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relating to the schools budget in connection with the following:

- (a) the arrangements to be made for the education of pupils with special educational needs;
- (b) arrangements for the use of pupil referral units and the 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 Local Authority.

2.5 The Forum shall as soon as reasonably possible inform governing bodies of maintained schools of all consultations carried out under the above provisions of this section 2.

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where the law gives the Forum responsibility for making those decisions.

### 3. **Membership**

3.1 Membership of the Forum shall not exceed 27 and shall comprise of:

- (a) 1 maintained Nursery School Head Teacher representative
- (b) 3 maintained Primary School Head Teacher representatives
- (c) 1 maintained





and written details of the nomination have been received by the Clerk to the Forum.

3.16 If, for any reason, an election for a schools member, Academies member, or person to represent 16 to 19 providers either does not take place by any date set by the Local Authority or any such election results in a tie between two or more candidates, the Local Authority shall appoint the schools member, Academies member, or person to represent 16 to 19 providers to the Forum instead.

3.17 Each Forum member shall be elected or appointed for a period not exceeding office expires or the member ceases to hold the office by virtue of which the member became eligible for election or appointment to the Forum, or the member resigns from the Forum, or in the case of a non-schools member, the member is replaced by the Local Authority, at the request of the body which the member represents, by another person nominated by that body, and that where the term of office of a Forum member ends so shall the term of office of their Substitute.

3.18 Within one month of the appointment of any non-schools member the Local Authority shall inform schools and 35.7 Tm1 375.4 3551 0 s on 010516005600A5T6(e)-6( )-7

- 4.3 At least 14 days notice of a meeting of the Forum shall be given in writing addressed to Members and their Substitutes.
- 4.4 The agenda of a meeting of the Forum shall be circulated to Members and their Substitutes at least 7 days prior to the date of a meeting of the Forum.
- 4.5 The quorum of the Forum shall be 40% of Members or their Substitutes.
- 4.6 The following persons may speak at meetings of the Forum, even though they are not members of the Forum:
- (i)
  - (ii) the chief finance officer or their representative;
  - (iii) The Cabinet Members who have primary responsibility for services or education;
  - (iv) Any elected Member of the Local Authority who has primary responsibility for the resources of the Local Authority;
  - (v) Any person who is invited by the Forum to attend in order to provide financial or technical advice to the Forum;
  - (vi) An observer appointed by the Secretary of State for Education;
  - (vii) Any person presenting a paper or other item to the Forum that is on

- 5.2 The Chairperson and Vice-Chairperson shall be elected for a period of one year and elections for the posts shall be held at the next meeting of the Forum following the expiry of the term of office.
- 5.3 The Chairperson shall decide upon an agenda for each meeting of the Forum following consultation with members of the Forum.

6. **Voting**

- 6.1 Decisions of the Forum shall be made by a simple majority of the Members or their Substitutes present and voting.
- 6.2 Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the Local Authority to determine the amounts to be allocated to schools and early years providers.
- 6.3 Only the schools members who are representatives of primary schools may vote to decide whether or not to authorise de-delegation matters where they relate to primary schools.
- 6.4 Only the schools members who are representatives of secondary schools may vote to decide whether or not to authorise de-delegation matters where they relate to secondary schools.
- 6.5 Subject to 6.2 to 6.4 in the event of an equality of votes the Chairperson shall have a casting vote.
- 6.6 Any amendment to this Constitution shall only be considered at a meeting for which at least 28 days notice has been given and shall be passed only on the approval of two thirds of the Members or their Substitutes present and voting.

7. **Declarations of Interest**

- 7.1 A Member or Substitute Member with a personal interest in a matter who attends a meeting of the Forum at which the matter is considered must disclose to the meeting the existence and nature of that interest at the commencement of the meeting or at such time as the interest becomes apparent.
- 7.2 A Member or Substitute Member should regard him or herself as having a personal interest in any matter if a decision upon it might reasonably be regarded as affecting the well-being or financial position of him or herself, a relative or a friend, or any employment or business carried on by such persons.



9. **The Clerk to the Forum**

9.1 The minutes of the proceedings of a meeting of the Forum shall be drawn up and entered in to a book kept for the purpose by the Clerk.

9.2 The Clerk shall record the names of those persons present at any meeting of the Forum.

9.3 Notices of appointments, resignations or removals from the Forum shall be given in writing to the Clerk.

10. **Website**

10.1 The Local Authority shall promptly publish all papers considered by the Forum and the minutes of their meetings on their website.

11. **Expenses**

11.1 All expenses of the Forum shall be met by the Local Authority and charged to the schools budget.

11.2 Within the provisions of 11.1 above the Local Authority shall reimburse all reasonable expenses of members in connection with attendance at meetings of the Forum in accordance with the appropriate guidelines issued by the Local Authority from time to time.

12. **Review**

12.1 The Forum shall review the content of this Constitution in September each year.