



Early Years and Schools Forum Constitution

**As agreed at the
Nottinghamshire Schools Forum**

September 2021

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 2021.

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 2021.

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 any relevant networks

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.

1.03 Duty to monitor and review the Constitution

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

1.04 Approval of changes to the Constitution

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

1.05 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.

1.06 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)
- (c) The clerk will ensure that the Constitution is updated as necessary.

Article 2 - composition

2.01 Schools and Academies membership

- (a) 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. The quorum for meetings of the Schools Forum is 40% of the current membership excluding vacancies.
- (b) The schools and academies members must be executive heads, headteachers, members of the School's Senior Leadership team or governors. The numbers of each do not have to be equal;
- (c) 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;
- (d) There must be at least one schools member who is a representative of maintained secondary schools;
- (e) There must be at least one schools member who is a representative of special schools;
- (f) The schools and academies members represent schools and must be elected by their own representative group. Each group agrees its own election arrangements.
- (g) Schools members and Academies members must together comprise at least two thirds of the membership of the forum.
- (h) 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. This can include ex Head Teachers, Heads of School, SLT and Governors who can be members provided that they work in Nottinghamshire Schools.

In addition

- (i) 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.

- (j) Forum member are expected to attend Forum meetings. Substitutes can be sent once in any academic year following the completion of the proxy voting for form which must be returned to the Clerk to the Forum before the meeting commences. Members who fail to attend 3 consecutive meetings must stand down to allow the election process for a new member to be undertaken.

2.02 **Term of Office**

- (a) An elected school and academy member's term of office is five years, Existing members can stand for re-election at the end of each term of office. Any person who has been a member for 10 years or more must stand down. There will be a transition period up to 31 August 2019 for this to take effect.
- (b) 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.
- (c) 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 5 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 representative and at least one Private, Voluntary and Independent Early Years Provider (PVI) representative within Nottinghamshire. 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	8
Maintained primary schools	5
Maintained secondary schools	1
Governors (2 maintained, 2 academies, and 1 special)	5
Maintained Special schools	
Academy Special School	1
Total	1
	21
Non – school membership	
FE Representative from a Nottinghamshire college	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

(1) Maintained Primary Headteachers

Primary Headteachers will have a total of 5 members on the Nottinghamshire Schools Forum.

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

- (a) 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.
- (b) To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Education Trust Board - Governors’ Board prior to the next meeting,
- (c) Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Education Trust Board - Governors’ Board meeting.
- (d) Where there are more nominations than vacant places, voting will be undertaken within the relevant category with the school headteacher / head of school voting

- (e) The result will be declared at the Education Trust Board – Governors’ Board meeting with the member elected by majority. The ballot will be overseen by the Education Trust Board – Governors’ Board.
- (f) Where only one nomination is received, the Education Trust Board – Governors’ Primary Phase Board will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.
- (g) Where no nominations have been received, or a vacancy remains there will be a further round of nominations.
- (h) 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.

2) Maintained Secondary Headteachers

Secondary Maintained Headteachers will have a total of 1 member on the Nottinghamshire Schools Forum.

3) Academy representatives:

Academies will have a total of 8 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. MAT’s should only hold one position within any one category within the Forum. This should be reviewed yearly.

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

- (a) 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.
- (b) To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Education Trust Board - Governors’ Board prior to the next meeting.
- (c) Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Education Trust Board – Governors’ Board meeting.
- (d) Where there are more nominations than vacant places, voting will be undertaken within the relevant category with the school headteacher / head of school voting.

- (e) The result will be declared at the Education Trust Board – Governors’ Board meeting with the member elected by majority. The ballot will be overseen by the Education Trust Board – Governors Board.
- (f) Where only one nomination is received, the Education Trust Board – Governors’ Board will receive the nomination and either confirm the nominee as the elected member or seek a further round of nominations.
- (g) Where no nominations have been received, or a vacancy remains for a substitute member there will be a further round of nominations.
- (h) 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.

4) 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 headteacher, and the election of an academy representative should be by Academies. It is proposed that members are elected by all the Special School Governing Bodies in Nottinghamshire.

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

- (a) 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.
- (b) To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Special School Trust Board prior to the next meeting.
- (c) Nominations will be published on the Nottinghamshire Schools Forum website, along with a ballot paper for return prior to the Special School Headteacher meeting.
- (d) The result will be declared at the Special School Trust Board meeting with the member elected by majority.
- (e) Where there are more nominations than vacant places, voting will be undertaken within the relevant category with the school headteacher / head of school voting
- (f) 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.

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

5) Governors

Governors will have a total of 5 members on the Nottinghamshire Schools Forum. It is proposed that the total members will be as follows 2 from the maintained sector, 2 from the academy sector and 1 from the special schools sector.

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

- (a) 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.
- (b) To allow time for a ballot, nomination papers will be required to be returned to the Chair of the Education Trust Board – Governors’ Board prior to the next meeting.
- (c) 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.
- (d) Where there are more nominations than vacant places, voting will be undertaken by chair of governors from all schools.
- (e) The result will be declared at the Education Trust Board – Governors’ Board meeting with the members elected in each category (Primary, Secondary, Special and Academy) by majority.
- (f) 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.
- (g) 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 – Governor Board.

6) 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.

7) Diocesan Representatives

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

8) 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.

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
- 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.

Schools forums can meet remotely, until 31 March 2021, while they are unable to meet physically in a room during the outbreak of coronavirus (COVID-19).

The School and Early Years Finance (England) Regulations 2021 amended The Schools Forums (England) (Coronavirus) (Amendment) Regulations 2020 to make permanent provisions to enable schools forums meetings to be held remotely.

This includes (but is not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

Where a schools forum decides to hold a public meeting by remote means only, the forum should provide support or make alternative arrangements so that any interested parties who do not have telephone or online access can attend virtual meetings.

Where the regulations make no provision on a procedural matter, local discretion should be exercised.

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) for a period of three years or until they resign from the position to which they have been elected.

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 five years from their time of election to the Schools Forum

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

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 academic 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.

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

1.4 The meetings are quorate if at least 40% of the total membership is present at the meeting.

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

(a) the Corporate 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.

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

1.7 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.

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

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

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**

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,
- (d) 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.
 - (c) 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.

Code of Conduct

Nottinghamshire Schools Forum has agreed to adopt a Code of Conduct which sets out the principles of conduct expected of Forum members

This code mirrors the principles of public life as outlined in the governments document "The 7 principles of public life"

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

The Code will ensure that Members fully understand the expectations placed upon their conduct and that there is a requirement for the highest standards of integrity, in order to exercise their roles effectively. Conduct will be based on the following principles:

Selflessness

Members should serve only the public interest and should never improperly confer an advantage on any person or individual school.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should take decisions on merit.

Accountability

Members should be accountable for their actions and the manner in which they carry out their responsibilities. Members should co-operate fully and honestly with any scrutiny appropriate to their role.

Openness

Members should be as open as possible about their actions and should be prepared to give reasons for those actions.

Personal Judgement

Members should take account of the views of their elective/nominating bodies to reach conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion,

gender, sexual orientation or disability. They should respect the impartiality and integrity of the Local Authority's officers.

Duty to Uphold the Law

Members should uphold the law and on all occasions act in accordance with the trust that their elective/nominating group is entitled to place in them.

Stewardship

Members should do whatever they are able to ensure that the Local Authority uses Dedicated Schools Grant prudently and in accordance with regulations.

Leadership

Members should promote and support these principles by leadership and by example. Members should act in a way that secures or preserves schools' confidence.

Confidentiality

Members should observe complete confidentiality when matters are deemed confidential or where they concern specific members of the Forum. Forum members will exercise the greatest prudence at all times when discussions regarding Schools' Forum business arise outside a Forum meeting.

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

Summary of Schools forum powers and responsibilities as published by the Education & Skills Funding Agency September 2017

Function	Local authority	Schools forum	DfE role
Formula change (including redistributions)	Proposes and decides	Must be consulted (voting restrictions apply). See schools forum structure document that informs the governing bodies of all consultations	Checks for compliance with regulations
Movement of up to 0.5% from the schools block to other blocks	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Contracts (where the LA is entering a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None

Function	Local authority	Schools forum	DfE role
Financial issues relating to: <ul style="list-style-type: none"> • arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding • arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding • arrangements for early years provision • administration arrangements for the allocation of central government grants 	Consults annually	Gives a view and informs the governing bodies of all consultations	None
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval to application for exclusions
De-delegation for mainstream maintained schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals 	Proposes	Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated	Will adjudicate where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> insurance licences/subscriptions staff costs – supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services School improvement 		according to their deemed status	
<p>General Duties for maintained schools</p> <ul style="list-style-type: none"> Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information) 	Proposes	Would be decided by the relevant maintained school members (primary, secondary, special and PRU).	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<ul style="list-style-type: none"> funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years 			
<p>Central spend on:</p> <ul style="list-style-type: none"> early years block provision funding to enable all schools to meet the infant class size requirement back-pay for equal pay claims remission of boarding fees at maintained schools and academies places in independent schools for non-SEN pupils admissions servicing of schools forum Contribution to responsibilities that local authorities hold for all schools 	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
<p>Central spend on:</p> <ul style="list-style-type: none"> capital expenditure funded from revenue: projects must have been planned and decided 	Proposes up to the value committed in the previous financial year and where expenditure has already been committed.	Decides for each line	Adjudicates where schools forum does not agree LA proposal

Function	Local authority	Schools forum	DfE role
<p>on prior to April 2013 so no new projects can be charged</p> <ul style="list-style-type: none"> • contribution to combined budgets: this is where the schools forum agreed prior to April 2013 a contribution from the schools budget to services which would otherwise be funded from other sources • existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged) • prudential borrowing costs – the commitment must have been approved prior to April 2013 	<p>See table four page 31 to 35 for Information on historic commitments. Read establishing local authority DSG baselines for more information.</p>		
<p>Central spend on:</p> <ul style="list-style-type: none"> • high needs block provision • central licences negotiated by the Secretary of State 	<p>Decides</p>	<p>None, but good practice to inform forum</p>	<p>None</p>
<p>Carry forward a deficit on central expenditure to the next year to be funded from the schools budget</p>	<p>Proposes</p>	<p>Decides</p>	<p>Adjudicates where schools forum does not agree LA proposal</p>

Function	Local authority	Schools forum	DfE role
Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.	Proposes	Decides	Adjudicates where schools forum does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every school	Approves (schools members only)	Adjudicates where schools forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of schools forum	Facilitates	Elects (may not be an elected member of the Council or officer)	None