

AGENDA MANAGEMENT SHEET

Name of Committee	The Cabinet	
Date of Committee	21st July 2005	
Report Title	Constitution of the School Admissions Forum	
Summary	The Forum was established by the County Council in 2003, with brief terms of reference. The report proposes a more formal constitution.	
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Would the recommended decision be contrary to the Budget and Policy Framework?	No	
Background papers	DfES School Admissions Code of Practice; minutes of the School Admissions Forum 20th April 2005; The Education (Admissions Forums) Regulations 2002 (as amended)	

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input checked="" type="checkbox"/> School Admissions Forum – 20 th April 2005
Local Member(s)	<input type="checkbox"/>
Other Elected Members	<input checked="" type="checkbox"/> Cllr Helen McCarthy) Cllr John Wells) Cllr John Whitehouse) members of the School Admissions Forum
Cabinet Member	<input checked="" type="checkbox"/> Cllr John Burton
Chief Executive	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/> Jane Pollard / Richard Freeth – “fine”

Finance	<input checked="" type="checkbox"/>	David Clarke, County Treasurer – “fine”
Other Chief Officers	<input type="checkbox"/>
District Councils	<input type="checkbox"/>
Health Authority	<input type="checkbox"/>
Police	<input type="checkbox"/>
Other Bodies/Individuals	<input type="checkbox"/>

FINAL DECISION **YES**

SUGGESTED NEXT STEPS:

Details to be specified

Further consideration by this Committee	<input type="checkbox"/>
To Council	<input type="checkbox"/>
To Cabinet	<input type="checkbox"/>
To an O & S Committee	<input type="checkbox"/>
To an Area Committee	<input type="checkbox"/>
Further Consultation	<input type="checkbox"/>

The Cabinet - 21st July 2005

Constitution of the School Admissions Forum

Joint Report of the County Education Officer and County Solicitor and Assistant Chief Executive

Recommendation

That the Cabinet approve the new constitution for the School Admissions Forum (at Appendix A) with immediate effect.

1. Background

- 1.1 Each LEA has to establish a School Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreements on how to deal with difficult admission issues and advise admission authorities on ways in which their arrangements can be improved. Admission authorities, such as the LEA, must have regard to any advice given by the Forum for their area.
- 1.2 Forums should consider, for example, how well existing and proposed admission arrangements serve the interests of local parents and children collectively; how admission processes might be improved and how admissions relate to published admission numbers. After discussions, Forums should promulgate advice that represents the agreed views of the whole Forum.

2. Proposed new constitution

- 2.1 When the County Council established the Forum early in 2003, its membership and brief terms of reference were agreed, based on the statutory regulations. Now that the Forum has been operating for two years, its members felt it would helpful to place its proceedings on a more formal footing, and to clarify certain issues relating to membership. The Forum has been consulted and provided feedback on the draft constitution at **Appendix A**, and it is now submitted to the Cabinet for approval.

- 2.2 One of the main practical changes is to request the addition of a local community representative nominated by the Early Years and Child Care Development Partnership. There is also a specific provision for members who are unable to attend a meeting to send a substitute, and for the possible removal of members who do not attend three consecutive meetings.

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County Education Officer

DAVID CARTER
County Solicitor and Assistant
Chief Executive

22 Northgate Street
Warwick

7th July 2005

CONSTITUTION OF THE WARWICKSHIRE SCHOOL ADMISSIONS FORUM

1. Membership

- 1.1 The Forum shall comprise the following core members appointed by the County Council:

Core members	Number	Nominated by
Elected members of Warwickshire County Council	3	
Church of England Diocesan Board of Education	2	1 nominated by each of the Coventry and Birmingham Boards.
Roman Catholic Diocese	1	Nominated by the Roman Catholic Archdiocese of Birmingham.
School groups	3 – being 2 headteachers and 1 governor from community and voluntary controlled schools in Warwickshire 2 – being 1 headteacher and 1 governor [or two headteachers at the discretion of the County Education Officer] from voluntary aided schools in Warwickshire 1 – being a headteacher or a governor [at the discretion of the County Education Officer] from a foundation school in Warwickshire	The headteachers shall be nominated by the Access & Inclusion Policy Development Groups. The governors shall be nominated by the Warwickshire Governors' Forum.
Parent Governor representatives appointed to the County Council's Children and Young People Overview and Scrutiny Committee	2	
Local Community	1	Nominated by the Early Years and Child Care Development Partnership.

- 1.2 The Forum may also comprise up to 4 members (to be known as associate members) who appear to represent the interests of any section of the local community, such members to be appointed by the County Council (acting through the County Education Officer) on the recommendation of the core members.
- 1.3 In addition the core members may invite other interested parties to attend any meeting of the Forum if they consider it appropriate to do so having regard to the matters arising for discussion.

2. Alternate Members

- 2.1 Any core member may nominate an alternate member to attend meetings of the Forum in his/her absence in accordance with the following provisions:
- (a) Elected members of Warwickshire County Council may only nominate an alternate member who is a member of the County Council;
 - (b) A parent governor representative may only nominate an alternate member who is a parent governor representative on the County Council's Children and Young People Overview and Scrutiny Committee;
 - (c) A School group representative may only nominate an alternate member who is a head or governor from the same category and phase of school which the head or governor is from;
 - (d) Diocesan nominees may only nominate an alternate member with the consent of the diocese which nominated them.
- 2.2 Written notice of an alternate member must be provided to the Secretary at least 2 hours before the meeting.

3. Term of Office

- 3.1 Each core member shall be appointed for a period not exceeding four years. Members may be re-appointed.
- 3.2 A core member shall vacate his office in the following circumstances:
- (a) Elected members of Warwickshire County Council – if they cease to be members of the County Council;
 - (b) School group representatives – if they cease to be a headteacher or governor of a school in the relevant school group;
 - (c) Parent Governors – if they cease to be a parent governor representative on the Children and Young People Overview and Scrutiny Committee;
 - (d) Diocesan nominees – if the body who nominated them are of the opinion that the member should no longer be a member of the Forum and notify the secretary accordingly;
 - (e) In the case of elected members of Warwickshire County Council, School group representatives, Parent Governor representatives and Local Community core members – if the County Council, following a recommendation from the core members, are of the opinion that the member should no longer be a member of the Forum.
- 3.3 Associate members will serve for a term decided by the core members at the time of nomination.

- 3.4 Any member may resign at any time by giving written notice to the secretary.
- 3.5 It will be a condition of membership of the Forum for all members that a member may be required to leave if they do not attend three consecutive meetings of the Forum unless they have sought and been given permission by the forum to be absent.

4. Appointment of Chair and Vice Chair

- 4.1 The Forum shall elect a Chair and Vice-Chair by a majority of votes cast by core members at their first meeting and annually thereafter.
- 4.2 The Chair and Vice-Chair shall serve for a period of one year and may be re-elected.
- 4.3 The secretary to the Forum shall act as Chair for that part of the meeting during which the Chair is elected.

5. Secretary of the Forum

The core members shall appoint a person, nominated by the County Council and not being a member of the Forum, to act as its Secretary.

6. Meetings of the Forum

- 6.1 The Forum shall meet at least twice a year. Additional meetings may be convened by the chair or core members of at least two groups represented on the Forum.
- 6.2 At least five working days' notice of a meeting of the Forum shall be given in writing to members, except in the case of an emergency.
- 6.3 The Secretary shall circulate the agenda and documents relevant to the meeting to members at least five working days before a meeting of the Forum.
- 6.4 The quorum of the Forum shall be 30% of its membership, rounded up to the nearest whole number provided that at least 3 core member groups are represented at the meeting.
- 6.5 Meetings of the Forum shall be held in private. On occasions, information of a confidential nature may be given to members of the Forum to assist their understanding of the matter under discussion. Members of the Forum must observe the confidentiality of such information.

7. Voting

The Forum will seek to reach a consensus opinion. If following discussion the Chair is of the view that a consensus cannot be reached, he/she will instruct the secretary to record this in the minutes. Core and associate members shall have voting rights.

8. Declaration of Interest

Members of the Forum should declare an interest in any individual matter which directly affects a school at which they have an interest, either financially, or as a governor or parent. The Forum shall determine whether or not a member having declared an interest should be asked to withdraw from discussion on that item.

9. Sub Committees

The Forum may establish sub-committees if it considers necessary to consider particular issues and shall decide upon the membership, terms of reference and procedures of such sub-committees as appropriate.

10. Attendance by Officers at Meetings

Officers of the County Council nominated by the Chief Executive and the County Education Officer shall have the right to attend any meeting of the Forum for the purpose of giving advice.

11. Role of the Forum

The Forum shall:

- (a) consider how well existing and proposed admission arrangements serve the interests of children and parents in Warwickshire;
- (b) promote agreement on admission issues;
- (c) consider the comprehensiveness and accessibility of the admission literature and information for parents, produced by each admission authority in Warwickshire;
- (d) consider the effectiveness of any proposed co-ordinated admission arrangements;
- (e) consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
- (f) monitor the admission of children who arrive in Warwickshire outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preference expressed in accordance with arrangements made under section 86(1) of the School Standards and Framework Act 1998;
- (g) promote the arrangements for children with special educational needs, looked after children and children who have been excluded from school;
- (h) consider any admissions issues not mentioned above.

12. Budget

Members of the Forum will be entitled to assistance with costs of travel in accordance with the prevailing scheme of allowances for County Council members.