

CYNGOR BWRDEISTREF SIROL MERTHYR TUDFUL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

YR ADRAN DYSGU
LEARNING DEPARTMENT



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

MERTHYR TYDFIL
SCHOOLS BUDGET FORUM SUBGROUPS / AND OR
WORKING GROUP
TERMS OF REFERENCE

‘Success for every child’ – ‘Llwyddiant i bob plentyn’

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MERTHYR TYDFIL SCHOOLS BUDGET FORUM SUBGROUPS/WORKING GROUP

TERMS OF REFERENCE

Section 1 Regulations & Functions of the Schools Budget Forum Subgroup/Working Groups

Key

1.1 General

Section 47A of the Schools Standards and Framework Act 1998, as inserted by the Education Act 2002, required every local authority in Wales to establish a body to be known as a schools forum. The organisation shall be known as the Schools Forum (hereinafter referred to as 'the Forum'). It is established in accordance with The Schools Forums (Wales) Regulations 2003.

The role and responsibilities of the School Forum has grown significantly since it was established in 2003 and therefore in order to operate effectively, the forum relies on sub groups/and or working groups to spread the weight of their responsibilities and to develop the expertise that exists amongst members.

The Schools Forum may establish sub groups and/or working groups on an ad hoc basis for the consideration of specific matters as it deems necessary.

1.2 Functions of Subgroups/Working Groups

The Schools Forum provides a formal channel of communication between Merthyr Tydfil County Borough Council and Merthyr Tydfil schools through which the authority will consult on the exercise of its functions in relation to the schools budget and changes to financial schemes, including changes to funding formula and the likely impact of such changes.

The principle function of Sub groups/and or Working Groups is to consider specific issues and to produce draft advice and recommendations for the forum. The Schools Forum will consider the work of such sub groups/and or working Groups and shall make decisions or recommendations to the LA as deemed appropriate.

Section 2 Constitution

2.1 Membership

Membership of the Sub Groups/Working Groups shall be 8 members taken from the membership of the Schools Forum.

The Sub Groups/Working Groups membership shall comprise 7 schools' members and 1 non-school member as follows:

Primary sector	4 members
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Secondary sector	2 members
Special sector	1 member
Non School Members representation	1 member

School Membership is in proportion to the total numbers of pupils at primary and secondary schools.

Voluntary Aided / Welsh Medium Representation

Should the membership of the Sub Groups/Working Groups not include a representative from Voluntary Aided/Welsh Medium schools an invitation will be given to the respective representative as and when specific items of interest are being considered.

Voluntary Aided / Welsh Medium representative will have the same voting rights as other members.

2.2 Term of Office

Each member shall be elected or appointed for a period not normally exceeding one academic year. Election will usually take place at the first meeting held in the Autumn Term.

2.3 Observers

The following officers shall also be observer members of the sub-group and provide professional technical support to assist the consideration and work of the group.

LMS Manager & Resources Manager
Education Accountant

Section 3 Meetings & Proceedings of the Schools Forum Sub Groups/Working Groups

3.1 The Clerk to the Sub Groups/Working Groups

The Learning Department, Merthyr Tydfil County Council, shall act as the Clerk to the Forum.

The Clerk to the Forum shall be responsible for advising the Sub Groups/Working Groups on Regulations relating to the functions of the Sub Groups/Working Groups, and all matters relating to schools funding, for calling meetings, preparing and issuing papers, clerking and recording meetings, dissemination of information relating to meetings and action taken, expenses etc.

Notice of appointments, resignations or removals from the Sub Groups/Working Groups shall be given in writing to the Clerk.

Nominated officers, from within the Learning Department, will fulfill the functions of the Clerk to the Sub Groups/Working Groups under the direction of the Director of Education and the Head of School Planning & Improvement.

3.2 Chair and Vice Chair

The Chair shall preside over meetings of the Schools Forum Sub Group/and or Working Groups and will normally hold the position of Vice Chair of the Schools Forum.

The Chair shall be elected at the first meeting and serve for a period not normally exceeding one academic year.

3.3 Meetings of the Sub Group/Working Group

The Sub Groups/and or Working Groups shall meet in accordance with the work streams referred to it by the full Forum. Additional meetings may be called by the Clerk in consultation with the Chair.

The business of Sub Group/and or Working Groups shall be conducted in private. The Chair of the Sub Group/and or Working Group shall report back to the Forum all considerations carried out by the group and a note of the outcome of each meeting.

Further feedback will be provided by the Chair of the Sub Group/and or Working Group to Joint Headteacher Forums as deemed necessary.
The business of the Forum shall be conducted in private.

3.4 Quorum

The quorum of the Sub Groups/and or Working Groups shall be 50% of members i.e. at least four members

3.5 Minutes of the Meetings

These will be circulated within 10 working days of the meeting as draft for comment on accuracy and completeness.

Where comments are received, an updated version will be provided by the Clerk, along with meeting papers, 5 working days prior to the next meeting, referencing the sections changed.

Formal minutes will then be agreed at the next meeting with any subsequent amendments being circulated following the meeting.

3.6 Agenda Items

A work programme for the year is agreed in the Annual Meeting at the start of the academic year.

An agenda and papers are then circulated to all members and observers at least 5 working days prior to the meeting at which time items for consideration under AOB will be requested to be notified to the Clerk of the Sub Groups/Working Groups. These will be raised at the meeting in agreement with the Chair.

Agenda items for consideration by the Sub Groups/Working Groups can be raised by members at any time to the Clerk of the Sub Groups/Working Groups for further consideration and inclusion on the Schools Forum Sub Groups/Working Groups work programme in

agreement with the Chair and further discussion/agreements with Sub Groups/Working Groups members where required.

3.7 Confidentiality

On occasions and in particular matters relating to contracts, information of a privileged or confidential nature may be given to members of the Sub Groups/Working Groups, substitutes, observers and members of working groups to help with their understanding of the matter under discussion. Members of the Sub Groups/Working Groups, substitutes, observers and member of working groups must observe the confidentiality of such matters.

Minutes of such items will be recorded as confidential items and may not be shared.

3.8 Declarations of Interest

A member with a personal interest in a matter who attends a meeting of the Sub Group/Working at which the matter is considered must disclose to the meeting the existence and nature of that interest at the start of the meeting or at such time as the interest becomes apparent.

A member should regard themselves as having a personal interest in any matter if a discussion upon it might reasonably be regarded as affecting the well-being or financial position of themselves, a relative or any employment or business carried on by such persons.

3.9 Expenses

All expenses of the Forum shall be met by the authority and charged to the schools budget.

The authority shall reimburse all reasonable expenses of members in accordance with the appropriate guidelines issued by the Director of Finance. All expense claims ought to be forwarded on to the Clerk to the Forum in the first instance.