

School Forum

9 July 2013

Proposals for Changes to Operating Procedures

Summary

The Operating Procedures for Schools Forum have been reviewed in light of the recommendations from the internal audit report and the resolution made at the meeting held on 7 May 2013. Members of the Forum are asked to consider the changes as detailed below:-

It is recommended:-

- i) that the terms of office be changed from three years to two years duration. This will enable the Forum to review its constitution in order to reflect the changing proportionality between schools and academies.
- ii) that in relation to the point above, the Forum will need to decide how to move forward to two year terms of office. The suggested options are: a) all members terms of office cease on 31 August 2013 and new appointments are made with effect from 1 September 2013. b) that all current Members will serve out their existing term of office and when recruiting into the vacancies the terms of office will reduce to two years.
- iii) that all appointing bodies nominate substitutes (to the maximum of the total number of positions they hold). The Clerk to Schools Forum would maintain the register for substitutes and provided that two weeks notice of non attendance was given, substitutes would be put in place from that particular category.
- iv) to remove the position of Early Years Representative as this was no longer a requirement.