

## Schools Forum – 25<sup>th</sup> March 2021

### Staffordshire Schools Forum Constitution

#### Executive Summary:

- The Staffordshire Schools Forum constitution was previously updated in July 2019
- Schools Forum requested a further review as part of the 2020/ 2021 work programme
- Following the amendments made they are presented for approval at the meeting of Schools Forum in March 2021
- The following amendments have been made:

- Consideration of apologies at meetings and actions for non-attendance at 3 consecutive meetings for schools members and non-schools members;
- Election of the Chair and Vice Chair will take place at the final meeting of the school year, for a period of two years;
- Subject to the decision of the Forum the process for electing the Chair and Vice Chair;
- A shortened timescale for the selection, nomination and appointment of schools members;
- An additional appendix (Appendix C) which sets out when and how the termly review of maintained and academy school representatives is undertaken.

#### Recommendations:

That Schools Forum:

1. Notes the amendments to the Staffordshire Schools Forum Constitution.
2. Agrees to adopt the amended Staffordshire Schools Forum Constitution subject to the following decision to be taken by the Forum
3. Does Schools Forum agree to:
  - a) Nominations for Chair and Vice Chair are received in advance of final meeting of the school year. Nominations, with a pen portrait, would be submitted 7 days before the publication of Schools Forum papers. These would be emailed to Schools Forum members in preparation for the election (if required) at the meeting. Where no nominations are received, nominations can be made at the meeting; or.
  - b) Nominations for Chair and Vice Chair are received under the agenda item at the final meeting of the school year. The election (if required) would take place as part of that agenda item.

## **Report of Deputy Chief Executive and Director for Families and Communities**

### **PART A**

#### **Reasons for recommendations:**

4. Following the adoption of the Staffordshire Schools Forum constitution in July 2019, schools forum requested a further review of the constitution and any amendments be brought back to the Forum for approval and adoption.

### **PART B**

#### **Background**

5. The Staffordshire Schools Forum constitution updated in July 2019 was in line with the Schools Forum (England) Regulations 2012 and where necessary had regard to the Education and Skills Funding Agency operational and good practice guide, copies of which are on the Schools Forum website. .
6. Following the agreement at the meeting of Schools Forum in October 2020, a further review of the constitution was undertaken by the Chair and Vice Chair of the Forum along with officers of the Council.
7. The majority of the constitution agreed in July 2019 remains in place, however there have been some amendments which affect all members along with changes to the election of the Chair and Vice Chair.
8. Paragraph 3.6 has been added to the constitution to address the attendance of Schools Forum members. The constitution now states that where a member is absent for 3 consecutive meetings and apologies have not been accepted by the Forum, the Council will terminate their appointment and will undertake the appropriate nomination, election and appointment process.
9. It is proposed that the election of the Chair and Vice Chair will take place at the final meeting (usually July) of the school year for a period of two years, but they will not take up their appointments until the first Schools Forum meeting in the new school year (usually October) following their election. This is to allow for a smooth transition between chairs and to aid the continuity and efficiency of Schools Forum.
10. Following the review, it has been agreed to seek the views of Schools Forum members in relation to the nomination process of both the Chair and Vice Chair. Two options are proposed and recorded in the recommendations at the beginning of this paper. As agreed in constitution we would like to arrive at a decision by consensus.

#### **Option A**

Nominations for Chair and Vice Chair are received by the Clerk in advance of final meeting of the school year. Nominations, with pen portrait, must be submitted at least 7 days prior to the publication of Schools Forum papers. Names of the nominees, along with the pen portraits, would be emailed to Schools Forum members in preparation for the election (if required) at the

meeting. Where no nominations are received prior to the meeting, nominations will be sought at the meeting.

**Option B**

Nominations for Chair and Vice Chair are received under the agenda item at the final meeting of the school year. The election (if required) would take place as part of that agenda item.

11. The agreed option will be included within the constitution at paragraph 4.16
12. The timescale for the selection, nomination and appointment of schools and academies members has been shortened. Each part of the process is now 2 working weeks.
13. Appendix C has been included which sets out when and how the termly review of maintained and academy school representatives is undertaken.

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