

A SUMMARY OF THE SCHOOLS FORUM REGULATIONS 2012

The regulations come into force on 1st October 2012.

Membership

Schools members and Academies members must together comprise at least two thirds of the membership of the forum.

At least one member must be a representative of the governing bodies of maintained schools and at least one member must be a representative of the head teachers of such schools.

Schools and Academies should have broadly proportionate representation according to pupil numbers in each category this is updated as more conversions take place.

January 2012 pupil numbers

Sector	January pupil numbers	Current Reps	Per pupil
Primary maintained	19,554	9	2,200
Primary academies	0	0	n/a
Secondary maintained	4,933	2	2,400
Secondary academies	11,603	5	2,300

Forecast position for April 2013

Sector	January pupil numbers + 100 in primary	Reps	Per pupil
Primary maintained	19,023	9	2,100
Primary academies	630	1	630
Secondary maintained	3,183	2	1,600
Secondary academies	13,353	5	2,700

Proposed - one additional secondary academy representative after the next two secondary school academy conversions

Sector	January pupil numbers + 100 in primary	Reps	Per pupil
Primary maintained	19,023	9	2,100
Primary academies	630	1	630
Secondary maintained	3,183	2	1,600
Secondary academies	13,353	6	2,200

Schools members

Schools members must be elected to the schools forum by the members of the relevant group, or sub-group, in the authority's area.

The groups are—

- representatives of nursery schools, where there are any such schools in the authority's area;
- representatives of primary schools other than nursery schools;
- representatives of secondary schools;
- representatives of special schools; and
- representatives of pupil referral units.

The authority may determine that a certain number of representatives of each group must head teachers or head teachers' representatives or governors.

Academies members

Academies members must be elected to the schools forum by the proprietors of the Academies in the authority's area.

Non-schools members

The authority must appoint non-schools members to their schools forum comprising—

- one or more persons to represent the local authority 14-19 partnership;
- and
- one or more persons to represent early years providers.

The authority may appoint additional non-schools members to their forum to represent the interests of other bodies.

Prior to making any appointment under paragraph, the authority must consider whether the following bodies should be represented on their forum—

- the Diocesan Board of Education for any diocese any part of which is situated in the authority's area;
- the Bishop of any Roman Catholic Diocese any part of which is situated in the authority's area;
- where there are any schools or Academies within the authority's area that are designated as having a religious character (other than Church of England or Roman Catholic schools), the appropriate faith group in respect of any such school or Academy.

The authority may not appoint any executive member or relevant officer of the authority to their forum as a non-schools member.

“relevant officer” means-

- the director of children's services of the authority,

any officer employed or engaged to work under the management of the director of children's services, other than one who directly provides education to children or who manages such a person, or

any officer whose work involves management of, or advice on, school funding.

Within one month of the appointment of any non-schools member, the authority must inform the governing bodies of schools maintained by them and of Academies within their area of the name of the member and the name of the body that member represents.

The Education Funding Agency (EFA) has observer status at Schools Forum meetings.

Meetings and proceedings of schools forum

The schools forum must meet at least four times a year.

All meetings of the schools forum must be public meetings.

The meetings are quorate if at least two fifths of the total membership is present at the meeting.

The following persons may speak at meetings of the forum, even though they are not members of the forum-

- the director of children's services at the authority or their representative;

- the chief finance officer at the authority or their representative;

- any elected member of the authority who has primary responsibility for children's services or education in the authority;

- any elected member of the authority who has primary responsibility for the resources of the authority;

- any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;

- an observer appointed by the Secretary of State; and

- any person presenting a paper or other item to the forum that is on the meeting's agenda, but that person's right to speak shall be limited to matters related to the item that the person is presenting.

The members of the forum must elect a person as chair from among their number and determine the chair's term of office.

The chair of the forum must decide upon an agenda for the meeting of the forum following consultation with members of the forum.

The authority must make arrangements to enable substitutes to attend and vote at meetings of the forum on behalf of schools members, Academies

members and non-schools members, in consultation with members of the forum.

Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers.

Apart from the above all members are entitled to vote on all matters put to a vote.

The members of the forum may determine their own voting procedures.

The authority must promptly publish all papers considered by the forum and the minutes of their meetings on their website.

Consultation on contracts

The authority must consult the schools forum on the terms of any proposed contract for supplies or services (being a contract paid or to be paid out of the authority's schools budget) where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006 at least one month prior to the issue of invitations to tender.

Consultation on financial issues

The authority must consult the schools forum annually in respect of the authority's functions relating to the schools budget, in connection with the following—

- arrangements 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 provision;
- administrative arrangements for the allocation of central government grants paid to schools via the authority.

The authority may consult the forum on such other matters concerning the funding of schools as they see fit.

Information about consultations

The schools forum must inform the governing bodies of schools maintained by the authority of any consultation carried out by the authority as soon as it reasonably can.

Charging of schools forum's expenses

The authority must reimburse all reasonable expenses of members in connection with their attendance at meetings of the forum and pay the expenses of the schools forum and charge all costs to the schools budget.