

BARKING AND DAGENHAM SCHOOLS FORUM

CONSTITUTION

1. Legal Status

- 1.1 The Barking and Dagenham Schools Forum (“the Forum”) is established in accordance with Section 47 of the School Standards and Framework Act 1998 (as amended) and The Schools Forums (England) Regulations 2012.

2 Role

- 2.1 The Forum is a decision making and consultative body in relation to matters concerning schools’ budgets as defined in the School Finance (England) Regulations 2012 and the Schools Forums (England) Regulations 2012.

3 Membership

- 3.1 The membership of the Forum shall be broadly proportionate to the total number of schools in each category, subject to the minimum membership requirements under the Regulations.
- 3.2 There shall be a minimum of 13 school / academy members comprising the following:

Schools and Academy Members

(As a minimum, there must be at least one representative of head teachers and one representative of governors among the Primary and Secondary groups)

No. of Members	Representing	Appointed By
1	Academies / Free School	Academy proprietors
1	Special School	Special School
6	Primary Schools	Primary Heads Group
4	Secondary Schools	Secondary Heads Group
1	Pupil Referral Unit	PRU Governing Body
13		

- 3.3 There shall be a minimum of 5 non-school members comprising the following:

Non-Schools Members

(Must not be more than one third of the total membership)

No. of Members	Representing	Appointed By
1	14-19 Partnership	Director of Children Services
1	Early Years Representative (must be one that is in receipt of Early Years DSG)	Director of Children Services
1	Recognised Trade Union Representative	Director of Children Services
1	Roman Catholic Diocese	Director of Children Services
1	Church of England Diocese	Director of Children Services
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- 3.4 The level of representation will be reviewed on an annual basis to reflect any changes in pupil numbers in each phase/type of establishment.

4. Substitute Members

- 4.1 Representative groups may nominate a substitute member(s). The substitute member may attend and vote at a meeting when the member is absent (whether for the whole or part of a meeting).
- 4.2 Where possible the Secretary shall be notified at least 24 hours in advance of a meeting where a substitute member is to attend on behalf of a member.
- 4.3 Substitute members are entitled to attend other meetings (and any Forum training sessions) as an observer.
- 4.4 A list of substitute members appointed by the representative groups will be maintained by the Secretary.

5. Term of Office

- 5.1 The term of office for members of the Forum will be three years, subject to members still holding the appointment which makes them eligible for membership. Nominations must be forwarded to the Secretary by the relevant representative body before a new member attends their first meeting.
- 5.2 Any member who fails to attend three consecutive meetings of the Forum (even where a substitute has attended on his or her behalf) may have their membership terminated on a majority vote of the other members.
- 5.3 In the event of a vacancy, the Secretary will make the necessary arrangements for a replacement to be nominated.
- 5.4 There is no limit on the number of consecutive terms of office an individual may serve on the Forum if re-elected by their representative group.

6. Other Speakers / Observers

6.1 The following may speak at meetings of the Forum, even though they are not members of the Forum:

- a) the Corporate Director of Children's Services or their representative;
- b) the Chief Financial Officer or their representative;
- c) the Cabinet Member for Children's Services
- d) the Cabinet Member for Finance;
- e) any person who is invited by the Forum to provide financial or technical advice;
- f) a representative of the Education Funding Agency; and
- g) any officer presenting a paper or other item which is on the Forum agenda.

7. Chair and Deputy Chair

7.1 A Chair and Deputy Chair will be elected each year from amongst the Forum members.

8. Secretary

8.1 The Corporate Director of Children's Services shall appoint a Secretary.

8.2 In addition to the duties referred to in this Constitution, the Secretary shall also be responsible for the timely circulation and publication of agendas and minutes of Forum meetings, and any other duties agreed by the Forum or directed by the Chair.

9. Meetings

9.1 The Forum shall meet at least four times a year. Additional meetings may be arranged as appropriate.

9.2 Meetings will take place at a time and date agreed by the Forum or by the Chair.

9.3 All meetings of the Forum shall be open to the public.

10 Voting

10.1 Every item which requires a decision to be made by the Forum will be determined by a majority of the eligible members. In the case of an equality of votes the Chair will have a second or casting vote.

10.2 School and non school members are eligible to vote on all matters except those relating to the funding formula which are restricted to schools members and the Early Year's representative. Furthermore, only secondary and primary school (not academy) members are eligible to vote on items to be removed from delegated budget shares where the expenditure is instead to be treated as central expenditure.

11 Quorum

11.1 The Forum shall be quorate only if at least two-fifths of the total membership (schools and non-schools members) is present at a meeting.

12. Sub Groups

12.1 The Forum may set up sub-groups, either standing or ad hoc, to carry out tasks as specified by the Forum. All sub-groups will report back to the Forum.

12.2 The rules relating to public accessibility and the publication of agendas and minutes shall not apply to sub-group meetings.

13. Functions

13.1 Local authority items to be submitted to the Schools Forum **for authorisation:**

Area	Forum Responsibility	Statutory Instrument
Budget Shares and the Minimum Funding Guarantee	To authorise any proposed changes to school budget shares (not including the 6th form grant) subject to calculation of a guaranteed funding level (the Minimum Funding Level)	School Finance (England) Regulations 2012 Regulation 25 and Schedule 4.
Central Expenditure (see also below for 2013-14)	To authorise any percentage increase to non-devolved areas (central expenditure) which exceeds the percentage increase of the schools' budget. To authorise any percentage decrease to non-devolved areas, which is not less than the percentage of the decrease in the schools' budget. To authorise the funding of a deficit in the central expenditure from the previous funding period to the funding period, which reduces the amount of the schools' budget available.	School Finance (England) Regulations 2012 Regulations 7(2) and 12(2) Regulation 7(4)
Other deductions from the School Budget	To authorise charges to the Schools Budget relating to: <ul style="list-style-type: none"> • Schools specific contingency • Prudential borrowing • Termination of employment costs 	School Finance (England) Regulations 2012 Regulation 13 (1)(d)

	<ul style="list-style-type: none"> • SEN travel costs • Contributions to combined services <p>Note: no increase to 2011-2012 deductions</p>	and Schedule 2 Regulation 38
Funding for new schools	To decide on any variation to the normal start date of funding for a new school (usually 15 months before the opening date or the date when the temporary governing body is constituted).	School Finance (England) Regulations 2012 Regulation 11.
Items That May Be Removed from School Budget Shares	To authorise any redetermination of schools' budget shares by removing any expenditure listed in Part 5 of Schedule 2 of the School Finance Regulations 2013 where such expenditure is to be treated as central expenditure (note – restricted to separate primary and secondary school authorisation as applicable)	School Finance (England) Regulations 2012 Regulation 11(A) and (B)

Note: If any item above is not decided by Schools Forum, the Local Authority may submit a case to DfE for approval.

13.2 Local Authority items to be submitted to Schools Forum **for approval:**

Area	Forum Responsibility	Statutory Instrument
Schemes	To approve any proposed revisions to the local Scheme for Financing Schools.	School Finance (England) Regulations 2012 Regulation 27.

13.3 Local Authority items to be submitted to Schools Forum **for consultation:**

Area	Forum Responsibility	Statutory Instrument
Budget formula	<p>To comment on any proposed changes to the funding formula for maintained schools (before the funding period starts).</p> <p>To comment on any proposed changes to the funding formula for nursery schools (before the funding period starts).</p>	<p>School Finance (England) Regulations 2012 Regulations 8 & 9.</p> <p>Regulation 9.</p>
Contracts	To comment on any proposed contract for supplies or services to be paid out of the schools budget where the estimated value is not less than the threshold pursuant to regulation 8 of the Public Contracts Regulations 2006(b) (currently £156,462), at least one month prior to the issue of invitations to tender.	Schools Forum Regulations (2012), Regulation 9.
Items for annual review	To comment on:	Schools Forum Regulations

	<ul style="list-style-type: none"> • Arrangements for the education of pupils with special educational needs. • Arrangements for the use of Pupil Referral Units and the education of children otherwise than at school. • Arrangements for early year's provision. • Administrative arrangements for the allocation of central government grants paid to schools via the Council. 	(2012), Regulation 10.
Other	To comment on any other matters concerning the funding of schools at the discretion of the local authority.	Schools Forum Regulations (2012), Regulation 10.

13.4 LBBB is required to notify the governing bodies of all maintained schools of any consultation being carried out with the Forum for contracts or annual review items as shown under any part of 13.3.

13.5 The Forum may also be consulted on such other matters concerning the funding of schools at the discretion of LBBB.

14. Provision of account to schools

14.1 The Forum shall as soon as reasonably possible inform the governing bodies of schools maintained by LBBB of all consultations carried out under section 13 above.

15. Members' Expenses

15.1 Members are entitled to be reimbursed all reasonable expenses, such as travelling expenses, childcare or other care costs, in connection with their attendance at meetings of the Forum (including sub-group meetings) in line with the Members' Allowances and Expenses schedule approved each year by LBBB.

15.2 All claims should be submitted to the Secretary who will arrange reimbursement.

15.3 Expenses shall be charged to the retained portion of the schools budget, including costs for expenses to operate the Forum.

16. Review of the Constitution

16.1 The Forum will review this document as required to ensure that it continues to meet statutory requirements.