

**WILTSHIRE SCHOOLS FORUM**  
**TERMS of REFERENCE**

**1. Remit**

The Schools Forum is a statutory body which the LA is required to consult on the following functions:

**1.1 Consultation on School Funding Formula**

- (1) The relevant LA shall consult the forum on:
  - (a) Any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998; and
  - (b) The financial effect of any such change.
- (2) Consultation under paragraph (1) shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the relevant authority's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

**1.2 Consultation on Contracts**

- 1) The relevant authority shall at least one month prior to the issue of invitations to tender consult the forum on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the relevant authority's schools budgets where the estimated value of the proposed contract is not less than the specific threshold which applies to the relevant authority in pursuance of Regulation 8 of The Public Contracts Regulations 2006 (SI 2006 No 5).

**1.3 Consultation on Financial Issues**

- (1) The relevant authority shall consult the forum annually in respect of the relevant authority's functions relating to the schools budget, in connection with the following:
  - (a) The arrangements to be made for the education of pupils with special educational needs;
  - (b) Arrangements for the use of pupil referral units and the education of children otherwise than at school;
  - (c) Arrangements for early years education.
  - (d) Arrangements for insurance;

- (e) Prospective revisions to the relevant authority's scheme for the financing of schools;
  - (f) Administrative arrangements for the allocation of central government grants paid to schools via the relevant authority; and
  - (g) Arrangements for free school meals.
- (2) The relevant authority may consult the forum on such other matters concerning the funding of schools as they see fit.

## **2. Constitution**

- 2.1 The requirements for the Schools Forum were initially set out in regulations (Statutory Instrument No 2114/2002). These regulations have been revoked and replaced by the Schools Forums (England) Regulations 2010 (Statutory Instrument No 344/2010) The constitution of the Wiltshire Schools Forum has been approved by the Cabinet, and any change in constitution will require the approval of the Cabinet.
- 2.2 The majority of forum members are "schools members". There are 8 elected Headteacher representatives (3 secondary, 4 primary and 1 special) and 4 elected governor representatives (1 secondary, 2 primary and 1 school with special provision). There are also 3 nominated service partner representatives (1 from the dioceses, 1 teacher representative and 1 Early Years representative). These 15 members each have one vote. In addition to voting members there are 5 observers, 1 each from the 13-19 Strategic Partnership and ASK, 3 elected parent governor representatives on the Councils Children's Select Committee are also invited as observers ex officio. There is also 1 representative from the Academies within Wiltshire.
- 2.3 The Forum will appoint the same number of substitutes in respect of each voting representative group as that group holds ordinary seats on the Forum. Ordinary members may be substituted by any one of the named substitutes. Substitute members will have all the powers and duties of any ordinary member of the Forum.

## **3. Conduct**

- 3.1 In carrying out their functions, members of the Schools Forum are expected to act in accordance with the seven principles of public life set out in the first report of the Committee on Standard in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 3.2 Members of the School Forum are required to declare an interest in any individual proposal or service contract which directly affects a school at which they are a governor, member of staff, or which their children attend or in which they might have a direct pecuniary interest.

## **Term of Office**

- 4.1 The term of office for members of the Schools Forum shall be three years subject to their remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which elected/nominated.
- 4.2 There is no limit on the number of terms of office to which a member may be elected or re-nominated if still eligible. Where a member is replaced, the new member serves for the remainder of the term of office.

## **5. Chair and Vice-Chair**

- 5.1 A chair and vice-chair will be elected annually by a majority of votes cast by individual members. Where possible, the chair and vice-chair will not be drawn from the same voting group. The term of office is for one year. A chair or vice-chair will cease to hold office if they resign by giving notice to the Secretary of the Forum, or if they cease to be members of the Forum. Both the chair and vice-chair may be re-elected. Where a casual vacancy arises, there will be a vote at the next meeting of the Forum.
- 5.2 The responsibilities of the chair and vice-chair include: chairing meetings, overseeing preparation of the record of the meeting, submitting a budget for LA approval and being accountable for expenditure against that budget.

## **6. Quorum**

- 6.1 The quorum for the Forum is 40% of voting members. A meeting may continue if inquorate, but any advice given to the LA as a result of such a meeting would not have to be taken into account by the authority.

## **7. Secretary to the Committee**

- 7.1 The Forum will appoint an officer of the Authority nominated by the Director of Resources.

## **8. Notice of Meetings**

- 8.1 The Secretary will ensure that meetings of the Forum are convened by giving a minimum notice of 3 working days in advance of the meetings, with a full agenda.

## **9. Proceedings**

- 9.1 Each voting member has one vote and a majority decision is required.
- 9.2 The Forum may remit matters for discussion and research to sub-committees or working groups. However, any resulting advice formally passed to the LA shall have been approved by the Forum as a whole.

- 9.3 The Forum will meet at least 3 times per annum, in each financial year from April 2003.

### **10. Discrimination**

- 10.1 The Committee has an explicit duty to have regard to the duties placed on Local Education Authorities and school governors by the Sex Discrimination Act 1975 and the Race Relations Act 1976. The Forum will note the DfE view that the Human Rights Act 1998 applies.

### **11. Budget**

- 11.1 The Forum will agree at its first meeting the purposes for which funds will be needed. Each year the Forum will submit a provisional itemised budget for approval in the normal budget preparation timetable used by the Authority. The Authority will either agree the budget or stipulate reasons for rejecting it and provide a revised budget. The Authority may revise the budget during the year.

### **12. Dissemination of the Results of Meetings**

- 12.1 A copy of the minutes of the Forum meetings will be sent to all schools and will be considered by the Children, Education and Libraries Advisory Panel and the Cabinet if necessary.

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