

Annex 4: roles and responsibilities of the Schools Forum members, the LA and the DfE

Function	LA	Schools forum	DFE
Formula change	Proposes / decides	Consulted	No role
Contracts	Proposes	Gives a view	No role
Financial issues (see note 1)	Consults (annually)	Gives a view	No role
De-delegation	Proposes	Decides (note 2)	Adjudicates
Scheme of financial management	Proposes	Approves	Adjudicates
Minimum funding guarantee (MFG)	Proposes exclusions	Gives a view	Approves
Membership length of office	Decides	Gives a view	No role
Voting procedures	No role	Determines	No role
Chair	Facilitates	Effects	No role

See [here](#) for the Education and Skills Funding Agency's powers and responsibilities list

Note 1: relating to pupils with SEN, use of PRU's, EY provision & allocation of central government grants.

Note 2: relates to maintained, mainstream schools only, and the vote is restricted to those representatives, by phase, with lower and middle schools treated according to deemed status.

General: schools forum is an informal consultative body for capital allocations, asset management and plans

Annex 5: resolutions of the Schools Forum at its meeting of 29 January 2018 – resolved:

- 1 that further consideration be given to the revised constitution and terms of reference for members, current vacancies and the proposed structure and elections at the next meeting of the Schools Forum.
- 2 that further consideration be given to the proposed revision to technical sub-groups including their purpose, remit and chairs at the next meeting of the Schools Forum.
- 3 that evidence of election of membership and term of office be sent to the committee services officer.
- 4 that the following members of schools forum would meet to determine the process for the election for membership, to undertake a review of the balance of representation of forum members, and the constitution and terms of reference, including clarification of voting powers and to identify an effective mechanism for the dissemination of information from schools forum: Mrs S Howley, Mr P Burrett, Mr D Brandon-Bravo, Mr J Street
5. that an update on the outcome of the review by the working party be given at the March meeting of the Schools Forum.

Annex 6: the clerk

The clerk's responsibility is to ensure that schools forum's work is well organised and to arrange administrative and clerical support to the meetings of the Schools Forum, and specifically to be responsible for:

- arranging meetings of the Schools Forum, ensuring that members are notified of meetings and receive a full agenda and supporting papers at least 7 days prior to a meeting.
- recording the proceedings at meetings of the Schools Forum, ensuring that such a record is kept in a form that is easily accessible to others on request. The clerk will publish the draft minutes via email/the website within three weeks of a meeting.

- providing advice to the Schools Forum and/or individual members and assisting the chair / vice chair with the management of meetings of the Schools Forum.
- ensuring that governing bodies and schools are informed of the outcome of the work of the Schools Forum and consultation by the LA through the publication of a summary of the draft minutes in the appropriate bulletins along with a posting of the approved minutes on the website.

The clerk will also be responsible for the following:

- arranging the venue of the meeting;
- ensuring the papers are dispatched to members of the Schools Forum at least seven days prior to the meeting;
- providing the route by which members can access further information and co-ordinate communication to the Schools Forum members outside of the formal meeting cycle;
- responding to any queries about the business of the Schools Forum from others who are not members of the Schools Forum;
- ensuring that contact details of all members are kept up to date;
- maintaining the list of members on the Schools Forum and advise on membership issues in general;
- keeping the Schools Forum's website up to date by posting the latest minutes and papers;
- ensuring that an accurate record of meetings is taken, including recording the outcome of any votes, decisions and key points.