# Birmingham

# Schools Forum

**Date (tbc)** 

|  |  |
| --- | --- |
| **Subject:** | (Insert title of report) |
| **Report of:** | (Insert name and role of person who is responsible for the report) |
| **Report author:** | (Insert name and role of report author) |
| **Decision to be made by:** | (which reps of the Forum can vote on this decision) |

1. Purpose
   1. (Insert purpose of report)

1. Recommendations
   1. (Insert recommendation)
2. Any Finance Implications
   1. (Insert finance comment)
3. Any Legal Implications
   1. (Insert legal comment)
4. Any Equalities Implications
   1. (Insert equalities comment)
5. Appendices
   1. (Add title of appendices)