



## Constitution of the London Borough of Havering Schools' Forum

### Background

1. **The London Borough of Havering Schools' Forum** (hereafter referred to as "the Forum") is established under Sections 47(1) and 47A of the **School Standards and Framework Act 1998**, and in accordance with the **Schools Forums (England) Regulations 2024 (SI 2024/66)**.
2. **Purpose of the Forum:**
  - The Forum's primary function is to advise and make decisions on specific financial matters between schools and the local authority. The Forum's operations must comply with relevant statutory regulations, including:
    - **The Schools Forum (England) Regulations 2012**
    - **School and Early Years Finance (England) Regulations 2024**
    - **School Budget Shares (Prescribed Purposes) (England) 2002**
    - **Schools Forum Operational and Good Practice Guide (2021)**
  - The Forum serves both a **decision-making and consultative role** in relation to schools' funding, as set out in the regulations mentioned above.

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### A. Terms of Reference

#### 1.1 Status of the Forum

- The Forum operates under the **Schools Forum (England) Regulations 2012**, and provides advice to the local authority (LA) on matters related to school funding.

#### 1.2 Consultative Role

The Forum must be consulted annually on the following:

- Changes to the funding formula.
- Allocation of the Dedicated Schools Grant (DSG), including decisions on redistributions between blocks.
- Arrangements for special educational needs, early years funding, and high-needs central spend.
- Funding arrangements for pupil referral units (PRUs) and education for children educated outside of mainstream schools.

#### 1.3 Decision-Making Role

Forum members will **vote annually** on the following:

- **De-delegation of allowable central budgets** for mainstream maintained schools by the respective school phase representatives.
- **Allocation of the growth fund** and criteria for the use of the falling rolls fund.

- Proposals related to **centrally retained expenditure** from the schools' budget.
  - Revisions to the authority's **Scheme for Financing Schools**.
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## **B. Membership**

### **2.1 Composition**

- The Forum comprises **school members, academy representatives, and non-school members**, elected in proportion to the number of registered pupils. In accordance with **Regulation 5(4) of the 2024 Regulations**, the Forum will reflect proportional representation and include:
  - **16 school members** (Headteachers, Governors, and Early Years representatives).
  - **5 non-school members**, including diocesan representatives and an Early Years PVI Provider representative.

### **2.2 School Members**

- Representatives are elected from the following groups:
  - **Primary headteachers and governors.**
  - **Secondary headteachers and governors.**
  - **Special schools, nursery schools, academies, and PRU representatives.**
  - Elections will be conducted by each group following principles of transparency, proportionality, and fairness.

### **2.3 Non-School Members**

- Non-school members include representatives from the **Roman Catholic Diocese, Church of England Diocese, a Trade Union, and Non-School Post-16 education sector.**

### **2.4 Substitute Members**

- **Permanent substitutes** may be nominated for each representative group. Substitute members may attend meetings with full voting rights if their respective substantive members are absent.

### **2.5 Observers**

- Observers, including representatives from the **Education and Skills Funding Agency (ESFA)**, may be invited to attend meetings but will have no voting rights.
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## **C. Operating Conventions**

### **3.1 Meetings**

- The Forum must hold at least **four meetings annually**, with dates set at the start of each financial year. Meetings will be open to the public, and agendas and minutes will be published online as per the **Schools Forums (England) Regulations 2024** and best practices outlined in the **2015 Operational Guidance**.

### **3.2 Chair and Vice-Chair**

- The Forum must elect a **Chair and Vice-Chair** from its members, excluding LA officers and elected members. The Chair's term should not exceed two years unless the member is re-elected. Re-election for a further term is permissible if the member continues to be eligible.

### **3.3 Quorum**

- Meetings are **quorate when at least 40% of the total membership is present**. Decisions related to the schools' budget, including the funding formula, cannot be taken unless 40% of school members are present.

### **3.4 Voting Procedures**

- Each member holds **one vote**. Votes will be taken by a show of hands or named vote if meetings are virtual. Only school members and Early Years representatives are eligible to vote on matters concerning the funding formula.
- In the case of a tie, the Chair holds the **casting vote**.

### **3.5 Sub-Committees and Working Groups**

- The Forum may establish sub-committees or working groups as needed. These groups will report back to the full Forum for formal approval of their recommendations.

### **3.6 Conflicts of Interest**

- Any member with a **personal or prejudicial interest** in any item must declare it at the start of the discussion and abstain from voting on the matter. Substitute members without a conflict may be invited to attend in place of the conflicted member.

### **3.7 Expenses**

- The LA will maintain a budget for reimbursing reasonable expenses related to Forum attendance. **Supply cover expenses** may be claimed for headteachers if necessary for Forum participation.

### **3.8 Publicity**

- The Forum's decisions, agendas, and minutes must be made publicly available on the London Borough of Havering Council website, as required under the **2024 Regulations**.

### **3.9 Amendments to the Constitution**

- Any proposed amendments to this Constitution must be agreed upon by a **majority vote** of the Forum members, provided that the proposal is included in the meeting agenda. Changes that are inconsistent with the statutory regulations cannot be implemented.

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## **Conclusion**

This constitution reflects the requirements of the **Schools Forums (England) Regulations 2024** and is aligned with best practice guidelines from the **Schools Forums Operational and Good Practice Guide**

**(2015).** It ensures transparency, proportional representation, and effective decision-making in relation to schools' financial matters in the London Borough of Havering.

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