

LEWISHAM SCHOOLS FORUM			
REPORT TITLE	Schools Forum Constitution		
KEY DECISION	Yes	Item No.	5 Appendix B
CLASS	Part 1	Date	4 February 2016

Schools Forum

Constitution

1. Schools Forum Members

The Forum have agreed that the Schools Forums should consist of 23 members as follows:

Schools Members (18)

- 6 primary school heads, incl. nursery head
- 4 secondary heads
- 1 special school head
- 3 primary school governors
- 2 secondary school governors
- 1 special governor
- 1 academy headteacher

Non-schools Members (5)

- 1 Diocesan Board of Education
- 1 Archdiocese of Southwark Schools Commission
- 1 PVI Early Years Provider
- 1 14-19 Partnership representative
- 1 Pupil referral unit

- if a nursery school is not represented, a school with a nursery class may be included instead

1.1 Substitutes

The regulations provide for the election of substitutes to maintain continuity of expertise on the Forum. The substitute has full voting rights and is allowed to address the Forum at the table on behalf of the member they are representing. ~~The substitute has observer status at all meetings and~~ must be either a Headteacher or Governor. A condition of these voting rights is that the clerk must be notified prior to the meeting of the names of substitutes.

Observers at the Forum do not have a right to vote or speak. If an observer wishes to make a comment the Chair of the Forum will if they feel appropriate invite them to the table to speak.

All members and substitutes will be provided with a nameplate to confirm their voting rights

2. Procedural Issues

- 2.1 It is up to each constituency to formulate its own procedures for the election of its representative(s) onto the Schools Forum. The constituency group or chair may not make a nomination for a person to be a representative of a constituency; this should be by election. Therefore representatives may only become members after the due process has been observed. Each member may represent one constituency only. Therefore school governors may be a schools member or a schools governor member, but not both.
- 2.2 The issue of elections and the process thereof arises when there is a vacancy within any of the constituencies.
- 2.3 Primary school members will be elected by agreement at the Leadership Forum meeting. The group must ensure that all primary school Headteachers are involved in the nomination process. Headteachers may put themselves forward for nomination or nominate a headteacher from another primary school.
- 2.4 Secondary school members will be elected by agreement at a secondary consultative group meeting. The secondary consultative group must ensure that all secondary school Headteachers are involved in the nomination process. The Headteachers may put themselves forward for nomination or nominate a Headteacher from another secondary school.
- 2.5 School governor members will be elected by agreement at a governors' executive meeting. School governors may put themselves forward for nomination or nominate another school governor.
- 2.6 There are currently two maintained nursery schools. The election process for nursery representation will follow that for primary schools
- 2.7 The Diocesan Boards and 14-19 Partnership will nominate representatives onto the Schools Forum.
- 2.8 The PVI early years providers have no single representative organisation in the borough. A process of nomination and election will be organised by the Head of School Achievement to secure the required representative by ballot.

3. Election of Chair/Vice Chair

- 3.1.1 The Chair and Vice-Chair must be a Schools Member of the Schools Forum and must be elected by the Forum.
- 3.1.2 The election will be annually and take place at the September meeting.
- 3.2 Only Schools Forum members present at the meeting when a ballot takes place will be eligible to vote.
- 3.3 Members may self-nominate or nominate a Schools Member of their choice.
- 3.4 Where an election is necessary the ballot papers will be dated and consecutively numbered to take account of the total number of Schools Members. A ballot will take place at a Schools Forum meeting on the day that the ballot papers are handed to members.

- 3.5 The vote count will take place in the presence of forum members. The count may be double checked by a second person to ensure transparency of process. Reconciliation will also take place to reconcile the ballot papers used, with those members present who were eligible to vote.

4. Term of Office

- 4.1 The term of office for each schools member must be stipulated by the authority at the time of appointment.
- 4.2 Officers propose that the term of office for members should be a period of three years, to enable continuity of experience.
- 4.3 When the position of Chair/Vice-Chair becomes vacant, the Forum must decide how long the term of office of the next Chair/Vice-Chair will be. However, this will be dependent on period of office that they have left to serve.
- 4.4 It is proposed that the term of office for the Chair/Vice Chair should be for a period of one year (or in the case of a previous chair resigning for the period up until the next scheduled election). This is conditional upon the Chair/Vice-Chair remaining as a Member. Elections to the positions of Chair and Vice-Chair should take place for these positions on an annual basis.
- 4.5 The Chair/Vice-Chair will be unable to stay on in their positions, once they cease to be Forum members.
- 4.6 A Schools Member will cease to be member of the Schools Forum once:
- i) their term of office comes to an end, if not re-elected;
 - ii) he/she resigns from the Forum;
 - iii) he/she no longer occupies the office which they were nominated to represent.

5. Quorum

- 5.1 40% of the membership (excluding vacant posts) must be present for the meeting to be quorate.
- 5.1.2 The Forum cannot legally make decisions if a meeting is inquorate. However, it can respond to local authority consultations and pass on its views.

6 Declaration of Interests

- 6.1 Members of the Forum are required to declare an interest in and withdraw from the meeting for any relevant matter under consideration in which they have a direct pecuniary interest. Each agenda will remind members of their obligations to declare interests on items proposed on it.

- 6.2 Matters are only deemed to be relevant where a decision would result in a member of the Forum or a member of their immediate family, benefiting other than indirectly through the role in which they are nominated to the Forum.
- 6.3 Such matters would therefore apply to consideration of contracts where a member or their immediate family had interests in any of the contractors being considered.
- 6.4 There is not deemed to be a declarable interest where the Forum considers the allocation of resources between schools unless their institute is the only one to benefit. A member should voluntarily declare their interest in an item and will be asked to retire from the room.
- 6.5 If a member has any doubt about whether an interest needs to be declared they should, as soon as any potential conflict becomes apparent, seek advice from the Clerk.

7. Private Matters

- 7.1 The agenda may include provision for items to be held in private. The Executive Director of head of Resources, Children and Young People will agree, in conjunction with the Chair, which items are to be held in private. Matters considered in private should be restricted to those of a sensitive nature relating to individuals or where commercially sensitive information is being discussed or is likely to be raised.
- 7.2 When considering items in private, all individuals who are not Forum members or elected members or relevant officers of the authority will be excluded. The minutes of privately held matters will be restricted to those having rights of attendance, regardless of whether they were actually in attendance.