

## SCHOOLS FORUM

### Process for Commenting on Reports when Unable to Attend Schools Forum Meetings

22 February 2016

Content Applicable to;		School Phase;	
Maintained Primary and Secondary Schools	X	Pre School	X
Academies	X	Foundation Stage	X
PVI Settings	X	Primary	X
Special Schools / Academies	X	Secondary	X
Local Authority	X	Post 16	X
		High Needs	X

#### Purpose of Report

Content Requires;		By;	
Noting	X	Maintained Primary School Members	
Decision		Maintained Secondary School Members	
		Maintained Special School Members	
		Academy Members	
		All Schools Forum	X

1. This report sets out the procedure for School Forum Members to provide comment on Schools Forum business when unable to attend a meeting.

#### Recommendations

2. That Schools Forum note the procedure and consider what actions are needed within their specific group.

#### Background

3. It was identified at the meeting of the Schools Forum on 16 January that the Constitution did not set out a formal procedure to allow members who could not be present at a School Forum meeting to ensure that their comments on the business

being undertaken could be recorded at the meeting. This document sets out that procedure.

### **The Proposed Procedure**

4. Membership of Schools Forum is arranged in groups of stakeholders to ensure a full representation from all schools in Leicestershire.
5. The Schools Forum Constitution allows groups to nominate a substitute for Schools Forum members.
6. In the event that an elected Schools Forum Member is unable to attend a meeting and wishes their comments to be brought to the meeting the following actions should be taken;
  - 1) The groups substitute member is made aware of the members inability to attend the meeting and asked to make representations on their behalf.
  - 2) The substitute member should contact the Schools Forum Clerk to advise of attendance and who they are representing.
  - 3) Should a substitute be unavailable the non-attending member should contact another member of their group and request representations to be made on their behalf.
  - 4) Should a substitute or other group member be unavailable the non-attending member should contact the Schools Forum Chair and request representations to be made on their behalf.
  - 5) All representations on the behalf of non-attending members will be made verbally at the meeting, no written representations will be presented.

### **Resource Implications**

- 6) None arising directly from this report

### **Equal Opportunity Issues**

- 7) None arising directly from this report

### **Background Papers**

None

### **Officers to Contact**

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