

---

**Meeting:** School Admissions Forum

**Date:** 25 January 2010

**Subject:** Schools Forum Membership

**Report of:** Anita Lewis, Portfolio Holder for Children, Families and Learning

**Summary:** The report proposes to recommend amending the terms of reference of the Schools Forum to recognise that where a representative is Chairman of the Forum, there is a need for another person from the same class of representatives to sit on the Forum for the duration of the Chairman's term of office. It also suggests a process to enable minor membership amendments to the Schools Forum's terms of reference to be made without recourse to the Executive, so long as the Forum has first approved them.

---

**Advising Officer:** Edwina Grant, Director of Children, Families and Learning

**Contact Officer:** Mel Peaston, Interim Committee Services Manager

**Public/Exempt:** Public

**Wards Affected:** All

**Function of:** Executive

**Key Decision** No

**Reason for urgency/  
exemption from call-in  
(if appropriate)** Not applicable

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

The report sets out a proposal which supports the Council's priority regarding educating, protecting and providing opportunities for children and young people.

### **Financial:**

Financial implications are minimal involving only seeking the nomination of an additional representative who would then attend meetings of the Schools Forum.

### **Legal:**

There are no legal implications to the proposal.

### **Risk Management:**

There are no risk management implications.

**Staffing (including Trades Unions):**

There are no staffing implications.

**Equalities/Human Rights:**

The proposal contained in the report seeks to ensure that all groups on the School Forum are able to be fully represented.

**Community Safety:**

There are no community safety implications.

**Sustainability:**

There are no sustainability implications

**Summary of Overview and Scrutiny Comments:**

- This matter has not been considered by an Overview and Scrutiny Committee.

**RECOMMENDATION(S):**

**That the Schools Forum agrees:-**

- 1. To RECOMMEND to the Executive amendment of the Schools Forum Terms of Reference as follows:**
  - (a) Insert a new item 6 after item 4 and re-number the matters which follow;**
  - (b) New item 6 to read as follows: an additional person from the class of membership from which the Chairman is drawn may be appointed for the duration of the Chairman's term of office.**
- 2. To RECOMMEND to the Executive delegation to the Monitoring Officer, in consultation with the Director of Children, Families and Learning, minor amendments to the Terms of Reference of the Schools Forum relating to membership after they have been approved by the Forum itself.**

*Reason for Recommendation):*

*This proposal is in recognition of the special position of the Chairman whose duty to expedite the business of meetings may conflict with their representational role. It would also enable minor amendments to the membership arrangements which the Forum had already agreed to be actioned, without the delay of submitting a recommendation for the Executive to consider.*

## **Executive Summary**

1. Currently the Terms of Reference of the Schools Forum (attached at Appendix A) provide for the number of representatives from various classes of representation, for example Lower School Headteachers, Lower School Governors, etc.
2. The terms of reference also provide for a Chairman and Vice-Chairman, each to be appointed annually.
3. A primary duty of the Chairman is to expedite the business of the meeting. This may conflict with their wish to represent the interest of their class of representation.
4. In view of this possibility it is proposed that provision be made in the Terms of Reference for an additional person to be appointed from the same class of representation as the Chairman. That person would be appointed for the duration of the period until the next Chairman was appointed.
5. This would enable full representation of all classes of representatives at the meeting.
6. In practical terms, this would mean that after the appointment of the Chairman each year a further representative would be sought to be a member of the Schools Forum. This person would come from the same class of representation from which the Chairman was drawn. The person would remain on the Forum until the end of the Chairman's term of office.
7. The Chairman holds office for a year but may be re-appointed by the Forum. In this event the person who was appointed for the duration of the Chairman's term of office could remain on the Forum for a further year.

## **Terms of Reference**

8. The Executive agreed at its meeting on 12 May, 2009 when it approved the School Admissions Forum's terms of reference that the Monitoring Officer, in consultation with the Portfolio Holder and the Director of Children, Families and Learning, be given delegated power to approve any minor amendments to the Admissions Forum's membership arrangements where these have been recommended by the Forum itself.

9. There is no such delegation in place for the Schools Forum. A similar delegation by the Executive for the Schools Forum would enable minor amendments to be made to its membership arrangements without need for consideration by the Executive.
9. The Forum may therefore wish to recommend to the Executive that such a delegation be put in place.

### **Conclusion and Next Steps**

10. If the Forum agrees to the proposals detailed above, any future minor amendments to the membership aspects of the Forum's Terms of Reference agreed by the Forum could be put in place once the Monitoring Officer, in consultation with the Director of Children, Families and Learning, had exercised her delegated power to approve them.
11. The Monitoring Officer has been consulted and is in support of the proposal.

### **Appendices:**

Appendix A – Central Bedfordshire Schools Forum: Terms of Reference

**Background Papers:** (open to public inspection)

none