

LONDON BOROUGH OF ENFIELD

SCHOOLS FORUM

TERMS OF REFERENCE

1.0 Definitions

In these terms of reference the following expressions shall have the meanings assigned to them below:

‘The LEA’ shall mean the Local Authority of the London Borough of Enfield.

The ‘Regulations’ shall mean the Schools Forums (England) Regulations 2002.

2.0 Functions

2.1 In accordance with Regulations, the schools forum of the London Borough of Enfield shall:

- be consulted on the LEA’s school funding formula;
- be consulted on issues, specified in regulations, in connection with the Schools Budget; and
- be consulted on service contracts.

2.2 The LEA will also consult the forum on other matters connected with the Schools Budget or on matters connected with the LEA revenues and Council budgets or capital expenditure as it sees fit.

2.3 The forum will have no power to determine whether the LEA shall retain funding centrally for specific expenditure items (although the LEA can seek its advice on this).

3.0 Membership

3.1 The forum shall consist of the following members:

Schools members

- 4 primary sector headteachers
- 4 primary sector governors
- 4 secondary sector headteachers
- 4 secondary sector governors
- 1 special sector headteacher
- 1 special sector governor

Non-schools members

- 1 voluntary sector (representing RC, CE and Jewish schools)
- 1 Teachers Committee
- 1 Early Years Partnership
- 1 Member (Cabinet Member for Education and Skills)

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Total of 22 members with non-schools representatives forming 18% of the total membership.

4.0 Substitutes

4.1 A member who is unable to attend a meeting may arrange for a substitute to attend to represent the same body and to have voting powers. This is to be notified in writing in advance of the meeting to the Clerk to the schools forum (marked for the attention of the Member Governor Service, Education Group) and shall remain effective until it is withdrawn.

4.2 A school member may only nominate a substitute member who:

4.2.1 is a governor of the same sector of school of which the member in question is a governor.

4.2.2 is a headteacher of the same sector of school of which the member in question is a headteacher.

4.3 The member appointed by the Church of England or Roman Catholic Diocese or United Synagogue may only nominate a substitute member if these bodies (by which the member was nominated) consent to the proposed nomination.

4.4 The member appointed by the Teachers Committee may only nominate a substitute who is also a member of the Teachers Committee.

4.5 The member appointed by the Early Years Partnership may only nominate a substitute who is also a member of the Early Years Partnership.

4.6 The Cabinet Member for Education may nominate another Member as a substitute.

5.0 Tenure of Office

5.1 Each member shall be appointed to the Forum for a period of three years.

5.2 Any member may resign by giving written notice to the Clerk to the Forum.

5.3 A member's appointment shall end if the member concerned ceases to hold the office by virtue of which he or she became eligible for appointment to the Forum.

5.4 In light of the intended review of the Education Service's participative and consultative arrangements the LEA shall exercise its powers to review the composition and constitution of the Schools Forum. In so doing, the LEA will ensure that all relevant parties are consulted and that any change continues to comply with the regulations.

5.5 The appointment of an individual who fails to attend three consecutive meetings or arrange a substitute will become void. (This rule will not apply to the Member of the Learning Skills Council who has observer status on the Forum).

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6. The Chair and Vice-Chair

- 6.1 The Forum shall appoint from its membership a Chair and Vice-Chair.
- 6.2 In the event of an election the Chair and Vice-Chair will be appointed by a majority of the votes cast by individual members.
- 6.3 The Chair and Vice-Chair shall hold office for a period of one year. The election for these positions will take place at the first meeting and thereafter at the first meeting after the annual meeting of the Council.
- 6.4 In the event of a casual vacancy occurring in the office of the Chair or Vice-Chair the Forum shall at their next meeting elect one of their members to fill that vacancy and a member so elected will hold office until the first meeting after the annual meeting of the Council.
- 6.5 The Chair or Vice-Chair shall cease to hold office if s/he resigns her/his office by giving written notice to the Clerk, or if s/he ceases to qualify as a member of the Forum.

7.0 Meetings

- 7.1 The Forum shall meet at least twice each year.
- 7.2 Further meetings may be called with the agreement of the Chair or by decision of the Forum or to enable the Forum to carry out its tasks effectively.
- 7.3 Every member shall be given written notice and an agenda at least seven clear days before the date of the meeting.

8.0 Public Access

All documents and proceedings shall be open to the public unless the Forum resolves that there is good reason for documents or proceedings to be kept confidential.

9.0 Quorum

The quorum for the meeting shall be nine members representing 40% of the total membership.

10. Voting

Any question to be decided at a meeting of the Forum shall be determined by a majority of the votes of members present. In the case of an equality of votes the Chair shall have a second or casting vote.

11. Conduct and Declarations of Interest

- 11.1 In carrying out their functions, members of the Forum shall act in accordance with the seven principles of public life set out in the report of the Government Committee

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on Standards in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

11.2 Members of the Forum shall declare an interest in any proposal which directly affects a school at which they are a governor or headteacher or which their children attend or in which they have a pecuniary interest. Any member with such an interest shall declare it and withdraw from the discussion and take no part in the decision. Where it is clear that a decision in which a member has such an interest is likely to arise at a particular meeting, the member concerned may wish to invite a substitute to attend that meeting.

12. Expenses

Members of the Forum shall be entitled to claim reasonable expenses as outlined in the LEA's policy for the payment of such expenses.