



North Tyneside Council

Briefing note

To: Schools Forum **Author:** Christina Ponting, ENGIE

Date: 10th May 2017

Purpose of the Paper: Indicate if the paper is for:

Information	√
Consultation	√
Decision	√

Title of Briefing: Review of Schools Forum constitution including membership

Background:

Schools Forum agreed in 2014 for a sub-group to be established to review both the Constitution and membership. This sub-group included Di Donkin, Collette Bland, Peter Thorp and Adrian Smith - David Baldwin also made a contribution in his position as Chair of Schools Forum. This review and subsequent recommendations was tabled to Schools Forum in a report presented in December 2014. The main changes presented related to the composition of membership - the last review of the membership previously taking place in 2012 based on pupil numbers at that time. The changes proposed in 2014 reflected the increased proportion of pupils that had moved into an Academies school type and referenced guidance that the sub-group used (Education Funding Agency) regarding the allocation of school members places being "broadly proportionate" to the distribution of pupils based in Reception to Year 11.

The changes noted at that time included:

- an additional member being added to both the Primary/First and Academy school grouping - the sub-group feeling that this would better reflect proportionate representation and also increase resilience within the membership in terms of numbers of participants in meetings.
- the distribution within the Primary/First and Middle/Secondary phases – be updated to ensure that schools were represented across the borough and to support this each of the four localities were to have two representatives. The sub-group also noted that for the Whitley Bay locality, there would be:
 - one head each from a Primary School and a First School;
 - for the Middle/Secondary group, one Secondary Headteacher from each locality plus one head from a Middle School (meaning the Whitley Bay locality took the additional/fifth member place).

- Governor representatives could come from any locality.
- the election of each member was to be determined from each school group, although the Local Authority could assist in the practicalities as required.
- an increase in the number of non-school members - to include a specific place for a Trades Union representative and two representatives from the two Trusts in the borough.
- changes to the Constitution (Section 14) on Observers - it was noted that it would be no longer necessary to name specific participants, for example the Bursar Group, as being in attendance, as the meeting was open to all. Additionally, the report also noted that the Chair of the Schools Forum could invite observers to speak at the meeting and therefore a formal membership category for this group was not considered necessary.

It was further proposed that:

- the number and distribution of members be held constant for a period of three (3) years, unless the Schools Forum felt it necessary to amend in the intervening period, for example due to a material change in pupil distribution.
- where changes were agreed, it was proposed that the change to membership would take place incrementally (as vacancies arose) rather than having an overall re-election.

Schools Forum approved the changes and asked for them to be taken into North Tyneside Council for Cabinet approval. (This was subsequently granted and the revisions became adopted into the Constitution).

Further EFA guidance was issued in October 2015 and some minor amends and updates were noted within the Constitution, but not significant to alter its operation or to require a more formal review to be undertaken. Forum was made aware of these changes at that time.

Current Position

1. Constitution:

The EFA have published additional guidance for Schools Forums in October 2016, additionally there have been queries over the past 12-18 months regarding points of clarity/practice and some decisions on the operation of Schools Forum and these are not reflected in the current Constitution. Therefore Schools Forum in the January 2017 meeting asked for the Constitution to be reviewed against this guidance and also for the queries/clarity of operation to be reflected in a revised Constitution and for changes to be tabled to Schools Forum in May 2017 where updates could be considered by members.

A reviewed Constitution noting change, as well as an updated presentation including a table of contents and renumbering, are shown in the document attached at Appendix A.

2. Action Plan

Schools Forums have also nationally been recommended to have in place an Action Plan (EFA Guidance 2015) which notes progress against 21 key points used to demonstrate the effectiveness of Schools Forums. North Tyneside Schools Forum whilst addressing a number of the actions do not currently have in place a record noting progress against the recommendations. A draft action plan noting this progress against each of the actions is noted at Appendix B.

3. Members Handbook/Guidance

Schools Forum have requested further support being provided for new members and also clarity being easily available for existing and/or non-Schools Forum members. The current Members Handbook/Guidance was introduced and a copy is attached at Appendix C.

Recommendations

1. Schools Forum members to note the contents of this report.
2. Schools Forum:
 - a. agree the changes to the Constitution to be implemented from May 2017 (or an agreed date thereafter if subject to North Tyneside Council Cabinet approval), or
 - b. ask for Sub-Group of Schools Forum members to review the recommendations/ suggestions on behalf of Schools Forum and for an update to be presented back to Schools Forum in July 2017 (which will then be subject to Schools Forum agreement and/or also subject to North Tyneside Council Cabinet approval).
3. Schools Forum members to note and agree the action plan – including actions for 2017, as being an accurate assessment of how Forum are performing against the 21 EFA recommendations.
4. The Members Handbook/Guidance is reviewed, against the revised Constitution (once agreed) and a revised/updated version is made available to all members from September 2017.

Recommendation 2:

North Tyneside Schools Forum

Constitution North Tyneside

Date Effective: May 2017

The following document notes how the North Tyneside Schools Forum will operate and was agreed by the North Tyneside Schools Forum in May 2017. The document will be reviewed annually or as and when guidance/updates necessitate.

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Next Review Date: May 2018

Introduction

The 2002 Education Act amended the Fair Funding Legislation and the School Standards and Framework Act 1998 and therefore subsequently required each Local Authority (LA) in England to establish a Schools Forum.

The function of a Schools Forum is to provide advice to the LA on matters relating to the schools budget. The Schools Forum in North Tyneside also acts as a consultative body between the LA and schools within the Borough on other aspects of resources, policy and service development.

Although made up mainly of representatives of head teachers and governing bodies, it also has non-school members representing relevant organisations. Non-school members may number no more than one third of the Schools Forum membership (excluding observers).

The North Tyneside Schools Forum was established in 2003 in accordance with the Regulations noted above and has in place a Constitution which takes into account original guidance alongside updates and recent changes to Regulations and/or good practice guidance as issued since this date.

1. Establishment of a Schools Forum

1.1 North Tyneside Council has an established Schools Forum and maintains this in accordance with the requirements of the Schools Forums (England) Regulations originally published in 2012.

1.2 Any previous Schools Forum Constitutions are replaced and amended by this Constitution.

1.3 Any dispute in respect of interpretation of this Constitution shall be determined by primary legislation, the Schools Forum Regulations and the Education Funding Agency (EFA) Schools Forums: operational and good practice guide. These Regulations shall take precedence over any previous Constitution.

2. Function

2.1 The Forum is a statutory body that brings together key partners in the provision of Education at a local level. The table below summarises the respective roles and responsibilities:

Function	Local Authority	Forum	DfE
Formula change	Proposed & decides	Must be consulted	Check for compliance with the regulations
Contracts	Proposes	Gives a view	None
Financial issues relating to pupils with SEN, use of PRU's, EY provision and allocation of central government grants ¹	Consults annually	Gives a view	None
Central spend and De-delegation for mainstream schools	Proposes	Decides (by phase where appropriate)	Adjudicates

¹ SEN – Statement of Education Need. PRU – Pupil Referral Unit. EY – Early Years

Scheme of financial management	Proposes	Approves	Adjudicates
Minimum Funding Guarantee	Proposes any exclusions	Gives a view	Approval
Membership length of office	Decides	Gives a view	None
Voting Procedures	None	Determines	None
Chair	Facilitates	Elects	None
Services previously funded by the Education Services Grant general duties rate to maintained schools	Proposes	Decides (relevant maintained school group members)	Adjudicates

In addition to the duties detailed above the North Tyneside Schools Forum shall also act as an informal consultative body for the relevant authority with respect to:

- a) Capital allocations and consultations regarding Asset Management;
- b) Key strategic plans.

3. Membership

3.1 There is no minimum or maximum size for the Schools Forum although it should be broadly proportionate to school phase or type. At least two thirds will be schools' representatives, including head teachers or head teachers' representatives and governors. The table noted in Section 3 note the current composition of the North Tyneside Schools Forum.

3.2 The Schools Forum shall have non-school members, which may number no more than one third (1/3rd) of the Forum's total composition.

3.3 The Schools Forum must be composed of representatives from Primary (including First and Nursery) and Secondary (including Middle) schools, Special schools and Academies. Where North Tyneside Council maintains one or more Special schools, the Schools Forum shall have at least one member from this sector: –

- a) First/Primary Schools, ensuring that at least one Schools' Forum member shall be a representative of a Nursery school
- b) Secondary schools including Middle and High Schools - deemed Secondary Schools
- c) Special Schools
- d) Maintained Nursery schools (if not included in a) above)
- e) Academies (not split by phase)
- f) Pupil Referral Unit (PRU)

3.4 The LA will:

- a) Appoint one or more persons to represent the different groups if required, for example in the event of a tied election there will be a requirement for Schools Forum members to vote, where a vote cannot be carried the status quo will be maintained; and
- b) Identify bodies appropriate for representation on the School Forum ("non-school members"), seek nominations from and appoint representatives of, those bodies to Schools Forum.

3.5 The appointment of Head teacher members shall be determined by the Head teachers of all the schools of each category of schools listed in 3.3. Within the allocation of Head teachers for each phase, the selection process should ensure:

- a) A Head teacher from each locality is selected; in each of the First/Primary/Nursery and Secondary/Middle/High phases;
- b) At least 1 Head teacher is selected from a Primary school and a First school; and
- c) At least 1 Head teacher is selected from a Middle school and a First school.

3.6 The appointment of Governor members shall be determined by an elective process, administered on behalf of Schools Forum by a named individual and/or the Clerk of the Forum in accordance with the membership requirements set out below.

3.7 Within one month of the appointment of any member nominated in accordance with the above, the LA shall inform schools maintained by them of the name of the member and of the relevant body in respect of that which they represent.

3.8 Membership of Schools Forum will be notified annually to each Head teacher and Chair of Governors for all maintained schools within North Tyneside at the beginning of each Academic year.

3.9 The membership structure of school members on the Forum will be “broadly proportionate” to the number of schools within the borough from within a particular category, to ensure that there is no in-built bias toward any one group.

3.10 In appointing non-school members the Authority will seek nominations from relevant bodies. It is recommended in the Schools Forums Operational and Good Practice Guide that such nominations should be considered from:

- a) 16-19 providers
- b) Early Years Private, Voluntary and Independent providers
- c) The Church of England Diocese covering the LA area
- d) Roman Catholic Diocese covering the LA area
- e) The two Trusts operating within the Borough
- f) Trades Union.

3.10 The composition of the School Forum shall be as follows:

Member	Headteacher	Governor	Other	Total
First/Primary	8	2	0	10
Secondary/Middle/High	5	2	0	7
Academies	0	0	2	2
Special	1	0	0	1
Nursery	1	0	0	1
Pupil Referral Unit	1	0	0	1
Total school members	16	4	2	22
16-19 Providers	0	0	1	1
Early Years (EY) Private Voluntary and Independent (PVI) providers	0	0	1	1
Church of England Diocese (CofE)	0	0	1	1
Roman Catholic Diocese (RC)	0	0	1	1
Trust Representatives (Trust)	0	0	2	2
Trades Union (TU)	0	0	1	1
Total non-school members	0	0	7	7
Total membership	16	4	9	29

Members shall be elected based on the above criteria as soon as it becomes practical, taking into account existing terms of office.

3.11 Alternate and Substitute Members

Any member of the Forum may nominate an alternative/substitute individual from their sub-group to attend meetings in their absence. This individual shall be entitled to attend and vote in place of the member.

4 Restrictions on Membership

.4.1 Individuals are excluded from being a Schools Forum member if they:

- holds an executive role in the LA as a lead member or portfolio holder by virtue of being a school governor or a non-schools member
- are employed by the LA within Education & Children Services and who undertake a strategic role in resource management or provide support directly to schools.

5. Length of Office of Members

5. 1 The term of Office for members of the Schools Forum shall be three (3) years. Where a member resigns and another from within the same locality/sector steps forward as a replacement the original term of office will continue to run.

Where a member resigns and an election takes place a new term of office for the full three years will commence at appointment.

6. Rules of Conduct

6.1 Members of the School Forum should act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

6.2 Interests whether personal or prejudicial should be declared in the Declaration of Interest, which shall be circulated to the members of the Forum by the Clerk at the beginning of each new Schools Academic Year.

6.3 Any member who is unable to attend a meeting for whatever reason must notify the Clerk at the earliest available opportunity (but ideally before the meeting is due to commence) and inform the Clerk of any substitute who will attend (and carry their voting rights) in their absence.

7. Meetings

7.1 The Forum must meet at least four times a year or as is otherwise necessary in order to ensure the smooth running of the Forum business. With North Tyneside the Schools Forum has agreed to meet 8 times per year, but is able to review this without further consultation to reduce this number or add in additional meetings should the needs of the Schools Forum require. (Please refer to section 12 for additional information).

Dates for the meetings of Schools Forum are published in September of each Academic Year for the following 12 months, issued to all members, notified to all Head teachers and Chair of Governors and published on the North Tyneside Schools Forum website.

8. Proceedings

8.1 The Regulations stipulate that a meeting is only quorate if 40% of the total membership is present, excluding any observers. Members who are substitutes as they carry voting rights will count towards the 40% attendance criterion.

8.2 In the event of a meeting not being quorate, the meeting may still proceed, but the LA reserves the right to choose not to take account of any recommendations arising from that meeting.

9. Election of a Chair and Vice-Chair

9.1 The Forum shall elect the Chair and Vice-Chair annually at the first meeting of the autumn term. Nominations shall be sought prior to the first meeting of the academic year and approved by a simple majority of votes cast by individual members during that first meeting. During this procedure nominees shall be required to leave the meeting room until a decision is reached.

9.2 The Chair and Vice-Chair shall serve office for 12 months and hold the role until the first meeting of the autumn term in the following year.

9.3 To be able to hold the role of Chair and Vice-Chair the individual must be a current serving member of the Forum. Where a Chair or Vice Chair is no longer a Forum member a re-election for the role will need to take place at the immediately following Schools Forum meeting.

9.4 In the case of a resignation of the Chair or Vice Chair, election of a replacement will be for the remaining period up to the end of the current Academic year and may therefore be for a period of less than 12 months.

9.5 The Chair (or Vice Chair in his/her absence) is responsible for chairing and managing meetings of the Forum with advice and support from the representatives present whose roles it has been agreed are to support Forum..

9.6 If both the Chair and Vice-Chair are absent from the meeting, the members present at that particular meeting will elect an Acting Chair – this role may be undertaken by one of the representatives present who support Forum. Should a representative not be present/ able to undertake this role or another Forum member does not step forward/agree to Chair the meeting the meeting will be postponed until appropriate arrangements can be made for a Chair/Vice Chair to be in place.

10. Voting Procedures

10.1 Where the Forum is voting on matters before them decisions will be determined by a simple majority of members present. Voting is limited to the roles that each member is there to undertake and Annex A notes which members can vote on which elements. However, in general terms, voting on:

- a) funding formula is limited to school members, academy members and PVI representatives

- b) de-delegation is limited to specific the specific phase: e.g.
- Primary (including First and Nursery) and
 - Secondary (including Middle and High)

As noted in Annex A, members who can vote on these elements include locality based representatives (Head teacher) and none locality based representatives (other Head teachers², Governors and Academy representatives.)

10.2 For clarity, again as referenced in Annex A, non-school members (e.g. 16-19 Providers, EY & PVI, Church (both CofE and RC) Trust and TU) are allowed to vote on all other matters.

10.3 For clarity the following principles apply to voting:

- a member cannot carry votes for other members who are not able to attend the meeting.
- all member votes hold an equal value.
- where a proposal is made by Schools Forum and a result is not carried:
 - a further vote(s) may be undertaken within the same meeting.
 - a further vote may be undertaken at a future meeting.
- where a vote cannot be agreed the status quo will be maintained/remain in place.

Details of the voting roles of each member are attached at Annex A.

11. Regulations

11.1 Regulations provide that proceedings of the Forum are not invalidated by defects in:

- a) Election or appointment of any member
- b) Appointment of the Chair
- c) Any vacancy among the members

12. Urgent Business

12.1 Unscheduled urgent meetings may be called where the business of the Forum is urgent. The Clerk shall arrange such meetings, with appropriate consultation from each of the members.

12.2 The Chair is legally not entitled to take a decision on behalf of the forum, no matter how urgent the business.

13. Roles and Responsibility of Advisors to and the Clerk to the Schools Forum

13.1 There shall be a process in place where the LA supports the administration of the smooth running of the Schools Forum. There are a number of roles/colleagues in attendance by agreement of the Schools Forum who support the role of Forum. One of these nominated roles undertakes secretarial

² Nursery, PRU, Special

duties whilst others will provide other general/specialist support with and oversee the smooth running of the Forum.

13.2 The cost of the clerking/administration services provided to Schools Forum shall be set-aside from within the Schools Forum budget.

13.3 The advisors to and clerk to the Schools Forum work with Forum to ensure that Forum's work is well organised and arrange administrative/clerical support to the meetings of Forum.

13.4 The secretarial support of the Forum will ensure that meetings are arranged (once dates have been agreed with Forum), ensure that members are notified of meetings, receive a full agenda and ensure that supporting papers are made available to members at least 7 calendar days prior to a meeting by electronic distribution and/or publishing on the North Tyneside Schools Forum website.

13.5 The administration/secretarial support shall be responsible for recording the proceedings at meetings, ensuring that an accurate record is kept in a form that is easily accessible. The administration/secretarial support will publish draft minutes via email and ensure they are made available on the North Tyneside Schools Forum website within three weeks of a meeting.

13.6 The Advisors who attend Forum will collectively ensure that appropriate advice and guidance is provided to the Forum and/or individual members and assists the Chair/Vice-Chair with the management of meetings of the Forum.

13.7 The Advisors who attend Forum and/or the administration/secretarial support will also be responsible for ensuring that:

- governing bodies and schools are informed of the outcome of the work of the Forum,
- advising members of actions noted prior to draft minutes being finalised,
- posting of the approved minutes on the website.

13.8 The administration/secretarial support will be responsible for the following:

- a) arranging the venue of the meeting;
- b) ensuring the papers are dispatched to members of the Forum at least 7 calendar days prior to the meeting;
- c) provide the route by which members can access further information and co-ordinate communication to Schools Forum members outside of the formal meeting cycle;
- d) ensure that queries about the business of the Schools Forum from others who are not members of the Forum are directed to the appropriate Forum Advisor for response;
- e) be responsible for ensuring that contact details of all members are kept up to date;
- f) maintain the list of members on the Forum and work alongside a Forum Advisor who will offer advice and guidance on membership issues in general;
- g) support the keeping of the Schools Forum website up to date by posting the latest minutes and papers;
- h) ensure that an accurate record of the meeting has been taken, including recording the outcome of any votes, decisions and key points.

14. Observers

14.1 As the meetings have open access, any person may attend the meeting as a member of the public but cannot participate in the meeting in any way.

14.2 If a person wishes to attend and speak at a Schools Forum meeting, they must notify the clerk of the Forum at least 3 working days before the meeting. The administration/secretarial support will notify the Chair of the Forum of the request. Failure to follow the above procedure prevents any observer from attending the meeting. The Chair's decision on whether to allow this participation will be final, but will not be unreasonably withheld.

14.3 The Forum may also ask other people to attend and speak at the Schools Forum meetings.

15. Communication

15.1 The Forum will ensure that all its agenda, minutes and papers are publicly available through the North Tyneside Schools Forum website.

15.2 Where Schools Forum establish a sub group the members of the specific sub-group have responsibility for ensuring that notes of discussions are made and feedback is provided back into Schools Forum or the work and/or recommendations that the sub-group(s) have/are undertaking on behalf of Schools Forum.

15.3 Schools Forum may also consider contacting (commonly via email) all schools and other stakeholder groups after each Schools Forum meeting informing them of the discussions and decisions with a link to the full papers and minutes on the internet. This is a separate action to the one noted in Section 7 confirming that Head teachers and Chairs of Governors will be provided with updates. This action will be for the Chair of Forum and/or Advisors to indicate which items are to be advised to a wider distribution, the distribution/stakeholder group, the timeframe that the action is to take place within and the rationale for this decision.

16. Expenses

16.1 All claims for reasonable expenses from Schools Forum members in connection with the attendance at meetings shall be considered by the Chair of the Forum and if agreed met by the Schools Forum budget.

17. Induction and Training

17.1 Any new member who joins the Forum shall be given appropriate induction support.

17.2 This will include being shown where to and how to access the following, via the North Tyneside Schools Forum website (paper copies will be provided on request):

- a) the Schools Forum Constitution
- b) a list of members and their terms of office
- c) details of the Administration/Secretarial support and other Advisors to the Schools Forum
- d) copies of minutes of previous meetings
- e) the programme for school forum meetings for that year
- f) EFA Schools Forums: operational and good practice guide (

Additionally they will also be provided confidentially with a list of all members email/contact addresses and/or contact numbers as appropriate.

17.3 Any training that may be required in order to fully meet the business of the Forum shall be provided by the LA in the first instance with further consideration being given to support from other professional bodies. The costs of training shall be borne in the Schools Forum budget.

18. Indemnity

18.1 North Tyneside Council will indemnify members of the Forum against any reasonable legal costs and expenses reasonably incurred by them in connection with any decision or action taken by them in good faith in pursuance of their functions as members of the Forum.

19. Removal and Resignation

19.1 As well as the term of office coming to an end any member may resign from the Forum at any time provided notice in writing is given to the administration/secretarial support contact in writing/email.

19.2 Where a member fails to attend 2 (two) consecutive meetings of the Forum without submitting a deputy or a reason that is acceptable to the Forum, their non-attendance will be drawn to the attention of the Forum by the administration/secretarial support and a decision must be taken by the Forum as to whether to accept their non-attendance or whether to invoke removal procedures, which may include non-attendance.

19.3 The Chair and/or Vice-Chair or any member of the Forum may be removed from office. Where such a course of action is to be pursued advice will be provided from the LA and/or Legal Services to the Chair of the Schools Forum. In turn they will be provided with support from the administration/secretarial support and/or other Schools Forum advisors.

Annex A - Voting Procedures

Please refer to Section 10 for further information.

Function	Local Authority	Forum	DfE	Notes
Formula change	Proposed and decides	Must be consulted	Check for compliance with the Regulations	
Contracts	Proposes	Gives a view	None	
Financial issues relating to pupils with SEN, use of PRU's, EY provision and allocation of central government grants ³	Consults annually	Gives a view	None	
Central spend and De-delegation for mainstream schools	Proposes	Decides (by phase where appropriate)	Adjudicates	1
Scheme of financial management	Proposes	Approves	Adjudicates	
Minimum Funding Guarantee (MFG)	Proposes any exclusions	Gives a view	Approval	
Membership length of office	Decides	Gives a view	None	
Voting Procedures	None	Determines	None	
Chair	Facilitates	Elects	None	
Services previously funded by the Education Services Grant general duties rate to maintained schools	Proposes	Decides (relevant maintained school group members)	Adjudicates	2

Individual Member Voting Roles in relation to point 1 and 2 above are noted overleaf.

³ SEN – Statement of Education Need. PRU – Pupil Referral Unit. EY – Early Years

North Tyneside Schools Forum Member Roles & Voting – as at May 2017

Red de- delegation Primary 1	Purple de- delegation Secondary 2	Blue scheme for financing schools 3	Green consultati on on funding formula 4	Orange all other matters 5		<i>Phase</i>	<i>Role</i>	<i>Name</i>	<i>Location</i>	<i>Term Expires</i>
Voting										
						School Members				
						North West				
x		x	x	x		Primary	Head	Stephen Baines	Holystone primary School	Jan-19
x		x	x	x		Primary	Head	Jill Forster	Benton Dene Primary School	May-18
	x	x	x	x		Secondary	Head	Paul Quinn	Longbenton Community College	Sep-18
						North East				
x		x	x	x		First	Head	Colleen Ward	Coquet Park First School	Oct-19
x		x	x	x		First	Head	Sharron Colpitts- Elliott	Rockcliffe First School	Oct-18
	x	x	x	x		High	Head	Steve Wilson	Whitley Bay High School	Jul-18
	x	x	x	x		Middle	Head	John Newport	Marden Bridge Middle School	May-19
						South West				
x		x	x	x		Primary	Head	Andrew James	St Aidan's RC Primary School	May-18
x		x	x	x		Primary	Head	Angi Gibson	Hadrian Park Primary	Sep-18
	x	x	x	x		Secondary	Head	David Baldwin	Churchill Community College	Oct-19
						South East				
x		x	x	x		Primary	Head	Gavin Storey	Cullercoats Primary	Jul-17

x		x	x	x	Primary	Head	Jim Crinson	School Collingwood Primary School	May-18
	x	x	x	x	Secondary	Head	Jim Stephenson	John Spence Community College	Oct-19
Other School Members Non Locality Based									
x		x	x	x	Primary/First	Governor	Alan Brown	Hadrian Park Primary	Jan-20
x		x	x	x	Primary/ First	Governor	Peter Thorp	Redesdale Primary School	Nov-19
	x	x	x	x	Secondary/Middle	Governor	David Bavaird	Norham High School	Oct-19
	x	x	x	x	Secondary/Middle	Governor	David Grigg	John Spence Community High School	Nov-19
		x	x	x	Nursery	Head	John Croft	Sir James Knott Nursery	Jan-19
		x	x	x	PRU	Head	Karen Croskery	Moorbridge School	Feb-19
		x	x	x	Special Academy	Head	Peter Gannon	Silverdale School	Feb-19
		x	x	x	Academy	Other	David Watson	St Thomas More RC Academy	Feb-19
		x	x	x	Academy	Other	Phillip Sanderson	Kings Priory School	May-18
Non Schools Members Non Locality Based									
			x	x	16-19 Providers	Other	Ann-Marie Crozier	North Tyneside College	Oct-18
			x	x	EY PVI C of E Diocese	Other	vacant Eileen Bell	vacant Bursar - Church of England Diocese	May-17
				x	RC Diocese	Other	Collette Bland	North East St Mary's RC Primary (North Shields)	Oct-19
				x	Trust	Other	Kehri Ellis	North Tyneside Learning Trust	Feb-19
				x	Trust	Other	Paul Durgan	Woodard Academies Trust	May-18
				x					May-18

x

Trade Union	Other	Claire McCleod	NASUWT	May-18
LA Officers - Not Members of Forum - Advisors/Support				
LA	Head of Service (on behalf of the DCS)	Mark Longstaff		NTC
LA	Head of Service (Section 151)	Janice Gillespie		NTC
Administration Support	PA to Head of Service	Lesley Mitchell		NTC
Schools Finance	ENGIE	Elaine Appleby		ENGIE/NTC PARTNERSHIP
Schools HR	ENGIE	Christina Ponting		ENGIE/NTC PARTNERSHIP
Finance Support	ENGIE	Joanne Soutar		ENGIE/NTC PARTNERSHIP

Recommendation 3:

Schools Forum Self-assessment Toolkit

This toolkit is provided by the Education Funding Agency (EFA) and provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their schools forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Noted below is the North Tyneside Schools Forum Self Assessment
As at May 2017 (next review date May 2018)

Question		Notes
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?		A meeting timetable is agreed in September each year for the following Academic Year and the dates are confirmed to members, published on the dedicated website. Additionally all dates are communicated electronically to all non-member Head teachers, Chair of Governors and other stakeholder groups so that awareness of the dates is known in advance of the meetings.
2. Are meetings timed to coincide with key dates? (e.g. reporting of funding formula)		8 meetings take place per year and are timetabled to fit in with the annual/forward plan and the cycle of decisions/considerations that need to be undertaken.
3. Are meetings held in an accessible venue to enable observers to attend easily?		<p>They are held at a central location which is a public building and fully accessible for all. The dates and times of the meeting are published in advance via the website, updated to other stakeholders and the meetings are open to the public. Individuals when they become a Forum member are provided with an induction plus any additional support they need regarding access to both the building/papers/etc – this is discussed/ factored at induction and agreed support is provided thereafter/as the need arises.</p> <p>Members of the public/non Forum members are asked to confirm when they wish to attend and to highlight if they have any access needs that will need to be supported.</p>
4. Is there a dedicated website link for schools forum; is it current and regularly updated?		The website there is a dedicated page within the North Tyneside Council site that is accessible externally. The website is updated both before and after each meeting regarding documents to be/which have been discussed. In addition the most up to date/recent reference documents are also maintained on the website and updated as and when required. The website is also used by all Schools Forum members to access papers/reports, etc.

Question		Notes
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?		The papers are published a week (7 calendar days) before the meeting on the website and notified to members.
6. Are the papers published as a single document, so that users can download easily?		<p>The papers are published on a dedicated page within the website for each meeting; this ensures that all papers relating to that meeting are grouped together and can either be printed or easily access via a tablet or PC during the meeting. Members have been asked their views on this and prefer papers being provided/grouped in this way (and not within one dedicated document) as it also allows them referencing papers more easily during the meeting electronically and also if they wish to refer back to previous meetings and papers.</p> <p>Filing of the documents in this way does also help with induction for new members as it allows previous meeting minutes, agenda's and notes to be easily accessed and references and support new members in better understanding the role of Forum and their role and responsibilities within it.</p>
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?		Please see the comment re point 5 above, papers are published in advance of the meeting – it is therefore the exception that papers are presented at the meeting, but where this occurs the papers are then added to the website page linked to the specific meeting.
8. Are draft minutes published a reasonable time (e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?		Due to the frequency of the meetings (being more regular) than required a briefing note is also sometimes published in the event that minutes may be delayed. However, the minutes are always made available a minimum of a week before the meeting and published on the website. Members are also alerted by email when both minutes and papers are published and the link to the appropriate website page is included in the email. Papers copies are also made available for members at the meeting.
9. Are the minutes clear and unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?		A note of the discussion and action points is noted.
10. Is the constitution clear and appropriate? Including e.g. <ul style="list-style-type: none"> - a clear process for ensuring 		All of this is included in the Constitution and in addition there is a guidance note/member's handbook which further explains how Forum works in practice.

Question		Notes
<p>proportional representation</p> <ul style="list-style-type: none"> - the process for electing members and their tenure - the timescale for review is clearly set out - the process for dealing with repetitive non attendees 		<p>Members are also reminded when a vacancy arises and as part of an annual reminder of how the membership is determined, how elections operate, terms of office and non attendance.</p> <p>The Constitution is reviewed annually (or as updates require). The last review took place in May 2017.</p>
<p>11. Is there an induction pack or training programme available for new members?</p>		<p>There is an induction programme and member's handbook which is updated at periodic/regular intervals to ensure that after induction the handbook remains a useful reference tool for new and existing members.</p>
<p>12. Is the election process clear and transparent? i.e. representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.</p>		<p>There is a clear process for the election of members which is also referenced in the Constitution. Further detail on the actual practice is noted in the member's handbook.</p>
<p>13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?</p>		<p>All papers presented have a summary at the end of the paper noting what Schools Forum are being asked to do, but it is not clear if the paper is being presented for information, consultation or a decision initially. This additional clarity will be added as a standard requirement for all papers from September 2017.</p>
<p>14. Is it clear to observers who attendees at the forum are representing? (e.g. by use of name plates, indicating sector)</p>		<p>All members have name plates which indicate their name and role, additionally a colour coding indicating what phase/sector they represent is also noted. This not only supports observers but also provides clarity to members and confirms what they are able to vote on where a vote is necessary.</p>
<p>15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?</p>		<p>A Chair is appointed on an annual basis, agreed by the members. The Chair is clear on their role and responsibilities and ensures that the meetings provide opportunity for all members to equally share views and opinions.</p>
<p>16. Is there inclusive participation in discussions for all phases and types of</p>		<p>Please see comments above – point 15. Additionally sub groups are formed where the need arises and each of the groups formed</p>

Question		Notes
members?		have the opportunity for members to participate and actively contribute.
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide feed back after meetings?		The Forum membership is set up to support members being able to canvass/discuss the matters in hand with the colleagues they are representing. Networking, awareness and knowledge share opportunities are also supported/ facilitated via the Local Authority for non-school colleagues. A network group/forum for Governor representatives has been identified as an action for further development.
18. Where votes are required, is it clear who is eligible to vote for different items?		Please see comments above – point 14.
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?		Members are clear on voting arrangements and the name cards also support this, both induction and the member's handbook also support the clarity of understanding. Additionally before a vote is taken members are reminded of what is being voted for and who is eligible to vote.
20. Is there a system in place for a decision if votes are tied?		<p>If there is a tied vote members are asked if they wish to reconsider their vote or to receive further information to allow them to reflect on their original vote. Dependent upon the views of the member's further information may be presented within the meeting or may be deferred for receipt of additional information to a further meeting. A subsequent vote will then take place (either within the original meeting if further information has been provided to allow this to happen) or at a following meeting.</p> <p>If a vote remains tied the status quo is maintained, this is also referenced in the Constitution. If members did not wish for the status quo to be maintained a further vote/votes could continue until a majority vote was arrived at.</p>
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?		<p>This document is hosted in the Forum website and also used to inform the member's induction and handbook. Additionally, all members receive a copy of the documents noted below as they are appointed onto Forum. All Forum members are also reminded and provided with an electronic link via email updates as documents are revised, any changes would be highlighted to members for their information/views.</p> <p style="text-align: center;">New Forum Members are supported to</p>

Question		Notes
		<p>access a 'pack' of information from the dedicated website (and as required would receive a paper 'pack' if needed). The induction 'pack' includes dates of meetings, current membership/ representation, Constitution, member's handbook, quick reference guide, EFA operational and good practice guide. (*)</p> <p>(*These documents are all listed on the dedicated website alongside an introduction to Forum and how it operates including where to seek more information, how to attend meetings, how to express an interest in being a Forum member. The website is also a public website and all published papers are on the website – currently dating back to 2014).</p>

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Recommendation 4:

Schools Forum Guidance/Member Reference

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North Tyneside/ENGIE Partnership
 HR (Schools) Quadrant, The Silverlink North,
 North Tyneside, NE27 0BY

Briefing Note

Schools Forum Guidance/Member Reference

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Schools Forum Powers and Responsibilities

The table below summaries the key roles for the Local Authority (LA), Forum Members and the Department for Education.

<i>Function</i>	<i>LA</i>	<i>Forum</i>	<i>Department for Education</i>
<i>Formula Change</i>	Proposed & decides	Must be consulted	None
<i>Contracts</i> (where the LA is entering into a contract to be funded from the schools budget)	Proposes at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
<i>Financial issues relating to pupils with SEN, use of PRU's, EY provision & allocation of central government grants</i>	Consults Annually	Gives a view and informs the governing bodies of all consultations	None
<i>Central spend & de-delegation for mainstream schools</i>	Proposes	Decides (by phase where appropriate)	Adjudicates
<i>Scheme of financial management</i>	Proposes	Approves	Adjudicates
<i>Minimum Funding Guarantee</i>	Proposes any exclusions	Gives a view	Approval
<i>Membership length of office</i>	Decides	Gives a view	None
<i>Voting Procedures</i>	None	Determines	None
<i>Chair</i>	Facilitates	Elects	None

Schools Forum Membership – as at May 2016

The current membership of the Schools Forum is published on the North Tyneside Schools Forum website [click here](#)

Schools Forum Structure

The membership structure of the Schools Forum reflects the profile of the schools across the authority and is roughly proportionate to the number of pupils in each sector.

At least two thirds of the Forum are school representatives which include Head teachers or Head teachers' representatives and governors.

A term of Office for each member is 3 years.

The Clerk

The clerk is appointed by the LA to oversee the smooth running of the Forum. The cost of the clerking service shall be set-aside in the Schools Forum budget.

The clerk is responsible for the following;

- Arranging meetings of the Forum, ensuring members are notified of meetings and receive a full agenda and supporting papers at least 7 days prior to a meeting.
- Recording the proceedings at meetings of the Forum, ensuring that records are kept in a form that is easily accessible for others on request. Within three weeks of a meeting, the clerk will publish draft minutes via email/the website.
- Provide advice to the Forum and/or individual members and assisting the Chair/Vice Chair with the management of meetings.
- Ensure that governing bodies and schools are informed of the outcome of the work of the Forum and consultation of the LA through the publication of a summary of the draft minutes in the appropriate bulletins along with the posting of the approved minutes on the website.

Appointments

The LA will identify the appropriate bodies for representation on the Forum, seek nomination and appoint representatives of these bodies.

The decision to appoint one or more persons to represent the different groups if required can be decided by the LA. This could be in the event of a tied election.

If you are aware of someone who would like to become a representative within Schools Forum, please contact schools.forum@northtyneside.gov.uk

Headteacher Appointments

The appointment of Head teacher members shall be determined by the Head teachers of all the schools of each locality/category.

Governor Appointments

The appointment of Governor Members is determined by an elective process, administered by the Clerk of the Forum in accordance with the membership requirements. Where Governor members are appointed their role is to represent Governing Body members as a whole and is not linked to their locality or their sector/school category.

Other Appointments

Academy representatives must be elected by the proprietor bodies of the academies within the LA. Similarly other representatives must be elected by their sector within the LA.

Election of a Chair and Vice Chair

The Forum elects the Chair and Vice-Chair annually at the first meeting of the autumn term. Nominations will be sought prior to the first meeting of the academic year and approved by a simple majority of votes cast by individual members during that first meeting. During this procedure, nominees will be required to leave the meeting room until the decision has been reached.

The Chair and Vice-Chair serve office for 12 months. The Chair is not legally entitled to make decisions on behalf of the forum.

Induction of New Members

New members who join the Forum will be given training and the following documents;

- The Schools Forum Constitution
- A list of members and contact details and their terms of office
- Details of the Clerk /LA Support Officers
- Copies of minutes of previous meetings [click here](#)
- Programme of School Forum Meetings
- Operational and Good Practice Guide – Education Funding Agency [click here](#)
- North Tyneside Schools Forum Website [click here](#)

Responsibilities of Representatives

Schools Forum members have a responsibility to represent the interests of their peer group rather than the interests of their own individual school.

Schools staff and governors should make sure that the representatives they choose are competent to act as their advocates. They should also ensure that they are aware of Schools Forum business and make their views known about decisions affecting schools' finance.

The LA will issue Forum papers in advance of each meeting. LA officers will also attend meetings to provide further information and advice to any recommendations made.

Communication

Forum agendas, minutes and papers are publically available [click here](#).

Representatives have responsibility for ensuring that feedback is given to their subgroups and the chance for their subgroups to give feedback on Forum matters. Communication to the wider educational community of the discussions and debates of the decisions made by Schools Forum is essential.

This can be done through locality meetings and/or regular agenda meetings:

- Primary Learning Partnership (PLP)
- Secondary Heads
- Education Improvement Partnership (EIP)
- Private Voluntary & Independent Sector (PVI)
- Special Heads & Officers Group (SHOG)
- First & Primary Heads
- Diocese Forums
- Governor Briefing
- Head Teacher Briefings

Working Groups

The Forum may set up working groups with members to discuss and consult on specific issues. This will depend on whether the Forum feels that a working group would be necessary in order to help in making decisions.

Codes of Conduct for Forum Members

1. Members of the Schools Forum should act in accordance with the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
2. Interests whether personal or prejudicial should be declared in the Declaration of Interest, which shall be circulated to the members of the Forum by the clerk.
3. Any member who is unable to attend a meeting for whatever reason must notify the clerk at the earliest available opportunity. If possible, a representative of that member's locality or network would be required to attend in their absence. If members do not attend two or more consecutive meetings they will be contacted regarding the continuation of their role. It will be a decision for Forum (as noted below) to determine which next steps they wish to take.

Attendance

Regular attendance to Forum meetings is required. As mentioned above any absence should be communicated at the earliest available opportunity.

In the absence of a Forum member, a representative within that Forum member's locality or network should attend.

Where a member fails to attend two consecutive meetings of the Forum without submitting a reason that is acceptable to the Forum, their non-attendance will be drawn to the attention of the Forum Clerk and a decision will be taken by the Forum as to whether to accept their non-attendance or whether to invoke removal procedures.

Removal and Resignation

Any member may resign from the Forum at any time provided notice in writing is given to the Clerk.

As stated above, members failing to attend two consecutive meetings of the Forum may be removed if their non-attendance is not accepted.

The Chair and/or Vice-Chair or any member of the Forum may be removed from office. It is advised that if such a course of action is to be pursued advice should be sought by the Clerk from the LA and/or Legal Services.

Voting Procedures

Where the Forum is voting on matters before them decisions will be determined by a simple majority of members present.

<i>Schools Members</i>	<i>Academies Members</i>	<i>Non-school Members</i>
<ul style="list-style-type: none"> • Only primary representatives can vote on primary school de-delegation 	<ul style="list-style-type: none"> • No voting on de-delegation or the scheme for financing schools 	<ul style="list-style-type: none"> • No voting on de-delegation or the scheme for financing schools
<ul style="list-style-type: none"> • Only secondary representatives can vote on secondary school de-delegation 	<ul style="list-style-type: none"> • All academies members can vote on any other school Forum business, including the consultation on the funding formula 	<ul style="list-style-type: none"> • Only PVI representatives can vote on the consultation on the funding formula
<ul style="list-style-type: none"> • All school members can vote on 		<ul style="list-style-type: none"> • All non-school members can vote

the scheme for financing schools		on any other schools Forum business
<ul style="list-style-type: none"> All school members can vote on any other schools Forum business, including the consultation on the funding formula 		

Observers

All Forum meetings are open to the public. Observers do not have an automatic right to speak at meetings, but the chair may allow contributions where appropriate.

If a person wishes to attend and speak at a Schools Forum meeting, they must notify the clerk at least 3 days before the meeting. The Clerk will notify the Chair of the request. The Chair's decision on whether to allow this participation will be final, but will not be unreasonably withheld.

Other Attendees

The below can be permitted to contribute to a Forum meeting:

- An observer appointed by the Secretary of State
- The Chief Financial Officer
- The Director of Children's Services
- Officers providing financial and technical advice to the Forum
- The Executive Member for Children's Services
- Presenters (restricted to the paper they are presenting)
- The Executive Member with responsibilities for resources

Useful Documents

- [Education Funding Agency](#)
- [Schools Forum Operational & Good Practice Guide](#)
- [Schools Forum Structure](#)
- [Schools Forum Power & Responsibilities](#)
- [Schools Revenue Funding Operational Guide](#)
- [North Tyneside Council](#)
- [North Tyneside School Forum](#)