



BOURNEMOUTH, CHRISTCHURCH and POOLE SCHOOLS FORUM

Subject	Schools Forum for Bournemouth, Christchurch and Poole (BCP) Draft Terms of Reference
Meeting Date	Thursday 13 th June 2019
Report Author (s)	Neil Goddard, Service Director, Quality and Commissioning Email: Neil.Goddard@bcpcouncil.gov.uk Vicky Wales, Head of Children, Young People and Learning Email: v.wales@bcpcouncil.gov.uk
Contributors	Felicity Draper, Schools Access and Commissioning Manager, Community Learning and Commissioning, Jack Cutler, Planning and Statistics Officer, Community Learning and Commissioning Nicola Webb, Assistant Chief Finance Officer
Status	Public
Classification	For decision
Executive Summary	The new BCP Authority was established on 1 st April 2019. After which a new BCP Schools Forum must be established. This Forum requires proportional representation across primary and secondary schools and academies, by phase of school and type of school. Representation is also required from special schools, academies, AP schools/ academies and PRU's. There must also be representation from other sectors including Early Years and Post-16 providers, and Diocesan representatives. The Terms of Reference should be agreed by the newly established permanent Forum at this meeting.
Recommendations	The Schools Forum to consider the report and take a decision whether to agree the proposed constitution and Terms of Reference; the Forum are asked to express a view on the members Term of Office.
Reasons for Recommendations	It is a statutory requirement for a Local Authority to establish and operate a Schools Forum. This Forum should provide proportional representation from the various school groups discussed within this report.
Background Papers	Shadow Schools Forum 18 st March 2019 Agenda Item 8. Shadow Schools Forum 31 st October 2018 Agenda Item 5.



Draft Terms of Reference for Bournemouth, Christchurch and Poole Schools Forum

1 Background and statutory authority

- 1.1 A Schools Forum is the formal consultation and decision-making body on matters relating to the funding of schools and plays a role in the discussions on the overall funding contained within the Dedicated Schools Grant. The framework was established to give schools greater involvement in the distribution of funding within the Local Authority.
- 1.2 The Forum is governed by Statutory Instrument 2012 No 2261: The Schools Forums (England) (Amendment) Regulations 2012. The Department for Education issued guidance on Schools Forums: Operational and Good Practice Guidance in September 2018.

2 Purpose

- 2.1 The purpose of the Schools Forum is to advise the Local Authority and in certain specific areas decide on the operation of the Schools' Budget and its distribution among schools and other bodies.

3 Membership

- 3.1 The membership of the School Forum is to consist of nineteen school members and five non-school members – the latter can be up to 1/3rd of the total membership. Observers can attend and participate in the meetings, but will have no voting rights. The membership groups shall consist of the following representatives:

3.1.1 Schools Members

Primary School – Maintained*	1
Secondary School – Maintained*	1
Special School – Maintained*	1
PRU – Maintained*	1
Primary - Academy	7
Secondary - Academy	5
All-through - Academy	1
Special - Academy	1
Alternative Provision - Academy	1
Total Schools Members	19



*At least one of the four representatives of maintained schools must be a Governor. Academies have the option to choose a local Governor or Trustee. No school can have more than 1 representative.

3.1.2 Non-Schools Members

Diocesan Representative	2
Early Years Provider Representatives (1 day-nursery, 1 pre-sch.)	2
16-19 provider	1
Total Non-Schools Members	5

3.1.3 Invited Officers and Members

Executive Council Members	2
Children's Services Lead Officer	1
Finance Lead Officer	1
Total	3

3.2 The LA Children's Services Lead Officer will be either the Director of Children's Services or their representative. The Finance Lead Officer will be the LA Chief Finance Officer or their representative. Other officers relevant to the area to be covered by the new authority of Bournemouth, Christchurch and Poole will attend as appropriate.

4 **Clerk to the Schools Forum**

4.1 The Clerk to the Schools Forum will be provided through the Local Authority.

5 **Election and Nomination of Members**

5.1 The Head Teachers Representatives, School Leadership and Governors will be elected by their respective associations.

5.2 Early Years Provider and 16-19 representatives will be elected by their respective peers.

5.3 The Diocesan members will be determined by the Catholic Diocese of Plymouth, the Salisbury Diocesan Board of Education, the Catholic Diocese of Portsmouth and the Winchester Diocesan Board of Education.

5.4 Nominations for membership should be sent to the Clerk, who will contact the appropriate association or body to undertake an election.



5.5 Nomination for membership when a Term of Office is due to end should be received 2-months prior to the date of cessation. For the initial permanent Forum establishment, nominations for membership should have been sent to the Forum Clerk by the end of April 2019.

5.6 Newly elected members will receive a welcome information pack and are able to access an induction meeting, and Forum training upon request.

6 Chair

6.1 The Chair shall be elected by members of the Schools Forum.

6.2 The election shall take place at the start of the first meeting or at the first meeting following a retirement or resignation of the Chair.

6.3 The election shall be conducted by the Clerk and each member shall have one vote.

6.4 The Chair will represent the Schools Forum at other meetings as and when required.

7 Period of Office

7.1 The period of office for all members will commence no later than the cessation of Shadow Schools Forum which will be no later than July 2019. The period of office will last for 2 years, after which the forum will be reconstituted.

7.2 The period of office for the Chair will commence no later than the cessation of Shadow Schools Forum which will be no later than July 2019. The period of office will last for 2 years, after which the post will be re-elected; the same representative can stand for re-election.

7.3 Appointments will begin from the start of the first meeting of the permanent Schools Forum for the Bournemouth, Christchurch and Poole Authority.

7.4 A member shall remain in office until:

- They cease to hold the office by virtue of which he or she became eligible for appointment to the Forum;
- The term of office as a member comes to an end;
- They resign as a member.



- 7.5 Members of the interim Shadow Forum constituted for the 2018-19 financial year are allowed to seek election to the permanent Schools Forum should they still be eligible.
- 7.6 Where a vacancy occurs, there shall be a new appointment to fill the unexpired term of office.
- 7.7 In the event of no member of a group standing for nomination, the Chair may obtain agreement from the Schools Forum members to co-opt an appropriate person.

8 Non-Attendance

- 8.1 If a member is not in attendance for 3 consecutive meetings, the Chair shall ascertain the reasons and take Chair's action to consult with the relevant group regarding a replacement.

9 Substitutes

- 9.1 Where a member is unable to attend the meeting he or she may draw to the attention of the Clerk or the Chair 48 hours in advance, a substitute who is attending from their group.
- 9.2 In the event of a matter being put to a vote, the substitute will have a vote.
- 9.3 Where possible, formal substitutes should be elected, and should be in a position to represent the group of schools/ providers of the member they are substituting for. The Clerk should be made aware of any formal substitutes elected by the various groups.

10 Observers

- 10.1 The meetings of the Schools Forum are open meetings and members of the public may attend as observers. Observers are requested to notify the Clerk or the Chair of their intention to attend one week before a meeting to ensure a suitably sized room is arranged for the meeting.
- 10.2 Observers may take part in the meeting with the permission of the Chair. The Chair's decision will be final.
- 10.3 Members of the Schools Forum may request the Chair to exclude observers from discussion of confidential items. Such items shall be clearly indicated in



advance on the Agenda for the meeting. Papers relating to such items shall be labelled confidential.

- 10.4 In the event of a matter being put to a vote, observers will not have a vote.

11 Meetings

- 11.1 Normally a Schools Forum meets four times a year. Meetings of the Schools Forum will aim to follow this routine but the exact number of meetings required will be determined by the membership and the business to be discussed.
- 11.2 Dates of the Schools Forum meetings shall be agreed with the membership at the first permanent Forum meeting.
- 11.3 Extra ordinary meetings of the Schools Forum may be called by the Chair or by 40% of its membership.
- 11.4 The quorum of a meeting will be 40% of the Schools Forum membership (ten members).
- 11.5 Members must declare any interest associated with any item under discussion related directly to the organisation they represent.
- 11.6 Observers attending the meeting may contribute with the Chair's permission.
- 11.7 Notes of the meetings will be available to the public and distributed to members within 5 working days of each meeting. They will be agreed at the next Schools' Forum meeting.
- 11.8 With regard, to sub-committees or working groups, any advice formally passed to the Local Authority must be approved by the Schools Forum as, a whole.
- 11.9 Costs of the Schools Forum will be charged to the Schools' Budget.
- 11.10 The Authority shall pay what it deems to be reasonable expenses of members of the Schools Forum or their substitutes, in connection with their attendance at Schools' Forum meetings.

12 Voting

- 12.1 Only members of the Schools Forum or their nominated substitutes shall have a vote.
- 12.2 The Chair will have a second and casting vote if required.



12.3 Observers are not eligible to vote.

13 Urgent Business

13.1 Should urgent business requiring action be required between meetings the Chair shall contact all members by e-mail. The Chair shall then give the Local Authority a decision based upon the responses received. This shall be fully reported to the next Schools Forum meeting.

14 Remit

14.1 The Local Authority has a duty to consult with the Schools Forum on:

14.1.1 Schools' Funding Formula:

Any proposed changes to the Schools' Funding Formula in relation to factors and criteria that have been taken, into account or methods, principles and rules that have been adopted, together with the financial effect of any such change.

The consultation will take place in sufficient time to allow any views expressed to be taken, into account in determining the formula and schools' budget shares before the beginning of the financial year.

14.1.2 Contracts:

At least one month prior to the issue of invitations to tender, if applicable the Local Authority will consult the Forum on the terms of any proposed contract for supplies or services to be paid out of the Schools' Budget where the estimated value of the contract is considered material.

14.1.3 Financial Issues:

The Schools Forum will also be consulted on the Schools' Budget in relation to the following:

- The arrangements to be made for the education of pupils with Special Educational Needs;
- Arrangements for the use of the Pupil Referral Unit and the education of children otherwise than at school;
- Arrangements for Early Years education;
- Prospective revisions to the Scheme for Financing Maintained Schools;
- Allocation of the Individual Schools' Budget to schools;



- Administrative arrangements for the allocation of central Government grants paid to schools via the Local Authority;
- Any other appropriate financial issue.

14.2 The Forum will monitor and assess the quality and value-for-money of services purchased by/ for schools.

14.3 It may also be provided with or request reports on other items deemed a priority to its remit.

15 Sub-Groups

15.1 A Funding Formula sub-group will meet as and when required to investigate and develop the Schools' Funding Formula. The membership shall consist of Headteachers, Governors, Finance Officers/Bursars and/or officers depending on the issues being considered. The Sub-Group will make recommendations to the Schools' Forum on the outcomes of any review undertaken, before any consultation is undertaken with schools.

15.2 An Early Years sub-group will meet as and when required to develop the Early Years Formula. The membership will consist of Early Years providers and officers. The subgroup will make recommendations to the Schools Forum.

15.3 A High Needs Financial Strategy sub-group will meet half termly in 2019/20 to monitor the impact of the High Need Budget financial action plan, and report regularly to the Forum. In subsequent years, this sub-group will meet as and when required.

15.4 Other sub-groups can be formed to investigate or develop further issues as and when required by the Schools Forum.

15.5 The membership of any sub-group does not have to consist solely of Schools Forum Members, e.g., the Early Years sub group.

16 Establishing School Representation

16.1 The table below provides a representation of how the proportional split of Primary/ Secondary, Maintained/ Academy has been achieved, with an accompanying note on the methodology.



LA Area	Mainstream Maintained		Mainstream Academy			Special Schools and PRU		TOTAL	%
	Primary	Secondary	Primary	Secondary	AT	Maintained	Academy		
Total	4,238	2,901	22,262	15,915	3,432	428	326	49,502	100%
	1	1	7	5	1	1 Special 1 PRU	1 Special 1 AP	19	

Note: Mainstream pupil count includes years R – 14 inclusive as per the weighted average NOR across the period April 2019 to March 2020. Special pupil numbers are as per the special places agreed with schools for the same period, and academies for the 2019-20 academic year. The number of representatives was determined by rounding down to the nearest integer $NOR / 2800$, which if equalling 0 then setting at 1. Middle school primary phase pupils are considered against the primary NOR, while their secondary pupils contribute towards the secondary NOR.