

Vale of Glamorgan Council

Schools Budget Forum Constitution (revised 11.06.25)

1. Introduction

All Councils are required to have a Schools Budget Forum in accordance with section 47A of the Schools Standards and Framework Act 1998 as inserted by the Education Act 2002 and The Schools Budget Forum (Wales) Regulations of 2003.

2. Membership

2.1. Size of the forum

- 2.1.1. The forum must have a minimum of 15 members to ensure that the membership of the forum is not too limited, and the interests of schools are properly represented.
- 2.1.2. In order to facilitate constructive discussions, the forum will be kept to a manageable size of no more than 23.
- 2.1.3. The forum should represent the views of governing bodies and headteachers. The majority of the forum therefore will be made up of school members who are elected to represent governing bodies or headteachers of maintained schools.
- 2.1.4. No more than 25% of the forum can be made up of non-school members.

2.2. Election and Appointment of School Members

- 2.2.1. School members must be headteachers or governors but there is no requirement to have an equal number of each. In order to ensure as many schools as possible are represented on the forum where possible, governor representatives and headteacher representatives should not be from the same school. This will not apply to special schools, secondary faith schools and secondary Welsh medium, as there is only one school in each category.
- 2.2.2. School members will be nominated for membership on Budget Forum. Governors will be nominated by the Vale School Governors Association and Headteachers will be nominated by the school cluster groups.
- 2.2.3. The forum will have at least one school's member from the following categories:
 - Special schools
 - Primary schools
 - Secondary schools and or 3-19 schools
 - Voluntary aided or voluntary controlled schools
 - Welsh medium schools
- 2.2.4. The three formal geographical clusters must be represented on the forum, being
 - The Penarth Cluster
 - The Barry Cluster
 - The Rural Vale Cluster
 - There is no requirement to separately represent further informal geographical clusters.
- 2.2.5. At least one school must be a school governor.

2.3. Appointment of Non-School Members

- 2.3.1.** The 25% limit referred to in 2.1.3 includes representatives of the authority.
- 2.3.2.** The only representatives of the local authority who have voting rights on the school's forum are those included as part of the non-schools' membership.
- 2.3.3.** The composition of the non-schools membership will include representation from the Local Authority and teaching or other trade unions with members in Wales.
- 2.3.4.** Regulations require that the local authority notifies all of its maintained schools of the details of any non-schools members appointed to the schools forum within one month of the appointment taking place.

2.4. Substitute Members

- 2.4.1.** Members are able to nominate a substitute to attend meetings of the Schools Budget Forum in their absence

2.5. Term of Office

- 2.5.1.** It is recommended that the period of office for membership is three years where possible, however it may not always be possible to limit membership to three years whilst complying with section 2.2.3 above and ensuring all categories are represented. In particular special schools and foundation schools.
- 2.5.2.** School cluster groups should review each Headteacher representative and after the three- year period of office should either elect a new cluster representative, or re-elect the current representative.
- 2.5.3.** The term of office for non-school members will be determined by the eligibility criteria by virtue of which they were nominated to the forum. Non-school members are
- The Cabinet Member for Education
 - The Head of Strategy, Community Learning and Resources
 - One Learning and Culture Scrutiny Member
 - Two Trade Union Members
- 2.5.4.** The forum members will have their appointment and term of office confirmed in writing.

2.6. Removal of Members from the Schools Budget Forum

- 2.6.1.** If a schools member no longer holds the position of headteacher or governor of the school by virtue of which they became eligible for appointment to the forum, their appointment will be terminated.
- 2.6.2.** In the case of non-schools members their appointment will end when they cease to meet the eligibility criteria by virtue of which they were nominated to the forum.

2.7. Composition of the Vale of Glamorgan Schools Funding Forum

2.7.1. The table below identifies the composition of the Vale of Glamorgan Council, it is noted that

- Minimum membership is 15 members and therefore not all 21 positions in the table below must be filled at all times
- Subject to compliance with paragraphs 2.1.3, 2.1.1 and 2.2.3; One member can represent more than one area as identified in the table below. (For instance a headteacher can represent both primary schools and VC schools)
- School representation should be equal across clusters where possible

Representation	Number	Nominating Body
Secondary School Headteachers	3	Head teacher Cluster Groups
Secondary School Governors	3	Vale School Governors Association
Primary school Headteachers	3	Head teacher Cluster Groups
Primary School Governors	3	Vale School Governors Association
Special School Headteacher	1	Special School
Special School Governor	1	Vale School Governors Association
Welsh Medium Head Teacher Secondary	1	Welsh Medium Schools
Welsh Medium Head Teacher Primary	1	Welsh Medium Schools
Voluntary aided/Voluntary controlled Headteacher Primary	1	Diocesan or Faith School Representatives
Voluntary aided/Voluntary controlled Headteacher Secondary	1	Diocesan or Faith School Representatives
Subtotal School Members	18	
Trade Unions	2	Education Consultative Committee
Cabinet Member for Education	1	n/a
Learning and Culture Scrutiny Member	1	Learning and Culture Scrutiny Committee
Head of Strategy, Community Learning and Resources	1	n/a
Subtotal Non-School Members	5	
TOTAL MEMBERS	23	(maximum)

3. Meetings and Proceedings of the Schools Budget Forum

3.1. Quorate

3.1.1. The forum is quorate if at least forty per cent of the total membership is present at the meeting

3.2. Chairperson

3.2.1. The Chair of the forum must be elected by the forum

3.2.2. Chairs are to hold the position of one year, (but may be reappointed)

4. Functions of the School's Budget Forum

4.1. Consultation on Financial Issues

4.1.1. The Local Authority must consult the forum annually on

- Functions relating to their schools budget;
- any prospective revisions to the Council's Fair Funding Scheme for Schools

4.1.2. The Local Authority may consult the forum on such other matters concerning the funding of schools.

4.2. Consultation on the School's Funding Formula

4.2.1. The Local Authority must consult the forum on: -

- Any proposed changes in relation to the Schools Funding Formula
- The likely financial effect of such a change

4.2.2. Consultation under paragraph 4.2.1 must take place in sufficient time to allow the views expressed to be considered prior to the initial determination of schools' budget shares at the beginning of each financial year.