
SCHOOLS FORUM CONSTITUTION REVIEW

ELEANOR MARSHALL – EDUCATION PARTNERSHIPS OFFICER

Other Input – Emma Clennell, Finance Manager

SUMMARY REPORT

1. The purpose of this report is to outline the review of the school forum constitution.
2. As set out in the Schools Forum guidance [Schools forum operational and good practice guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk) the Local Authority must make a written record of the composition of its schools forum detailing the numbers of schools members, their terms of office, how they were chosen and whom they represent. This record should also indicate the term of office for schools and academies members.
3. Membership of the schools forum was last formally reviewed in 2017. The schools forum noted at its January 2023 meeting that beyond membership there are areas of work that need to be completed and clarified, such as an induction for new members and roles and responsibilities of sub groups, and voting arrangements.
4. It is proposed that a full review of the schools forum constitution, including governance arrangements, take place for presentation to the May meeting of the schools forum.
5. The review will include an exploration of the schools forum terms of reference, membership, standardisation of paperwork, clarification of the role of clerk, followed by development of an induction for new members.

Recommendation

6. It is recommended that:-
 - (a) Members approve the review scope and timetable.