

## **SCHOOLS FORUM - TERMS OF REFERENCE**

**27 September 2017**

### **1 The current position**

- 1.1** Northumberland's Schools Forum is a representative group of headteachers, governors and non-school members established by statutory instruments issued by the Government. Forums were established nationally in 2002 primarily as bodies for local authorities to consult on school budget related issues, such as formula funding, contracts funded from the schools budget, and provision for the education of pupils with special educational needs. The forum is constituted according to the statutory guidance and seeks to be representative of all schools across Northumberland.
- 1.2** The operation and conduct of the Schools Forum is in accordance with the Schools Forums (England) Regulations 2012. The Forum has advisory and decision making powers as specified in those Regulations in relation to the Schools Budget, which includes not only budget shares but also all monies directly related to the education of pupils whether in school or otherwise, arrangements for early years provision, insurance, free school meals and administrative arrangements for the allocation of central government grants paid to schools via the authority. In addition, the regulations state that Forum will have a significantly extended role, and will be the main consultative interface between the County Council and the school community, and could be involved in discussion on a wide range of issues outside the scope of the legislation. The Northumberland Forum complies with its statutory powers to consult upon the delegation of public funds to schools. It has a key role in ensuring delegated budgets are monitored appropriately by officers.
- 1.3** The forum contributes its' views to spending decisions to ensure they are based upon an accurate analysis of priorities within the local authority. Targeting under-achievement by disadvantaged groups, improving provision within the secondary sector generally, tackling challenging behaviour and ensuring that pupils with special educational needs have good support are the priorities currently at the heart of funding allocation.
- 1.4** The forum seeks to equalise funding to ensure that schools are not disadvantaged to their peers nationally or locally. All members of the forum understand the need for decisions to be based on key priorities and needs; for example, the forum has supported changes to the formula in relation to the funding of pupils with special educational needs.
- 1.5** There is consultation with members of the schools' forum in respect of the decision to reorganise the education and skills service.
- 1.6** Given the context of financial restraint and the move towards greater autonomy and accountability for schools and academies, the establishment of stronger education partnerships by the Authority is seen as timely and appropriate.

- 1.7** The Director of Education and Skills attends all meetings of the Schools' Forum. Members of the Schools' Forum ask challenging questions about the use of funding and receive regular reports from local authority officers. Budget-setting is open, transparent but often very complex.
- 1.8** The Local Authority and forum need to evaluate the impact of spending on outcomes. The reporting mechanisms introduced in 2014, include the annual report, the mid-year report and strategic statement should ensure that members have clearer and more focussed information on which to base their decisions.
- 1.9** The Schools Forum recognises the need to engage schools fully when consulting on specific decisions. In making budget decisions, the local authority and Schools Forum are committed to the principle that 'the money follows the child'. Through consultation and robust modelling of options, the Schools Forum has agreed a formula that gives considerable weighting to vulnerability, inclusion and SEND, reflecting the challenges faced by many children and young people in Northumberland.

## **2 Constitution**

- 2.1** The regulations indicate that the Forum shall consist of the following 29 members:

- 8 First/Primary School Headteachers/Senior School Members of Staff or Governors
- 3 Middle School Headteachers/Senior School Members of Staff or Governors
- 3 High/Secondary School Headteachers/Senior School Members of Staff or Governors
- 2 Special School Headteachers/Senior School Members of Staff or Governors
- 1 PRU Head or Governor
- 6 Academy Headteachers/Senior School Members of Staff or Governor
- 1 Church of England Diocese representative
- 1 Roman Catholic Diocese representative
- 1 Teacher Trade Union representative (not a Headteacher)
- 1 Support Staff Trade Union representative
- 1 14-19 Strategic Partnership representative
- 1 Private, Voluntary and Independent Early Years Providers representative

- 2.2** In addition the Forum may agree to invite other Observers as it sees fit. The constitution of membership should be reviewed at the first meeting in each calendar year using the pupil numbers from the previous October's school census. Also any person presenting a paper to the schools forum may speak at forum meetings but their ability to speak is limited to the paper that they are presenting. Elected Members with responsibility for education/children's services or resources of the local authority in attendance as an Observer shall also have the right to speak at meetings.
- 2.3** Where any member of the Schools Forum is unable to attend a meeting, s/he may nominate a substitute to attend on their behalf. Such a substitute must be of the same type (e.g. Headteachers can only be substituted by another Headteacher), from the same phase, and ideally from the same school partnership.
- 2.4** Where a member fails to attend without consent for a period of six consecutive months or three consecutive meetings (whichever comes first) their term of office shall come to an immediate end and a replacement shall be sought.

- 2.5** Sub Groups/Committees will be constituted by the Forum. Terms of Reference and membership arrangements will be determined by the Forum and may include people who are not members of the Schools Forum. Sub Groups/Committees will be required to report to a full quorate meeting of the Forum for approval of findings before such findings are published, unless the Forum agrees otherwise in advance.
- 2.6** Schools members will be nominated by the relevant phase of schools and will serve a four year term of office. It will be up to each phase of schools to decide on a precise split of places between Headteachers and Governors. This should be half Headteachers and half Governors, but where this is not possible at least one third must be Headteachers and at least one third must be Governors. Schools are also encouraged to recognise the need for representation from schools of different sizes and from every school partnership. It will be the responsibility of the Headteachers in each phase to seek nominations and to decide exactly how they will determine who to nominate for appointment. Non schools members will be nominated by the relevant body. In the event of any Headteacher or Governor ceasing to be a member of the Forum, the appropriate group will decide on who should be nominated as a replacement. The replacement member will be given their own four year term of office.
- 2.7** Agendas and papers for each meeting will be published on the Council's public website 7 days before the meeting, and draft minutes of the meeting will be published on the same website as soon as practicable following the meeting. Papers for a meeting will be sent individually to each member of the Forum.
- 2.8** The Quorum shall be 40% of the membership of the Forum excluding vacancies but including substitutes. Being inquorate will not prevent a meeting from taking place, but the Forum will not be legally able to take decisions. An inquorate meeting can respond to consultation and give views to the Authority.
- 2.9 Voting Rights.** Varying people have voting rights, i.e. Schools' members have voting rights, non-schools' members have some voting rights and observers, generally, do not have voting rights.
- 2.10** The Chair shall be elected from amongst the members by a quorum of the meeting. The term of office will be two years. Should a resignation occur mid-term the replacement will be given their own two year term of office. The Vice Chair shall be elected from amongst the members by a quorum of the meeting. The term of office will be two years. Should a resignation occur mid-term the replacement will be given their own two year term of office. The Clerk will be appointed by the Local Authority. The Forum shall meet a minimum of four times a year, at dates, times and venues to be determined by the Forum. Meetings for the whole school year should be agreed and published before the end of the previous school year. Extra ordinary meetings of the Forum may be called at the request of Chair or Vice Chair. All Members of the Forum shall be entitled to claim reasonable travelling expenses at casual user rate. Members of the Forum shall also be able to claim re-imburement of reasonable child care, supply cover, and loss of earning costs incurred in order to facilitate attendance at meetings.

### **3 Communication and partnership**

- 3.1** Forum members should make arrangements to inform Governing Bodies of all schools of the results of consultations, any decisions taken and any advice that has been given formally to the County Council no less frequently than on a termly basis.

- 3.2** Thirteen geographical Education partnerships have been established and it is vital that each one is represented at the Forum to enable them to report back to the partnership groups. Members may undertake this responsibility as part of a dual role. However it is important that they are able to frequently attend partnership meetings or communicate with partnerships. It is preferable that these members are drawn from headteachers of schools and academies rather than governors or other representatives.
- 3.3** A special educational needs sub-committee has been established primarily to discuss matters relating to special education.