

# Constitution of the Worcestershire Schools Forum January 2015

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## 1. Name and Standing

1.1 The Organisation shall

1.2 The effective date for the introduction of the provisions within the Constitution is 1<sup>st</sup> January 2015.

1.3 The Constitution provisions adhere to the legislative requirements within the Schools

1.4 The Constitution will be amended: -

as required by virtue of amendments to the Regulations or the issue of new Regulations and/or DfE Guidance; and  
as agreed by the Forum providing they continue to meet the statutory provisions within the Regulations.

## 2. Functions

2.1 The Forum shall provide a formal channel of communication between the Local Authority (the LA) and schools and shall serve as a mechanism for consultation in respect of the matters at 2.2 to 2.4 below and on other matters as the LA sees fit.

2.2 The Forum shall be consulted on any proposed changes to the LA school funding formula and the LA shall consult the Forum in sufficient time to allow the views expressed to be taken into account before the schools budget share before the beginning of the financial year.

2.3 The Forum shall be consulted on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the schools budget where the estimated value of that contract is not less than the thresholds pursuant to regulation 8 of the Public Services Contracts Regulations 2006.

2.4 There shall be annual consultation in respect of the schools budget in connection with the following: -

the arrangements to be made for the education of pupils with special educational needs;  
arrangements for the use of pupil referral units and the education of children otherwise than at school;  
arrangements for early years education;



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3.7 Each member can be nominated for a maximum of 3 terms of office only (i.e. 6 years) after which they must stand down unless the nominating group approves that membership is continued for further terms. In agreeing this, the nominating groups must consider the potential implications in arriving at their decision.

3.8 Membership seats are for categories so a change in membership category for an existing Forum member means they are able to serve further terms of office as detailed in paragraphs 3.6 and 3.7 in the new category.

3.9 Each member is required to give one school terms notice of resignation from the Forum.

3.10 Within two months of the appointment of any non-schools member the LA shall inform schools of the name of the Member and the appointing body.

## 4. Meetings of the Forum

4.1 The Forum shall meet at least four times during each year and reserves the right to convene meetings as required. Depending upon the timing of national funding proposals the Forum may wish to agree an annual cycle of meetings.

4.2 At least 14 days' notice of a non-scheduled meeting of the Forum shall be given in writing addressed to Forum Members and the Observer.

4.3

4.8 If prior to the start of any Forum meeting the Forum is inquorate the members present will decide by a simple majority whether to proceed with the meeting. In the event of an inquorate Forum proceeding to consider the business on the agenda the record of the meeting should be received as notes and not minutes of the meeting and any advice given to the LA as a result of such a meeting does not have to be taken into account by the LA.

4.9 Forum members and their named substitutes can attend the same Forum meeting but the substitute will attend in an observer and non-voting capacity only.

## 5. Chairperson and Vice Chairperson

5.1 The business of the first meeting of the Forum at the start of the academic year shall include, if required, the election of a Chairperson and Vice-Chairperson to preside over meetings of the Forum.

5.2 The Chairperson and Vice-Chairperson shall be elected either for a period of two years or to the expiry of their term of office (if sooner).

5.3 The Chairperson and Vice Chairperson will be required to resign the office prior to the end of their term of office if they cease to hold the office by virtue of which they became eligible for appointment to the Forum.

5.4 Elections for Chairperson and Vice Chairperson shall be held at the next meeting of the Forum following the expiry of the term of office or date of resignation.

## 6. Voting

6.1 Decisions of the Forum shall be made by a simple majority of the Members present

## 7. Declarations of Interest

7.1 Any Member with a personal interest in a matter who attends a meeting of the Forum at which the matter is considered must disclose to the meeting the existence and nature of



9.3 The Clerk shall record the names of all those persons present at any meeting of the Forum including Forum Members, Forum Member substitutes, LA members, LA officers and any other attendees.

9.4 The Clerk shall record the names of those persons arriving after the business has commenced or leaving prior to the business being completed.

9.5 The Clerk shall record the names of those persons leaving the room for relevant items.

9.6 Forum members are required to notify the Clerk of: -

- their named substitute;
- their apologies for nonattendance at any Forum meeting;
- the attendance of their substitute at any Forum meeting; and
- any change to their membership status including resignation.

9.7 Notices of appointments, resignations or removals from the Forum shall be given in writing to the Clerk.

9.8 The Clerk shall write accordingly confirming relevant status issues to: -

- Forum members resigning their office;
- New Forum members; and
- Forum members whose term of office is due to expire.

## 10. Expenses

10.1

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