



# Report to Schools Forum

**Date:** 6<sup>th</sup> December 2022

**Title:** Induction for New Members

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## Recommendations:

**Schools Forum is asked to note the report.**

## 1. Purpose of the Report

- 1.1. The purpose of this agenda item is to provide information on the roles and responsibilities of Schools Forum. The paper is particularly aimed as an induction document to support new members of the Forum but is intended to be a useful reference for all members.

## 2. Main Considerations

- 2.1. The composition, constitution and procedures of schools forums are governed by national regulations, The Schools Forum (England) Regulations 2012 (as amended).
- 2.2. Schools forums generally have a consultative role. However, there are situations in which they have decision making powers. The respective roles of schools forums, local authorities and the DfE are summarised in the table “Schools Forum Powers and Responsibilities” which is attached as Appendix 1 to this report.
- 2.3. Local Authorities have an ongoing responsibility to provide Schools Forums with appropriate support, information and guidance in carrying out their functions and responsibilities.
- 2.4. The DfE provides guidance to Schools Forums, the most recent guidance: [DfE external document template \(publishing.service.gov.uk\)](#) was updated in March 2021. This document outlines the requirements for the membership and constitution of the Schools Forum as well as providing guidance on how an effective Schools Forum should operate.

2.5. Appendix 2 to this report is a brief induction presentation giving an overview of the legislative framework, the constitution of the Buckinghamshire Schools Forum, the cycle of meetings and the forward plan, and a summary of the DfE guidance on effective Schools Forums.

