.10), the members of the forum may determine their own voting procedures.

1.12 The proceedings of the forum are not 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 election of the chair.

1.13 The authority must promptly publish all papers considered by the forum and the minutes of their meetings on their website.

The annual meeting in September will:

- (a) elect the chair of the Schools Forum;
- (b) elect the vice chair of the Schools Forum;
- (c) approve the minutes of the last meeting;
- (d) approve a programme of ordinary meetings of the Schools Forum for the year and the next annual meeting; and
- (e) consider any business set out in the notice convening the meeting.
- (f) Review the membership and attendance of Members during the previous academic year at the September meeting.

2. Ordinary meetings

2.1 Order of business

Commented [LM8]: Does the Schools Forum wish to consider whether 'substitutes' are those nominees who are not 'elected' or should the Schools Forum member simply send a substitute who can vote?

Ordinary meetings of the Schools Forum will take place in accordance with a programme decided at the Schools Forum annual meeting. Ordinary meetings will:

- (a) elect a person to preside if the chair and vice chair are not present;
- (b) approve the minutes of the last meeting;
- (c) deal with any business from the last Schools Forum meeting;
- (d) consider any other business specified in the summons to the meeting,
- (e) consider any item of business which the chair determines should be considered as a matter of urgency by reason of special circumstances which they shall specify.

3. **Extraordinary meetings**

Where there is a genuine business need for a decision or formal view to be expressed by the forum the LA may call an extraordinary meeting or follow an agreed urgency procedure.

3.1 **Business**

No business other than that specified in the summons to the meeting shall be considered at an extraordinary meeting of the Schools Forum. The summons to the meeting will not include consideration of the minutes of a previous meeting.

3.2 **Time of extraordinary meetings**

The time of extraordinary meetings of the Schools Forum shall be determined by the LA in consultation with the chair.

3.3 **Urgency procedure**

Where the LA in consultation with the chair of the forum consider that the calling of an extraordinary meeting would be inappropriate, e-mail correspondence managed by the clerk to the forum will be used to clear the issue.

4. **Notification of meetings**

- 4.1 Notice to the members of the Schools Forum of the time and place of any meeting, in accordance with the access to information rules, should be at least seven clear days before a meeting.
- 4.2 An invitation will be sent to every member of the Schools Forum by email . The invitation will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

5. Procedure for removal of chair or other Schools Forum member

- 5.1 A motion to remove the chair or vice chair from office must be an agenda item for a Schools Forum meeting and the agenda must be circulated to the Schools Forum members seven days in advance of the meeting. The member proposing the removal must state their reasons for doing so at the meeting. The chair or vice chair must be given the opportunity to make a statement in response before withdrawing from the meeting. The Schools Forum members will then vote on the proposal to remove the chair or vice chair from office.
- 5.2 A Schools Forum member can be removed from office on the following grounds:
- (a) The Schools Forum member has acted in a way which is inconsistent with the ethos of the Schools Forum and has brought, or is likely to bring, the Schools Forum into disrepute; or
 - (b) The Schools Forum member is in breach of their duty of confidentiality to the Schools Forum.
 - (b) That Schools Forum member has not attended 3 consecutive meetings.
- 5.3 The Schools Forum can vote to remove a member on any of the above grounds, but it does not have to do so. A vote to remove a Schools Forum member should be seen as a last resort, and moves to resolve any difficulties or disputes in less radical and more constructive ways should first be sought.
- 5.4 Any motion to remove a Schools Forum member should follow the same procedure as for the removal of the chair or vice chair. (5.1)

6. Quorum

6.1 Schools Forum meeting

Legislation provides that the quorum of a meeting of the Schools Forum will be 40% of the current membership (excluding vacancies).

6.2 Working groups or sub-committees

The quorum of meetings of working groups or sub-committees shall be a minimum of three members being present.

6.3 General

During any meeting, if the clerk counts the number of members present and declares there is not a quorum present, the chair may choose to close the meeting. If the meeting continues this will be for discussion only; votes will not be taken.

7. **Voting**

- 7.1 Voting for the election of chair or vice-chair will be by show of hands and by simple majority. Candidates may self nominate and will be required to withdraw from the meeting while the vote is taken.
- 7.2 Voting on proposals set out in the agenda for meetings will be by show of hands and by simple majority. The chair will not vote unless the result is tied, in that event the chair will have a casting vote.
- 7.3 In exceptional circumstances a Schools Forum member can formally propose that the Schools Forum consider retaking a vote in circumstances where additional or new information becomes available after the vote.

8. **Duration of meetings**

- 8.1 It will be the normal practice that meetings will be no longer than two and a half hours. Any business not disposed of by the closure time shall stand adjourned to a time fixed by the chair at the time the meeting is adjourned, or, if a time is not fixed, to the next ordinary meeting of the Schools Forum.

9. **Minutes**

9.1 **Signing the minutes**

At the next suitable meeting the chair will move that the minutes of the previous meeting be signed as a correct record and will sign them as such.

10. **Confidentiality**

- 10.1 Confidential issues which are discussed by the Schools Forum should not be disclosed to other parties.

11. **Record of attendance**

- 11.1 All members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

12. **Right of attendance**

- 12.1 Schools Forum members, the ESFA observer and the clerk have a right to attend Schools Forum meetings. In addition, the Schools Forum can allow any other person to attend their meetings.
- 12.2 All meetings of the Schools Forum must be held in public.

13. **Exclusion of members of the public**

- 13.1 Members of the public and other observers may be excluded from meetings or individual items which are deemed to be confidential at the discretion of the forum.

Part 4

Expenses

Members of the Schools Forum are eligible to claim mileage, subsistence, loss of earnings and the cost of care for dependants, subject to the approved county council rates. These can be obtained from Members' Allowances section.

Claims should be submitted to the clerk within one calendar month of the meetings to the address below:

Clerk, Nottinghamshire Schools Forum
Children, Families and Cultural Services Finance
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Annex 1

Schools forum powers and responsibilities