

BUCKINGHAMSHIRE COUNTY COUNCIL SCHOOLS FORUM

CONSTITUTION

DRAFT

1 Name

1.1 The Buckinghamshire Schools' Forum.

2 Terms of reference

2.1 The Forum is established in accordance with Section 47A of the School Standards and Framework Act 1998 and The Schools Forums (England) Regulations 2002.

3 Status

3.1 The Forum is an advisory body in relation to matters relating to the schools budget as defined in Section 41 of the Education Act 2002 and set annually by Buckinghamshire County Council.

4 Membership

4.1 There shall be twenty five members of the Forum comprising the following:

- (a) Twenty elected schools representatives
- (b) Two representatives nominated by recognised teachers' trade unions
- (c) Two representatives nominated by the Diocesan Authorities
- (d) One representative nominated by the Early years and Childcare Partnership

4.2 There shall also be a representative nominated by the Milton Keynes, Oxfordshire and Buckinghamshire Learning and Skills Council entitled to attend meetings of the Forum as an observer but that representative shall not be a member of the Forum.

4.3 The schools' representatives referred to in 4.1 (a) above shall be chosen by election to fill the following elected places:

- (a) Three combined primary school head teachers
- (b) One junior primary school head teacher
- (c) One infant school head teacher

- (d) Three combined primary school governors
- (e) One junior primary school governor
- (f) One infant primary school governor
- (g) Four secondary school head teachers
- (h) Four secondary school governors
- (i) One special school head teacher
- (j) One special school governor

4.4 In respect of the representatives in 4.3 (g) above two representatives shall be from Upper Schools, one from a Grammar school and one shall be from either an Upper or grammar school in accordance with the electoral process laid down by Buckinghamshire County Council.

4.5 The process of election shall be governed by Buckinghamshire County Council and the rules and procedures thereof shall be notified to all those eligible to take part in such elections.

4.6 Members elected or appointed in accordance with this section shall be elected or appointed for the period of three years from the date of their election or appointment.

4.7 Members shall be eligible for re election or reappointment at the end of their period of membership.

4.8 Buckinghamshire County Council may end the appointment of any forum member before the expiry of his or her term if the member concerned ceases to hold the office by virtue of which he or she became eligible for appointment or election to the forum.

5 Meetings

5.1 There shall be at least 3 meetings held each year. More meetings will be held if the Forum deem it necessary. All meetings are to take place at 3pm on Tuesdays where possible.

5.2 All meetings of the Forum will be convened by the Secretary, but he or she will comply with any direction in the matter given by the Forum in a previous meeting or given by the Chairman (or in his or her absence the Vice Chairman).

5.3 Written notice of a meeting, along with a copy of the agenda and papers for the meeting will be given at least five working days before the date of the meeting itself. The minutes of the meeting will be circulated within ten working days of the meeting.

5.4 All meetings of the Forum will be open to members of public unless there is a good reason for the business to be conducted in private.

6. Alternates

6.1 Any member of the Forum may nominate an alternate member to attend meetings of the Forum in his or her absence.

6.2 Where a member has nominated an alternate member, the alternative member may attend and vote in place of the member. A member may only nominate an alternate member who would himself or herself be eligible to be appointed or elected to the Forum under the same category as the member.

6.3 The name of the intended alternate must be notified to the Secretary of the Forum at least 24 hours in advance of the meeting in question where possible.

7 Sub Groups

7.2 The Forum may set up sub-groups, either standing or adhoc, to carry out tasks as specified by the Forum. All sub-groups will report back to the Forum.

7.3 **Members of each sub group will choose a Chairman**

7.4 **Each group will have a minimum of five members with a quorum of three**

7.4 **The Chairman or Vice Chairman of the Forum may also be appointed as Chairman of any sub-group.**

8 Voting

8.1 Every question to be decided at a meeting of the Forum will be determined by a majority of the votes of members present and voting on the question and in the case of an equality of votes the Chairman will have a second or casting vote.

8.2 The Minutes of proceedings of the Forum will be drawn up by the Secretary and will be signed at the same or next subsequent meeting by the Chairman.

9 Quorum

9.1 The Forum shall be quorate if at least forty percent of the total membership is present at a meeting. In the Buckinghamshire Forum this equates to ten members.

10 Functions

10.1 The Forum shall be consulted by Buckinghamshire County Council on

10.1.1 Any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998, and

10.1.2 The financial effect of any such change.

10.2 Such consultation shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the formula and in the initial determination of schools' budget shares before the beginning of the financial year.

10.3 The Forum shall be consulted at least one month prior to the issue of invitations to tender in respect of terms of any proposed contract for supplies or services paid or to be paid out of the schools budget where either

10.3.1 The estimated value of the proposed public services contract is not less than the specified threshold which applies to the Council in pursuance of Regulation 7(1) of the Public Services Contracts regulations 1993, or

10.3.2 The estimated value of the proposed public supply contract is not less than the specified threshold which applies to the Council in pursuance of regulation 7(2) of the Public Supply Contracts Regulations 1995

10.4 The Forum shall be consulted annually in respect of the Council's functions relating to the schools budget in connection with

10.4.1 The arrangements to be made for the education of pupils with special needs

10.4.2 Arrangements for the use of PRUs and the education of children otherwise than at school

10.4.3 Arrangements for early years education

10.4.4 Arrangements for insurance

10.4.5 Prospective revisions to the Council's scheme for the financing of schools

10.4.6 Administrative arrangements for the allocation of central government grants paid to schools via the Council

10.4.7 Arrangements for free school meals

10.5 The Forum may be consulted on such other matters concerning the funding of schools as the Council see fit.

11 Provision of account to schools

11.1 The Forum shall as soon as reasonably possible inform the governing bodies of schools maintained by the Council of all consultations carried out under **section 10** above.

12 Expenses

12.1 The Council shall meet the expenses of the Forum. Expenses shall be charged to the local schools budget prior to 1 April 2003 and thereafter to the schools budget.

12.2 There is an entitlement for members of the forum to claim expenses. The Council shall reimburse all reasonable expenses of members in connection with attendance at meetings of the Forum. **This shall include:**

12.2.1 Travelling expenses

12.2.2 Childcare or other care costs (up to a prescribed maximum from time to time in force)

12.2.3 Financial loss of earnings may be claimed (up to a prescribed maximum from time to time in force) but is only available to those not employed at a school maintained by Buckinghamshire County Council and where a financial loss has been suffered.

12.3 Supply teacher costs, up to the actual cost incurred by the school

12.4 A report on the amounts of expenses claimed for the previous financial year will be given at the first meeting of the Forum after 1 April of each year.

13 Chairman and Vice Chairman

- 13.1 The Chairman and Vice Chairman will be elected at the first meeting of the Forum and will hold office until the next meeting which falls after the date which is a year after the meeting at which the Chairman and Vice Chairman were originally elected.
- 13.2 On ceasing to hold office, the Chairman and Vice Chairman shall be eligible for re-election.
- 13.3 In the event of a casual vacancy in the office of Chairman or Vice Chairman, the Forum shall, at their next meeting, elect one or their membership to fill that vacancy and the member so elected shall hold office until the date of the meeting to which the Chairman or Vice Chairman would have held office had the casual vacancy not occurred.
- 13.4 A Chairman or Vice Chairman shall cease to hold office: a) if he or she resigns his or her office by written notice given to the Secretary of the Forum; or b) if he or she ceases to be a member of the Forum

14 Review of the Constitution

- 14.1 The Forum will review its constitution to ensure that it continues to meet statutory requirements.