Schools forum self-assessment toolkit

This toolkit provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their schools forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Question	Yes / No	Notes
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?	5 YES	
2. Are meetings timed to coincide with key dates? (e.g. reporting of funding formula)	5 YES	
3. Are meetings held in an accessible venue to enable observers to attend easily?	5 YES	
4. Is there a dedicated website link for schools forum, is it current and regularly updated?	4 YES 1 NO	EGENDA
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?	5 YES	
6. Are the papers published as a single document, so that users can download easily?	2 YES 3 NO	Attachments easy to download and best sent seperately
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?	4 YES 1 NO	
8. Are draft minutes published a reasonable time (e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?	4 YES 1 NO	
9. Are the minutes clear and	5 YES	

Question	Yes / No	Notes
unambiguous, with sufficient detail to illustrate the discussions, without reporting verbatim every point made?		
10. Is the constitution clear and appropriate? Including eg - a clear process for ensuring proportional representation - the process for electing members and their tenure - the timescale for review is clearly set out - the process for dealing with repetitive non attenders	5 YES	
11. Is there an induction pack or training programme available for new members?	3 YES 2 NO	2 THAT REPLIED NO HAD RECEIVED AN INDUCTION PACK AND WAS RESENT
12. Is the election process clear and transparent? i.e. representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.	5 YES	Maybe email voting system would ensure all representatives could vote
13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?	5 YES	
14. Is it clear to observers who attendees at the forum are representing? (eg by use of name plates, indicating sector)	5 YES	
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?	4 YES 1 NO COMMENT	
16. Is there inclusive participation in discussions for all phases and types of members?	5 YES	
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide	3 YES 2 NO COMMENT	

Question	Yes / No	Notes
feed back after meetings?		
18. Where votes are required, is it clear who is eligible to vote for different items?	5 YES	
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?	5 YES	
20. Is there a system in place for a decision if votes are tied?	2 YES 1 NO 2 UNSURE	
21. Is the operational & good practice guide used to regularly review the forum's adherence to good practice?	3 YES 2 UNSURE	