



Schools Forum

14 June 2017

Report from the Strategic Director of Children and Young People

For Decision

Updates to the Schools Forum Rules and Procedures

1.0 Summary

- 1.1 This report proposes a number of changes to the Schools Forum's Rules and Procedures. The changes presented in this report mirror the proposed amendments to the Schools Forum's Terms of Reference and Constitution.
- 1.2 This report proposes the 'Schools Forum Rules and Procedures' document to be renamed 'Schools Forum Guidance' to better reflect its contents.

2.0 Recommendations

- 2.1 The Schools Forum is asked to approve the proposed changes to the Schools Forum Rules and Procedures.
- 2.2 The Schools Forum is asked to approve the 'Schools Forum Rules and Procedures' document to be renamed 'Schools Forum Guidance'.

3.0 Detail

- 3.1 As part of an agreement between the Children and Young People Department and the Chief Executive's Department, the Governance Team, part of Executive and Member Services, will now provide administrative support to the Schools Forum, consistent with the principles applied to all council committee meetings and decision-making bodies.
- 3.2 A review of the Schools Forum's Rules and Procedures has been undertaken in the period February 2017 - May 2017 in partnership with the Schools Finance Team. This resulted in a number of changes being proposed which aim to improve the understanding of the 'Schools Forum Rules and Procedures' document. The proposed amendments are shown at Appendix A to this report. Additions to the existing texts are underlined and deletions are indicated. The main changes are described in the body of this report.

3.3 The Proposed changes to the Schools Forum Rules and Procedures are as follows:

(i) Title

- a. Changes to the title: it has been proposed to rename the document 'Schools Forum Guidance'. This title is considered to reflect the nature and the contents of the document better than 'Schools Forum Rules and Procedures'. In addition, it is in line with the Council's policy to use plain English whenever possible.

(ii) Membership

- a. Changes to paragraph 2.1 are suggested to emphasise that in carrying out their duties, members of the Forum are expected to act in accordance with the seven principles of public life. 'Respect for others, duty to uphold the law' and 'stewardship' have been proposed to be deleted as they are not part of the seven principles of public life. This is in line with the Committee on Standards in Public Life Guidance which is available [here](#).
- b. Changes to paragraph 2.2 are proposed to reflect that the Schools Forum consists of 27 Members.

(iii) Meetings

- a. Changes to paragraph 4.4 are proposed to reflect that meetings of the Schools Forum are open to the public.
- b. Changes to paragraphs 4.5 are suggested to ensure that the terminology used in this paragraph reflects the Council's structure, e.g. the Children and Families Department has been renamed Children and Young People and the Executive Member for Children and Families' position has been renamed Cabinet Member for Children and Young People.

(iv) Expenses

- a. Change to paragraph 6.2 is proposed to reflect that the Schools Forum has 27 members.

(v) Reporting

- a. Change to paragraph 7.2 is suggested to comply with paragraph 8, sections (2) and (13), from The Schools Forums (England) Regulations 2012 and to reflect current practice at the London Borough of Brent.

(vi) Voting

- a. Changes to Section 8 are proposed to ensure that members of the public who are not familiar with educational terminology can understand fully the Schools Forum Rules and Procedures/Schools Forum Guidance.

3.4 The 'Schools Forum Rules and Procedures' document is to be reviewed at the Schools Forum meeting in June 2018.

4.0 Financial Implications

4.1 The cost of providing a clerk to the Schools Forum will be met by the Schools Forum budget.

5.0 Legal Implications

5.1 These are addressed in the body of the report.

6.0 Diversity Implications

6.1 There are no diversity implications.

7.0 Background Papers

7.1 [Schools Forum Terms of Reference and Constitution](#)
[The Schools Forums \(England\) Regulations 2012](#)
[Schools Forum Operational and Good Practice Guide](#)
[Committee on Standards in Public Life page on gov.uk](#)

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