

**Matter which the Chair has decided is urgent by need of confirming the relevant Budget and Admission Forum Representative(s) so that future forum meetings may be arranged as soon as possible for the new municipal term.**

Meeting of:	<b>Learning and Culture Scrutiny Committee</b>
Date of Meeting:	<b>Thursday, 09 June 2022</b>
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	Schools Budget and Admissions Forum Representation
Purpose of Report:	<ul style="list-style-type: none"> <li>• To seek nomination of a Learning and Culture Scrutiny Committee member to the Schools Budget Forum</li> <li>• To seek nomination of a Learning and Culture Scrutiny Committee member to the Schools Admission Forum</li> </ul>
Report Owner:	Lisa Lewis Operational Manager, Strategy and Resources
Responsible Officer:	Paula Ham, Director of Learning and Skills
Elected Member and Officer Consultation:	<p>Councillor Rhiannon Birch, Cabinet Member for Education, Arts and the Welsh Language</p> <p>Ward Member Consultation is not required.</p>
Policy Framework:	The recommendations of this report are within existing policy framework and budget.

Executive Summary:

- There is currently a vacancy on both the Admissions Forum and Budget Forum for a representative from the Learning and Culture Scrutiny Committee to join the Schools' Budget Forum and the Schools' Admissions Forum. It is therefore requested that the Learning & Culture Scrutiny Committee nominate a representative to join each group. Although traditionally there has been one representative for each, there is no reason why one member could not be the representative for both.
- All Councils are required to have a Schools Budget Forum in accordance with Section 47A of the School Standards & Framework Act 1998 as amended by the Education Act 2002 and The Schools Budget Forums (Wales) Regulations. The authority is required to consult the Schools Budget Forum annually on its schools' budget. The authority can also consult the Forum, as it sees fit, on any other matters concerning the funding of schools.
- The Education (Admission Forums) (Wales) Regulations 2003, requires every local authority in Wales to establish an admission forum. The Forum provides a formal channel of communication between The Vale of Glamorgan Council, its maintained schools, other admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways on which their arrangements can be improved.
- The terms of reference for both can be found at Appendix A (Admissions Forum) and Appendix B (Budget Forum).

## **Recommendations**

1. That the Scrutiny Committee nominates a member to sit on the schools Budget Forum to ensure that the forum includes a Member of the Learning and Culture Scrutiny Committee as well as the Cabinet Member for Education, Arts & Welsh Language.
2. That the Scrutiny Committee nominates a member to sit on the Schools' Admissions Forum to ensure that the forum includes a Member of the Learning and Culture Scrutiny Committee as well as the Cabinet Member for Education, Arts & Welsh Language.

## **Reasons for Recommendations**

1. The membership of the Schools' Budget Forum includes a Member of the Learning and Culture Scrutiny Committee as well as the Cabinet Member.
2. The membership of the Schools' Admissions Forum includes a Member of the Learning and Culture Scrutiny Committee as well as the Cabinet Member.

## **1. Background**

### **Budget Forum**

- 1.1 All Councils are required to have a Schools' Budget Forum in accordance with Section 47A of the School Standards & Framework Act 1998 as amended by the Education Act 2002 and The Schools' Budget Forums (Wales) Regulations.
- 1.2 The functions of the Schools' Budget Forum are set out below:
  - The authority is required to consult the Schools' Budget Forum annually on its schools' budget. The authority can also consult the Forum, as it sees fit, on any other matters concerning the funding of schools.
  - The authority has to consult the Schools' Budget Forum on any proposed revisions to its Scheme for Financing Schools. Consultation with the Schools' Budget Forum is additional to the statutory requirement to consult governing bodies and headteachers on revisions to the scheme on an individual basis.
  - The authority must consult the Schools' Budget Forum on any proposed changes to the factors and criteria to be taken into account, or the methods, principles and rules to be adopted, in relation to its formula for funding schools. This includes consultation on the likely financial effect of any changes to the funding formula. Consultation must be carried out in sufficient time to allow the Forum's views to be taken into account in the determination of the authority's formula and in the determination of the schools' budget shares before the start of the financial year.

- The regulations stipulate that the Schools Budget Forum must also be consulted on service level agreements for the supply of goods and services by the authority to schools. Again, the authority must consult the Forum at least three months before the date on which the agreement is due to be finalised.

### **Admissions Forum**

- 1.3** The Education (Admission Forums) (Wales) Regulations 2003, requires every local authority in Wales to establish an admission forum. The constitution and terms of reference of the Forum maybe amended at any time to meet changes to primary legislation or the regulations.
- 1.4** The Forum shall provide a formal channel of communication between The Vale of Glamorgan Council, its maintained schools, other admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways on which their arrangements can be improved.
- 1.5** In particular the Forum must:
- Consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the LA;
  - Promote agreement on admission issues;
  - Consider the comprehensiveness and accessibility of the area of the forum;
  - Consider the effectiveness of the LA's proposed co-ordinated admission literature and information produced for parents by each admission authority within admission arrangements;
  - Consider the means by which admissions processes might be improved and how actual admission arrangements relate to the admission numbers published;
  - Monitor the admission of children who arrive in the LA's area 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 and in accordance with the Welsh Assembly Government School Admissions Code of Practice;
  - Promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
  - Consider any other admissions issues that arise.

## **2. Key Issues for Consideration**

- 2.1** The current membership of the Schools' Budget Forum is shown below:

<b>Barry Cluster Head teachers</b>			
	Browne	Vince	Executive Head Teacher
	Gilbert	Matt	Head Teacher
<b>Penarth Cluster Head teachers</b>			
	Brown	Trevor	Head Teacher
	Sian	Lewis	Head Teacher
<b>Rural Vale Cluster Head teachers</b>			
	Hoffrock	Ceri	Head Teacher
	Burden	Cedric	Head Teacher
<b>Special School Headteachers</b>			
	Britten	Chris	Head Teacher
<b>VA and VC school Headteachers</b>			
Chair	Blackwell	David	Head Teacher
	Vaughan	Paula	Head Teacher
<b>Welsh Medium Head teachers</b>			
	Jones	Rhodri	Head Teacher
	Jones	Rhys Angell	Head Teacher
<b>Governors</b>			
	Bailey	Russell	Primary School Governor
	Vaughan-Taylor	Terry	Secondary School Governor
<b>Vice Chair</b>	Craggs	Norman	Primary School Governor
	Exell	Tim	Chair of Governors
	Gibbs	Mari	Primary School Governor
	Jenkins Welch	Sarah	Primary and Secondary School Governor
	Price	Martin	Vice Chair of Governors
<b>Non School Members</b>			
	Baker	Trevor	Head of Service

Councillor	Birch	Rhiannon	Cabinet Member for Education, Arts and the Welsh Language
	Canavan	Mairead	NEU Representative
	Lancaster	Lorraine	NASUWT Teachers union
Councillor	Vacant	Vacant	Learning and Culture scrutiny committee

- 2.2** Other local authority officers attend the forum in an advisory capacity.
- 2.3** Headteachers are elected to the forum by their cluster groups. Governors are elected by the Vale School Governors Association.
- 2.4** The Schools Budget 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. The Forum should be kept to a manageable size in order to facilitate constructive discussions. In view of this, the Vale of Glamorgan's Schools Budget Forum has a maximum of 23 members.
- 2.5** Section 47A of the Schools Standards and Framework Act 1998, describes school fora as representing the views of governing bodies and Headteachers. The majority of the forum (at least 75%), therefore, is made up of school members who are elected to represent governing bodies or Headteachers of maintained schools.
- 2.6** The regulations stipulate that no more than 25% of the forum can be made up of non-school members including representatives of the authority. The only representatives of the local authority who have voting rights on the schools forum are those included as part of the non-schools membership. The composition of the non-schools membership includes representation from the local authority and teaching or other trade unions with members in Wales.
- 2.7** Members are able to nominate a substitute to attend meetings of the Schools' Budget Forum in their absence.
- 2.8** The period of office for both schools and non-school members is 3 years.
- 2.9** The forum meets termly, however meeting dates for the remainder of the 2022/2023 financial year are not yet confirmed (venue currently scheduled on Teams).
- 2.10** The current membership of the Schools Admission Forum is shown below:

MEMBERS NOMINATED BY	REPRESENTATIVE
LA – any member or officer of the authority	Cllr Rhiannon Birch (Chair)
	One Scrutiny member tbc

	Lisa Lewis (Vice Chair)
	Mike Matthews
	Jane Werrett
Church in Wales Diocesan representatives	tbc
Roman Catholic Diocesan representatives	Anne Robertson
Schools - community and voluntary controlled	Sian Lewis
	Rhian Andrew
	C Burden
Schools - foundation	Trevor Brown (Stanwell)
Schools - voluntary aided	Ceri Thomas
VSGA Parent governor representative	Andrew Hennessy
VSGA governor representative (Foundation)	Sarah Owen

- 2.11** Other local authority officers attend the forum in an advisory capacity.
- 2.12** Headteachers are elected to the forum by their cluster groups. Governors are elected by the Vale School Governors Association.
- 2.13** The Schools Admission Forum must have a minimum of 10 members in order to ensure that the membership of the Forum is not too limited and the interests of schools are properly represented. The Forum must have a maximum of 26 members as required by the School Admission Code 2013 and membership is restricted to the categories listed above. The Forum should be kept to a manageable size in order to facilitate constructive discussions.
- 2.14** Members are able to nominate a substitute to attend meetings of the schools Admissions Forum in their absence.
- 2.15** Core members and school members of the Forum are appointed for a period not exceeding four years.
- 2.16** The forum meets at least twice a year. Meeting dates for the remainder of the 2022/2023 financial year are to be confirmed. (venue currently scheduled on Teams).

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

**3.1** The Well-being of Future Generations Act 2015 (“the 2015 Act”) requires the Council to think about the long-term impact of their decisions, to work better with people, communities and each other and to prevent persistent problems such as poverty, health inequalities and climate change.

**3.2** To make sure we are all working towards the same purpose, the 2015 Act puts in place seven well-being goals on the Council. The 2015 Act makes it clear the listed public bodies must work to achieve all of the goals, not just one or two, these being:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and Welsh Language
- A globally responsible Wales

**3.3** This proposal contributes to achieving the wellbeing goals by:

- Ensuring effective and transparent school budget planning.
- Ensuring an efficient management of school places across the Vale of Glamorgan.

**3.4** The 2015 Act sets out five ways of working needed for the Council to achieve the seven well-being goals, these being:

- The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs.
- Considering how the Council’s objectives impact upon each of the wellbeing goals listed above.
- The importance of involving people with an interest in achieving the well-being goals and ensuring that those people reflect the diversity of the area which the Council services.
- Acting in collaboration with other persons and organisations that could help the Council meet its wellbeing objectives.
- Acting to prevent problems occurring or getting worse.

**3.5** The Council has committed as part of the Corporate Plan 2020-2025 to achieving a vision of ‘Working Together for a Brighter Future’. This plan is reflective of the Welsh Government’s Well-being of Future Generations Act and is comprised of four Well-being objectives to deliver this vision:

- Objective 1 - To work with and for our communities
- Objective 2 - To support learning, employment, and sustainable economic growth

- Objective 3 - To support people at home and in their community
  - Objective 4 - To respect, enhance and enjoy our environment
- 3.6** Well-being Outcome 2, 'To support learning, employment, and sustainable economic growth' is directly linked to a number of actions undertaken by both the Admissions and the Budget Forums. We have prioritised the need to raise standards of achievement as one of our well-being objectives. We are proud of the Vale of Glamorgan and our place in Wales and that the use of the Welsh language is growing in the Vale. We respect and value diversity within our communities and recognise the importance of promoting equality of opportunity. We also appreciate our unique heritage and culture and the importance for people of all ages to enjoy a range of activities and to have opportunities to be creative. We have therefore identified valuing culture and diversity as one of our eight well-being objectives.
- 3.7** Details of the objectives that the work of both the Admissions and Budget Forum contribute to are outlined below.

**Objective 2: To support learning, employment, and sustainable economic growth**

- 3.8** Improve standards of achievement for pupils through the effective targeting of resources.

**Objective 3: Support People at Home and in their community**

- 3.9** Ensure that wherever possible pupils are able to attend school close to home.

**Objective 4: Respect, Enhance and Enjoy Our Environment**

- 3.10** Responding to the need to ensure that there is a well-managed balance of supply and demand of school places across the Vale.
- 3.11** Ensuring that schools remain sustainable, reflects the needs of local communities, and are equipped with the necessary resources.
- 3.12** Delivering rigorous consultation with open communication channel and numerous opportunities for stakeholders to engage throughout the process.
- 3.13** Ensuring that schools are of the right size, in the right places and serving the educational needs of their local communities as part of the school organisation process.

**4. Resources and Legal Considerations**

**Financial**

- 4.1** There are no climate change and nature implications arising directly from this report.

**Employment**

- 4.2** There are no employment implications arising directly from this report.

### **Legal (Including Equalities)**

**4.3** There are no legal or equalities implications arising directly from this report.

### **5. Background Papers**

None.



## Vale of Glamorgan Admissions Forum

### Constitution and Terms of Reference

#### 1. GENERAL

- 1.1 The Education (Admission Forums) (Wales) Regulations 2003, require every local authority in Wales to establish an admission forum (hereinafter referred to as 'the Forum'). The constitution and terms of reference of the Forum may be amended at any time to meet changes to primary legislation or the regulations.

#### 2. ROLE OF THE FORUM

- 2.1 The Forum shall provide a formal channel of communication between The Vale of Glamorgan Council, its maintained schools, other admission authorities, other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise admission authorities on ways on which their arrangements can be improved.

2.1.1 In particular the Forum must:

- (a) Consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the LA;
- (b) Promote agreement on admission issues;
- (c) Consider the comprehensiveness and accessibility of the area of the forum;
- (d) Consider the effectiveness of the LA's proposed co-ordinated admission literature and information produced for parents by each admission authority within admission arrangements;
- (e) Consider the means by which admissions processes might be improved and how actual admission arrangements relate to the admission numbers published;
- (f) Monitor the admission of children who arrive in the LA's area 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 and in accordance with the Welsh Assembly Government School Admissions Code of Practice

- (g) Promote the arrangements for children with special educational needs, children in care and children who have been excluded from school;
- (h) Consider any other admissions issues that arise.

2.1.2 The Forum should consider appropriate application and offer dates for vale primary and secondary school admissions within their area in consultation with neighboring authorities as appropriate.

### 3. ENSURING FAIR ACCESS

3.1 In discharging the above responsibilities, the Forum must:

- a) Review the comprehensiveness, effectiveness and accessibility of advice and guidance for parents by the LA and schools through the published composite prospectus;
- b) Agree procedures for ensuring that potentially vulnerable children and those who arrive in the area outside the normal admissions round are placed in a school as quickly as possible. Vulnerable children include those previously excluded from school, children in care, young offenders, children with ALN and/or disabilities, Gypsy and Traveller children, or those who are hard to place, or have challenging behaviour. Managed transfers of such children should be handled as quickly and sensitively as possible. The forum should ensure that all admission authorities in the area are aware of the agreed procedures and should monitor to ensure that they are working effectively.
- c) Monitor compliance with the School Admissions, and School Admission Appeals Codes and related legislation.

### 4. MEMBERSHIP

#### 4.1 Size of the forum

4.1.1 An admission forum must comprise of core members appointed by the authority. In addition, the core members may invite other interested parties to a meeting of the forum if they consider it appropriate to do so having regard to the matters arising for discussion.

4.1.2 In accordance with The Education (Admission Forums) (Wales) Regulations 2003, the core membership of an admission forum shall comprise as follows:

<b>MEMBERS NOMINATED BY</b>	<b>NUMBER</b>
LA – any member or officer of the authority	1 to 5
Church in Wales Diocesan representatives	1 to 3
Roman Catholic Diocesan representatives	1 to 3
Schools - community and voluntary controlled	1 to 3
Schools - foundation	1 to 3

Schools - voluntary aided	1 to 3
Parent governor representatives	1 to 3
Representatives of the local community	up to 3

4.1.3 Each representative of a school should be a head, or a governor (other than one appointed to the school by the LA who is also a member of the authority)

4.1.4 The forum needs to be kept to a manageable size in order to facilitate constructive discussions. In view of this, the Vale of Glamorgan's Admission Forum shall comprise of 16 members

4.1.5 The membership of the Vale of Glamorgan Schools Admission Forum shall comprise of 15 members as follows:

- **LA (5)**  
1 Cabinet Member, Operational Manager Strategy & Resources, Performance, 2 LA Officer for School Organisation and Access and LA officer for Inclusion and Access
- **Church in Wales Diocesan Boards (1)**  
1 place nominated by the Diocesan Authority
- **Roman Catholic Diocese (1)**  
1 place nominated by the Dioceses
- **Community/Voluntary Controlled Schools (3)**  
1 place for a headteacher of a Vale secondary school  
1 place for a headteacher of a Vale Welsh medium primary school  
1 place for a headteacher of a Vale English medium primary school  
  
Places nominated via headteacher groups
- **Foundation Schools (1)**  
1 place for Headteacher of a Vale Foundation School nominated via headteacher groups
- **Voluntary Aided Schools (1)**  
1 place for a headteacher of a Vale Voluntary Aided School nominated via headteacher groups
- **Parent Governors (2)**  
1 place for a parent governor from a Vale community primary school  
1 place for a parent governor from a Vale Foundation School  
  
Places nominated by the Vale School Governors Association (VSGA)
- **Local Community (1)**  
1 place nominated by the Authority to represent the interests of any section of the local community

## **4.2 Chair and secretary of the Admission Forum**

- 4.2.1 The Forum must appoint a Chair and Vice Chair, who may or may not be members of the forum, and should be nominated by the Forum itself. At any meeting where both the Chair and Vice-Chair are absent, the Forum shall elect, from the core members present, a person to take the Chair for that meeting only.
- 4.2.2 The LA shall appoint a secretary, who is not a member, for the Vale of Glamorgan Schools Admission Forum. The Secretary shall circulate the agenda and documents relevant to the meeting to members.

## **4.3 Alternative Members**

- 4.3.1 Any member of the Forum may nominate an alternative member to attend meetings of the Forum in that member's absence. Prior notice must be given to the secretary if an alternative member is due to attend a meeting of the Forum. An alternative member can only represent his/her alternative group.

## **4.4 Term of Office**

- 4.4.1 The Chair and Vice-Chair shall serve for a period of two years and may be re-selected.
- 4.4.2 Each core and school members are appointed for a period not exceeding 4 years, after which they are eligible for reappointment.

## **4.5 Removal of Members from the Schools Forum**

- 4.5.1 A member must vacate his/her office where the person appointed ceases to be an elected member or officer of the LA, or ceases to be a headteacher or governor from a school in the school group, or ceases to be a parent governor, or if the relevant Diocesan Board considers the nominated person should no longer be a member of the Forum. Written notice of any resignation should be given to the secretary.

# **5. MEETINGS AND PROCEEDINGS OF THE SCHOOLS ADMISSION FORUM**

## **5.1 Frequency of Meetings**

- 5.1.1 Meetings of the Vale of Glamorgan Council's Admission Forum will take place at least twice a year.

## **5.2 Location of Meetings**

- 5.2.1 Meetings of the Forum will be held in the Council's Provincial House Offices unless an alternative location is put forward and agreed by the forum.

## **5.3 Sub Committees**

- 5.3.1 The Forum may establish sub-committees as it considers necessary to consider particular issues and is responsible for determining the sub-committee's

membership and constitution; procedures for convening and holding meetings; and promulgation of any advice and recommendations.

#### **5.4 Administration**

5.4.1 All administration for the Forum will be carried out by the LA. This includes arranging meetings, issuing papers and recording meetings.

#### **5.5 Conflict of Interest**

5.5.1 Members of the Forum will be required to make declarations of interest when relevant. The Forum shall determine whether or not a member having declared an interest shall be permitted to participate in discussion of the matter concerned.

#### **5.6 Quorum**

5.6.1 The quorum shall be quorate if at least six members, 40% of its membership rounded up to nearest whole number, are present, including alternatives attending in place of core members. There is nothing to stop the Forum from meeting if it is inquorate but it will be up to the LA whether it chooses to take into account any advice given by the Forum in these circumstances.

### **6. REPORTS ON EFFECTIVENESS OF LOCAL ADMISSION ARRANGEMENTS**

6.1 The forum must provide a summary annual report which should be made public to include the following information;

- Membership of the forum;
- Dates of meetings held during the year;
- Number of attendees;
- Number of parental preferences that were met
- Number of admission appeals made for schools in the area (including information on how many were successful and unsuccessful)
- What admission arrangements have been put in place to serve the interests of vulnerable children;
- How well in-year agreed admission procedures are working and the number of children admitted to each school under the procedures; and
- A short summary of the key admission issues in the area and how the forum has addressed them.

A copy of the report must be sent to the Schools Management and Effectiveness Division of the Welsh Assembly Government by the 30<sup>th</sup> November each year.

6.1.1 The following methods will be used for the reporting of information:

- Circulation to all schools
- Posting on the Council`s website
- Briefings to the Headteachers groups as and when relevant

## **7 ALTERATION OF THE CONSTITUTION AND TERMS OF REFERENCE**

- 7.1 These operational arrangements for the Admission Forum have been prepared locally by the LA and refer only to the activities of the Vale of Glamorgan Schools Admission Forum.
- 7.1.1 The arrangements may, from time to time, be subject to review and change. Since the Forum is established to meet statutory requirements it may be necessary to amend the Constitution and Terms of Reference from time to time to meet changes in statutory requirements.



## Vale of Glamorgan Council

### Schools Budget Forum Constitution (revised 01.12.21)

#### 1. Introduction

1.1.1. 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.

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:

- Community special schools
- Foundation schools
- Voluntary aided or voluntary controlled schools
- Welsh medium schools

2.2.4. At least one school's member should be a parent 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 and/or Governor	1	Special School
Welsh Medium Head Teacher and/or Governor	1	Welsh medium Schools
Foundation School Head teacher or Governor	1	Foundation School
Voluntary aided/Voluntary controlled Headteacher and/or Governor	1	Diocesan or Faith School Representatives
<b>Subtotal School Members</b>	<b>16</b>	
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
<b>Subtotal Non-School Members</b>	<b>5</b>	
<b>TOTAL MEMBERS</b>	<b>21</b>	

### **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.