



SCHOOLS FORUM CONSTITUTION

Approved: 23rd January 2025
Review date: January 2027

Membership of the forum will be reviewed annually

What is the Schools' Forum?

The Schools' Forum is a partnership between the City of York Council and the city's school community. The Forum is made up of stakeholders from the Early years to 18 education community (including headteachers, principals and governors or their nominated representatives) and council officers.

The Forum's purpose is to

1. Share information about key funding decisions that are made by the council
2. Discuss and share stakeholder viewpoints on funding and make recommendations based on these
3. Make decisions about school funding and roles and responsibilities

The legal basis of Schools' Forums

Schools' Forums were established by the Education Act 2002 as a statutory consultative body to support local authorities on matters relating to school budgets. The Schools' Forum plays a critical role in representing the views of all the schools, 16-19 and early education providers in the City of York.

This Constitution has been produced in accordance with the legal requirements referred to and those contained within The Schools Forums (England) Regulations 2012, Statutory Instrument 2012 No. 2261 which came into force on 1 October 2012 and as amended by the School and Early Years Finance (England) Regulations 2014 effective from 12 January 2015.

Further revision may be necessary if statutory guidance is changed or updated. In conducting its affairs, the Forum must have regard to the policies and guidelines of the Local Authority.



Membership of Schools Forum

The membership of the Forum will consist of

1. **6** Maintained Sector members
2. **7** Academies members
3. **2** non-school members.

School members:

School members are head teachers (or their representatives) and governors. The definition of 'head teacher representative' or 'governor' will be as provided in regulation:

- **2** representatives of maintained **Primary** Schools
- **1** representative of maintained **Secondary** Schools
- **1** representatives of **Special Education** provision
- **1** representative of **Nursery** provision
- **1** representative of **Pupil Referral Units**
- **7** representatives of **Academies**

Non-School members:

- **1** representative from 16-19 education providers
- **1** representative of Early Years Education (PVI Sector)

Total membership = 15

In addition to membership of the Forum detailed below, the Education and Skills Funding Agency (ESFA) will have observer status at all meetings of the Forum. The ESFA representative will have the right to participate in discussions. However, this representative will not be required to attend every meeting but could be available if members thought it helpful or if there were any concerns about the running of the Forum.



Election of members of Schools' Forum

- School members are to be nominated by the relevant group or subgroup which they represent. Where such a group or subgroup includes Academy members the voting arrangements should exclude these members from the vote as Academy members form a separate group
- Mainstream Academies members are to be elected by the proprietor bodies of the Academies with York schools
- Alternative provision members are to be elected by the proprietor body or bodies of the alternative provision Academies in York
- Non-schools members are to be nominated by their host organisation

Appointments to the Forum shall be for a period of **3 years**, at which point nomination or re-nomination to continue on the Forum will be required from the constituent group. City of York Council will maintain a record of Forum Membership

Any member who fails to attend **3 consecutive meetings** of the Forum shall be asked to stand down and identify a replacement through their constituent group.

Any member of the Forum may resign their office by giving written notice to the Clerk of the Forum. A member must resign immediately if they cease to hold the position through which they became eligible for appointment to the Forum. In addition, a non-school member must resign, if the member is replaced by the Local Authority, at the request of the organisation which the member represents, or by another person nominated by that body.

The Local Authority may not appoint any executive councillor or relevant officer of the Authority to the Forum as a non-school member.

Membership of Schools' Forum will be reviewed regularly and may need to be reconfigured from time to time to ensure compliance with current legislation or statutory regulation as directed by the Secretary of State



Vacancies in Schools' Forum

Each group is responsible for the method by which they elect and nominate their Forum member(s). The chosen method should be forwarded to and recorded by the Clerk of the Forum. If, for any reason, an election does not take place by the set date, or an election results in a tie between two or more candidates, City of York Council will make the appointment to Schools' Forum instead. The Clerk will advise the Chair or Vice Chair where action is required to seek nominees.

Within one month of the appointment of any non-schools member of School's Forum the Local Authority must inform the governing bodies of Maintained Schools and Academies of the name of the member and the body represented.

Each member of the Forum should identify a substitute from their constituent group. Details must be submitted to the Clerk of the Forum. Substitute members will have voting rights as identified for their constituent group.

Voting Rights

School members and Academies members must together constitute at least **two thirds** of the total membership with voting rights.

Only school members, Academy members and the PVI member representing early year's providers are able to vote on matters concerning the funding formulae.

Only members of the Forum representing maintained schools are able to vote on matters relating to changes to the Authority's Scheme for Financing Schools.

Where the Secretary of State specifies in regulation that only certain members of the Forum may approve or decide other particular matters, for example, de-delegation, only those members will be entitled to vote.

School Forum Meetings

- An election will take place at the Forum's first meeting each Autumn Term to elect the Chair and Vice Chair of the Forum for the period of 12 months. The Chair of Schools' Forum cannot be any member of the Forum who is an elected councillor or officer of the Local Authority.
- The Forum will meet at least four times per academic year. The date(s) and venue(s) of meetings for the following academic year will be agreed at the last meeting of the academic year.
- Additional / urgent meetings may be called by the Chair or Vice Chair giving a minimum of **7 working days' notice**.
- The Chair or Vice Chair will decide the Agenda no later than **2 weeks** prior to each meeting date following consultation with members of City of York Council and agree a list of council officers who will attend. The number of other City of York Council attendees participating in meetings will be limited unless they are a councillor with Cabinet responsibilities, a Director of the Local Authority (or their representative) or are providing specific financial or technical advice (including presenting a paper to the Forum).
- Agendas and all reports will be distributed to Forum Members at least **1 week** prior to the meeting. Submission of late / urgent items may be considered – subject to the Chair or Vice Chair agreeing.
- Meetings require **40%** of the total membership (this equates to **6** members) to be in attendance in order to be quorate.
- Decisions and recommendations of the Forum will be undertaken by majority voting, by show of hands of those members entitled to vote as determined by regulation and declared by the Chair or Vice Chair. If required, the Chair or Vice Chair will have a casting vote providing that the Chair or Vice Chair has the right to vote on the matter under discussion. Where neither the Chair nor Vice Chair has such entitlement Forum members must agree and minute alternative voting arrangements prior to discussion of the item under consideration.

Implementing decisions and recommendations made by the Forum

A record of actions and decisions agreed at each meeting of the School's Forum will be recorded by the Clerk. These will form the basis of the actions that will be taken by members of the forum.