

### **1. Purpose**

- 1.1 The Milton Keynes School Forum is an advisory and decision making body on matters relating to the schools budget, established in accordance with Section 47A and 138(7) of the School Standards and Framework Act 1998, the Schools Forums (England) Regulations 2012 and the School and Early Years Finance (England) Regulations 2014.
- 1.2 All members and persons associated with the Milton Keynes Schools Forum shall act in accordance with the seven principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They shall also act in accordance with the Schools Forum Operational and Good Practice Guide, particularly regarding effective challenge and scrutiny (paragraph 72).

### **2. Specific functions**

- 2.1 The Forum shall be consulted by Milton Keynes Council on:
  - (a) Any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in the local funding formulae.
  - (b) The financial effect of any such changes.
- 2.2 The Forum shall be consulted at least one month prior to the issue of invitations to tender in respect of terms of any proposed contract for supplies or services paid or to be paid out of the schools budget where the estimated value of the proposed contract is not less than the threshold which applies to the authority for that proposed contract pursuant to regulation 8 of the Public Contracts Regulations 2006(b).
- 2.3 The Forum shall be consulted annually in respect of the Council's functions relating to the schools budget in connection with:
  - (a) The arrangements to be made for the education of pupils with special needs.
  - (b) Arrangements for the use of pupil referral units and education of children otherwise than at school.
  - (c) Arrangements for early years provision.
  - (d) Administrative arrangements for the allocation of central government grants paid to schools via the Council.

- (e) Consultation on future school development
- (f) Any other relevant matters identified by Milton Keynes Council.

2.4 The Forum has decision making responsibility for the following:

- (a) Agreeing de-delegation for mainstream schools; primary and secondary school member representatives will decide for their phase.
- (b) Agreeing central expenditure and criteria for allocating funding from the growth fund.
- (c) Agreeing central spend on; places in independent schools for non-SEN pupils, early years expenditure, admissions, servicing the Schools Forum and contributions to combined budgets.
- (d) Agreeing to carry forward a deficit on central expenditure to the next year to be funded from the schools budget.
- (e) Agreeing changes to the LMS Scheme; maintained school members only.
- (f) Determining voting procedures.
- (g) Electing the Chair of the Schools Forum.

2.5 The Forum must be consulted on the following:

- (a) Any changes to the local funding formula.

2.6 The Forum should be asked to give the LA a view on the following:

- (a) Any contracts where the LA is entering a contract to be funded from the schools budget.
- (b) Any proposed applications to the DfE for exclusions from the minimum funding guarantee (MFG).
- (c) Central expenditure on licences negotiated centrally by the Secretary of State.
- (d) The length of office of members.

### **3. Membership**

3.1 There shall be twenty seven members of the Schools Forum comprising the following:

#### *Schools and academies members*

- (a) Twenty two schools and academies members broadly proportionate to the total number of registered pupils and must include both Headteachers/Principals or their representatives and Governors. Currently this is 13 schools members and 9 academy members.

### *Non-schools members*

- (b) Two Diocesan Authority representatives
- (c) One early years providers representative
- (d) One 16 to 19 provider
- (e) One recognised teachers' trade union representative

## **4. Election and appointment**

### *4.1 Schools and academies members (including Pupil Referral Units)*

The Department for Education has made it clear that it wants to move away from the current funding arrangements over time with the role of the Schools Forum set to change or be abolished. In this context from July 2016 all currently serving members of Schools Forum will continue to hold office until such time as the future of Schools Forum has been clarified. Any schools and academy vacancies occurring by resignations during this period will be filled by schools and academies members broadly proportionate to the total number of registered pupils.

Headteachers/Principals, senior members of staff and Governors can join the Schools Forum. During 2016 a reserve list will be established of people willing to join the Schools Forum and when vacancies occur we will ask the next person on the reserve list if they are willing to become a member. The reserve list will have sub categories of primary, secondary and special schools and primary, secondary and special academies.

Wherever possible one Schools Forum member from each school or formalised groups of schools, such as federations or multi academy trusts, will be members of the Schools Forum.

### *4.2 Non-school members*

Non-school members will be appointed by Milton Keynes Council.

- 4.3 Any member of the Forum will not be eligible to continue to serve on the Forum should they cease hold the office by virtue of which he or she became eligible for election or appointment. Membership of the Forum ceases should any member fail to attend three consecutive meetings without good reason.
- 4.4 There is an entitlement for members of the Forum to claim expenses. The Council shall reimburse all reasonable expenses of members in connection with attendance at meetings of the Forum and charge any expenses to the schools budget.

## **5. Meetings and proceedings**

- 5.1 There shall be at least four meetings of the full Schools Forum held each year. Additional meetings will be held if the Forum deems it necessary.
- 5.2 A Chair and Vice Chair will be elected annually and will hold office until the next meeting which falls after the date which is a year after the meeting at which the Chair and Vice

Chair were originally elected. On ceasing to hold office, the Chair and Vice Chair shall be eligible for re-election.

- 5.3 In the event of a casual vacancy in the office of Chair or Vice Chair, the Forum shall, at their next meeting, elect one of their membership to fill that vacancy and the member so elected shall hold office until the date of the meeting to which the Chair or Vice Chair would have held office had the casual vacancy not occurred.
- 5.4 Meetings of the Forum will be convened by the Clerk to the Schools Forum, but he or she will comply with any direction in the matter given by the Forum in a previous meeting or given by the Chair (or in his or her absence the Vice Chair). A Business Management Group (BMG) will meet regularly and oversee the agenda planning and report drafting.
- 5.5 Written notice of a meeting, along with a copy of the agenda and papers for the meeting will be given at least five working days before the date of the meeting itself. Agendas, reports and minutes of meetings will be published promptly and made available through the Milton Keynes Council website.
- 5.6 All meetings of the Forum will be open to members of the public unless there is a good reason for the business to be conducted in private.
- 5.7 The following persons may speak at the Forum even though they are not members:
  - (a) The director of children's services or their representative
  - (b) The chief finance officer or their representative
  - (c) The elected member who has primary responsibility for children's services
  - (d) The elected member who has primary responsibility for resources
  - (e) Any person invited to provide financial or technical advice
  - (f) An observer appointed by the Secretary of State
  - (g) Any person presenting a report (but are limited to matters related to that item)
- 5.8 Any member of the Forum may nominate an alternate member to attend meetings of the Forum in his or her absence. Where a member has nominated an alternate member, the alternative member may attend and vote in place of the member. A member may only nominate an alternate member who would himself or herself be eligible to be appointed or elected to the Forum under the same category as the member.
- 5.9 The name of the intended alternate must be notified to the Clerk of the Forum at least 24 hours in advance of the meeting in question where possible.
- 5.10 Where a decision is required to be made this should be determined through a majority vote. In some circumstances those entitled to vote may be limited to those representing a specific sector. In the case of an equality of votes the Chair will have a second or casting vote. Non-school members, other than those who represent early years providers, should not vote on matters relating to the funding formulae to determine the amounts to be allocated to schools and early years providers.

- 5.11 When voting on proposals, members are not delegates or representatives of their particular school. Members should duly consider the proposals and vote in accordance with what they consider to be in the best interests of children and young people in Milton Keynes.
- 5.12 It is recognised that all Schools Forum members may have an interest in more than one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or prejudicial interest. The Forum member can make a short presentation at the start of the agenda item and continue contributing to the discussion at the discretion of the Chair but should not vote on that particular proposal which *uniquely* changes funding for their particular school/schools.
- 5.13 The Forum may establish standing sub groups. Membership of all sub-groups may include those who are not members of the Forum. All sub-groups will report back to the Forum.
- 5.14 Any formal recommendations made to the Council shall be determined by a majority of the votes of members present at a meeting of the Forum and not by any sub groups.
- 5.15 The Forum shall be quorate if at least forty percent of the current voting membership (excluding vacancies) is present at a meeting.

## **6. Review of the Constitution**

- 6.1 The Forum will regularly review its constitution to ensure that it continues to comply with regulation and equally remains workable in the context of major change and reform to school funding arrangements.

## Schools Forum Membership List

Schools members	
Natalie Fowler/ <i>Vacancy</i> (N)	Knowles Nursery
Kirk Hopkins (P)	Oldbrook
Paul Hussey (P) <b>Chair</b>	Bradwell Village
Christine Ryan (P)	Cold Harbour
Lizzie Bancroft (P)	Loughton Manor
Jake Yeo (P)	Bushfield
Francis Grant (P)	Great Linford
Finlay Douglas(SP)	White Spire
Tracey Jones (S)	Lord Grey
Paul Herbert (S)	St Paul's
Jonathan Budd (PRU)	Primary Pupil Referral Unit
Antony Moore (P)	Giles Brook
Ian Northover (P)	Heronshaw
<b>Total: 13</b>	

Academies members	
Neil Barrett (SP)	Stephenson
(AP)	
<i>Vacancy</i>	
Glen Martin (S)	Shenley Brook End
<i>Vacancy</i>	
John Howe (S)	Denbigh
Michelle Currie (S)	Walton High
Dave Moulson (S)	Ousedale
Ian Tett (S)	Oakgrove
<b>Total: 9</b>	

Non-schools members	How Chosen
Kieran Salter - Diocesan Authority (Oxford C of E Diocese)	Selected by Oxford Diocese
Michael Manley - Diocesan Authority (Northampton Catholic Diocese) ( <b>Vice Chair</b> )	Selected by Catholic Diocese of Northampton
Lynne Johnson - Early years providers representative	Selected by Pre School Learning Alliance
Lindsay Styles – Post 16 provider	Selected by Milton Keynes College
Anita Richards - Recognised teachers' trade union representative	Selected by teachers' trade unions
<b>Total: 5</b>	

(N) Nursery (maintained)  
(P) Primary  
(S) Secondary  
(SP) Special  
(PRU) Pupil referral unit