

## **Draft Terms of Reference for the Schools Forum**

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### **Membership of the Forum**

Membership of the forum was agreed by Southwark Council in 2002 as follows:

School Members (Headteacher or Governor representative)

Primary 16 representatives comprising:  
 11 Community Schools  
 4 Voluntary-Aided Schools  
 1 Foundation School

Secondary 7 representatives comprising:  
 5 Community Schools  
 2 Voluntary-Aided Schools

Special 1 Special School

Non-Schools Membership

1 representative for both the Roman Catholic and Anglican Dioceses  
 1 representative of the Teachers Trade Union  
 1 representative of the non-teachers trades union  
 1 representative of the Early Years Childcare Partnership  
 1 representative of Parents Forum  
 1 representative of Primary Care Trust as a speaking, but non-voting member

In addition a representative of the London Central LSC has a right to attend meetings in an observer capacity.

### **Election of Members**

At least 50% of the teacher members of the School Forum should be existing Headteachers employed within the London Borough of Southwark. Nominations should be invited from head teachers and governors of schools in Southwark. If the number of nominations for a particular sector and category of school exceeds the number of places then an election should be held amongst the governors and Head Teachers if that particular sector and category.

Voting should be by a postal ballot.

### **Invitation to members of the public**

School forum meetings should normally be open to the public, although there is no opportunity for members of the public to speak at these meeting. Where the School Forum discusses this matters concerning the issue of contracts where there is likely to be a commercial interest, then this matter should be considered private and confidential and members of the public are excluded.

### **Number of Meetings**

There will be a minimum of 4 meetings per year with at least one meeting per term and 2 meetings in the Spring term to consider matters relating to the new financial year.

### **Quorum**

The School Forum should have a quorum of 40% of its membership. Currently this is 12 members.

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### Objectives

The main purpose of the meeting is to seek the views of representative members of the community in Southwark to seek their views on:

- Any proposed changes in relation to the factors and criteria that were taken into account in setting the formula and the financial implications of these changes
- Any proposed changes to the methods, principles and rules that are in use in the formula and the financial implications of these changes
- Any proposed invitations to tender a contract for services or supplies where the funding is to be paid (or being paid) from the schools budget where the value of the contract is significant

and to consult annually on the financial issues associated with

- The arrangements to be made 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 years education
- Arrangements for insurance
- Prospective revisions to the relevant authority's scheme for financing schools
- Administrative arrangements for the allocation of central government grants
- Arrangements for free school meals

And to report on these views to the LB of Southwark Executive.

### Finances

The School Forum has a fixed allocation of funding which is used principally to administer the school Forum meetings to cover the costs of clerking, printing and stationery and associated expenses.

Members of the forum are normally entitled to re-imbursment of out of pocket expenses. These out of pocket expenses will relate to the additional travel expenses incurred by members of the forum and will be re-imbursed at second class rail fare, the appropriate bus fare, or LB Southwark car meileage rates. Childcare costs will also be re-imbursed.

### Administrative Arrangements

Election of Chair and Vice-Chair

- A chair and vice chair shall be elected at the first meeting of the forum in the Autumn term for a period of a year.

Agenda

- A draft agenda shall be circulated two weeks before the start of the meeting. Members of the forum can add additional items to the agenda through contacting via email or in writing the clerk and notifying the clerk of the item.
- A final agenda will be circulated 5 days before the start of the meeting

Papers for meeting

- Papers for the meeting will normally be circulated with the final agenda.

Clerking

- The London Borough of Southwark shall supply a clerk for the meeting

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Removal of members for non-attendance

- Should a member of the forum not attend 3 meetings of the forum or be absent for a period of 6 months and no acceptable reason for his/her absence has been provided then the position shall be declared vacant and further nominations should be sought for the position. Elections may need to be held if this is appropriate.

### **Amendments to the Terms of Reference**

These terms of reference can be amended through a simple majority of members at a quorate meeting of the forum.