

## LAMBETH SCHOOLS FORUM CONSTITUTION

### 1 MEMBERSHIP

1.1 Lambeth Schools Forum will comprise 18 school members and 4 non-school members

**Representation from Primary, secondary and Academy Schools must be broadly proportionate to the total number of pupils registered at them and proportionate to the ratio of pupils in each phase.**

The membership ratio will be reviewed at the start of each financial year and membership will be adjusted accordingly if necessary.

School members are proportionately representative of the ratio of school types (sub-group):

- Community
- Voluntary Aided or Voluntary Controlled
- Foundation
- Academy
- Pupil Referral Unit

### 1.2 Restrictions to Membership

Two restrictions on Membership were introduced in April 2006:

- **Elected Members who hold an executive role** in the authority (a lead member/portfolio holder) are **barred** from being a member. (“executive member” means any elected member of the local authority appointed to the executive of that authority.)
- **Officers employed by the local education authority/Children’s Services Department who have a role in the strategic resource management** of the authority **are also barred from membership of the forum** with the exception of representatives of pupil referral units.

### 1.3 School Members

**Schools members and Academies members must together comprise at least two thirds of the membership of the forum.**

School Members are divided in groups according to representation. The primary group is the Sector, the sub-group is the type of school and the sub sub-group is Headteacher, Governor or Headteacher’s Representative.

A “headteacher’s representative” means a senior member of staff representing a Headteacher as nominated by the Headteachers Forum

School Members Structure is:

- 10 Primary Sector Representatives
- 3 Secondary Sector Representatives

- 1 Special Sector Representative
- 1 Nursery Sector Representative
- 2 Academy Sector Representative
- 1 Pupil Referral Unit Representative

#### 1.4 School and Non-Member Substitutes

In order to reduce the likelihood of a meeting not being quorate, school and non-school members may send a suitable substitute in their place. The member must inform the Chair at least 3 hours before the start of the meeting, giving the reason for the substitute, their name and role. The substitute will take over the voting rights of the person they have replaced.

A suitable substitute is someone who:

- Is not restricted to membership – see 1.2 above.
- Has the same or similar position in the same organisation as the full member.

#### 1.5 Non School Members

Non school members **should make up no more than 1/3<sup>rd</sup> of a forum's total membership.**

Non-school Members:

- 1 Faith Body Representative
- **2 Early Years PVI Representatives**
- **1 14-19 Partnership Representative**

1.6 A current list of Schools Forum Membership is maintained by the authority and is ANNEX A to The Constitution.

## 2. ELECTION OF MEMBERS, CHAIR AND SUBSTITUTES

2.1 The **process of electing School Members is determined by the constituents represented by the members of that group or sub-group.**

Headteachers and Headteacher's Representative are nominated by the Headteachers Forum and Governors nominated via the Governors Forum.

**Academies members must be elected to the schools forum by the governing bodies of the Academies in the authority's area**

School Member Substitutes are nominated by the Headteachers Forum or Governors Forum (as appropriate) to form a pool.

Non school members are nominated by appropriate bodies or the LA as appropriate.

2.2 The Chair and Vice Chair shall be elected annually at the first meeting in each financial

year.

### 3. PERIOD OF OFFICE

- 3.1 Members shall be elected for a term of four years. No member may serve more than two consecutive terms. After a period of four years has elapsed following the end of their second term, former members will be eligible for election again.

**The relevant authority may end the appointment of any forum member before the expiry of his term of membership if the member concerned ceases to hold the office by virtue of which he became eligible for appointment to the forum.**

### 4. DISQUALIFICATION

- 4.1 A person will be disqualified from being a member of the Schools Forum if they have failed to attend Schools Forum meetings for a continuous period of three meetings, without the consent of the Schools Forum. Members are required to give a reason for an apology otherwise the apology will not be accepted.

- 4.2 A forum member remains in office until—

- the member's term of office expires;
- the member ceases to hold the office by virtue of which the member became eligible for election, selection or appointment to the forum;
- the member resigns from the forum by giving notice in writing to the authority; or
- in the case of a non-schools member, the member is replaced by the authority, at the request of the body which the member represents, by another person nominated by that body,

- 4.3 **Voting** – when members are using their voting rights only one vote is permitted per representing organisation.

### 5. OBSERVERS

- 5.1 One or more of the below can have observer status:

- Executive Member for CYPS
- Education Funding Agency Representative
- School Forum Member Substitute
- Member of the General Public

**There is a restriction on local authority members and officers who are not members of the Schools Forum taking part in its meetings.**

**Participation will be limited to a Director of Children's Services (or their representative), Chief Finance Officer (or their representative) or officers who are providing specific financial or technical advice to Schools Forum.**

**Other officers will be able to participate where they are presenting a report, but their participation must be limited to their specific agenda item.**

5.3 **The following persons may speak at meetings of the forum, even though they are not members of the forum-**

- (a) **the director of children’s services at the authority or their representative;**
- (b) **the chief finance officer at the authority or their representative;**
- (c) **any elected member of the authority who has primary responsibility for children’s services or education in the authority;**
- (d) **any elected member of the authority who has primary responsibility for the resources of the authority;**
- (e) **any person who is invited by the forum to attend in order to provide financial or technical advice to the forum;**
- (f) **an observer appointed by the Secretary of State; and**
- (g) **any person presenting a paper or other item to the forum that is on the meeting’s agenda, but that person’s right to speak shall be limited to matters related to the item that the person is presenting.**

Those with observer status will not have any voting rights. Speaking rights of observers will be at the discretion of the Chair. Observers will not normally be allowed to be present during confidential items.

## 6. PROCEEDINGS

6.1 All meetings will be held in public.

6.2 All meeting papers, minutes and decisions will be published on the Lambeth website.

6.3 **The schools forum is quorate if at least two fifths of the total membership is present at a meeting.**

6.4 Only schools members and representatives of the Private, Voluntary and Independent (PVI) sector can vote on the funding formulae.