

Executive summary (from the Education Funding Agency’s ‘Schools Forums: operational and good practice guide’)

The two tables in this section are provided as a summary of the structure of Schools Forums and the decision making powers of the local authority (LA) and the Schools Forum according to Regulations.

TABLE 1: SCHOOLS FORUM STRUCTURE

Category	Schools Members	Academies Members	Non-School Members
Represented groups	<p>Where the LA maintains the following types of school, they must be represented on the Schools Forum:-</p> <ul style="list-style-type: none"> • Secondary Schools • Special Schools • Nursery Schools • PRUs <p>There is no specific requirement in Regulations for a primary rep, but this is captured by requiring membership to be based on pupil proportions</p>	<p>No specific groups, but academies members will represent academies, free schools, UTCs and Studio Schools</p>	<p>16-19 providers Early years Private, Voluntary and Independent (PVI) providers Before considering other groups, the LA must consider diocesan representation</p>
Type of member	<p>Within each of the five groups above there are the following types of member:-</p> <ul style="list-style-type: none"> • Headteachers (or their representative) • Governors • Headteachers and Governors <p>In overall terms there must be at least one headteacher (or their representative) and one governor.</p>	Any	Any

Category	Schools Members	Academies Members	Non-School Members
Schools Forum Structure	<p>Schools members and academies members must comprise at least 2/3rds of the Schools Forum membership</p> <p>Primary schools, secondary schools and academies must be broadly proportionately represented on Schools Forum, based on the total number of pupils registered at them</p>		
Voting	<p>Only primary representatives can vote on primary school de-delegation</p> <p>Only secondary representatives can vote on secondary school de-delegation</p> <p>All schools members can vote on any other Schools Forum business, including the consultation on the funding formula</p>	<p>No voting on de-delegation</p> <p>All academies members can vote on any other Schools Forum business, including the consultation on the funding formula</p>	<p>No voting on de-delegation</p> <p>Only PVI representatives can vote on the consultation on the funding formula.</p> <p>All non-school members can vote on any other Schools Forum business</p>
Elected by	<p>The relevant sub-group of the relevant type of school e.g. primary school governor representatives are elected by the governors of primary schools, secondary school headteachers are elected by the headteachers of secondary schools</p>	<p>Proprietors of academies</p>	<p>Election only applies to the representative for the 16-19 providers, who is elected by all 16-19 providers</p>

Category	Schools Members	Academies Members	Non-School Members
LA appointment of members	Only if no election takes place by the agreed date or in the event of a tie	Only if no election takes place by the agreed date or in the event of a tie	Can appoint a 16-19 representative only if no election takes place by the agreed date or in the event of a tie For all other non-schools members the LA appoints, but it is good practice to seek nominations from the relevant bodies
Other attendees who are permitted to contribute to a Schools Forum meeting	An observer appointed by the Secretary of State The Chief Financial Officer The Director of Children's Services Officers providing financial & technical advice to Schools Forum The Executive Member for Children's Services Presenters (restricted to the paper they are presenting) The Executive Member with responsibility for resources		

TABLE 2 - SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2014-15

Function	Local Authority	Schools Forum	DfE Role
Formula change (including redistributions)	Proposes and decides	Must be consulted [Voting restrictions in table 1 above] and informs the governing bodies of all consultations	None
Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view and informs the governing bodies of all consultations	None
Financial issues relating to: <ul style="list-style-type: none"> • arrangements for pupils with special educational needs; • arrangements for use of pupil referral units and the education of children otherwise than at school; • arrangements for early years provision; administration • arrangements for the allocation of central government grants 	Consult annually	Gives a view and informs the governing bodies of all consultations	None
Minimum funding guarantee (MFG)	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval

Function	Local Authority	Schools Forum	DfE Role
De-delegation for mainstream schools for: <ul style="list-style-type: none"> • contingencies • administration of free school meals • insurance licences/subscriptions • staff costs - supply cover • support for minority ethnic pupils/underachieving groups • behaviour support services • library and museum services 	Proposes	Primary and secondary school member representatives will decide for their phase	Will adjudicate where Schools Forum does not agree LA proposal
Central spend on and the criteria for allocating funding from: <ul style="list-style-type: none"> • growth fund (to meet requirements for basic need and infant class size regulations) • falling rolls fund for surplus places in good or outstanding schools where a population bulge is expected in 2-3 years 	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal
Central spend on: <ul style="list-style-type: none"> • funding for significant pre-16 pupil growth • equal pay back-pay • places in independent schools for non-SEN pupils • early years expenditure 	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal
Central spend on: <ul style="list-style-type: none"> • admissions • servicing of schools forum 	Proposes up to the value committed in 2013-14	Decides for each line	Adjudicates where Schools Forum does not agree LA proposal

Function	Local Authority	Schools Forum	DfE Role
Central spend on: <ul style="list-style-type: none"> • capital expenditure funded from revenue • contribution to combined budgets • schools budget centrally funded termination of employment costs • schools budget funded prudential borrowing costs • special education needs transport costs 	Proposes up to the value committed in 2013/14 and where expenditure has already been committed.	Decides for each line	Adjudicates where Schools Forum does not agree LA proposal
Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Schools Forum does not agree LA proposal
Scheme of financial management changes	Proposes and consults the governing body and Head of every School	Approves	Adjudicates where Schools Forum does not agree LA proposal
Membership: length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
Voting procedures	None	Determine voting procedures	None
Chair of Schools Forum	Facilitates	Elects (<i>may not be an elected member of the Council or officer</i>)	None