

# Birmingham

# Schools Forum

16th March 2023

Subject: Administration of Birmingham Schools Forum

Report of: Director of Lifelong Learning & Employability

Report author: Mandeep Marwaha

Committee Manager [Mandeep.marwaha@birmingham.gov.uk](mailto:Mandeep.marwaha@birmingham.gov.uk)

Does the report contain confidential or exempt information? ☐ Yes ☒ No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

1. Purpose of the Report
   1. To inform Members of the proposed future administration arrangements for the Birmingham Schools Forum, including the proposed transition to the Committee Management Information System (CMIS) to access published meeting agendas, reports and other documents.
   2. To review the purpose and format of the Technical groups and pre-meetings which take place in advance Birmingham Schools Forum meetings.
   3. To note the standard template to be used for future reports.
   4. To note the proposal that the actions arising from each meeting will be tracked via a schedule of outstanding minutes/actions.
2. Recommendations

That Members of the Birmingham Schools Forum;

* 1. Note that the administrative support of the Birmingham Schools Forum will be undertaken by BCC Committee Services effective from 16 March 2023.
  2. Note that a memorandum of understanding will be drafted and subsequently agreed between BCC Committee Services, Finance and the Education and Skills Teams outlining roles and responsibilities in relation to the production of document packs for future meetings of the forum.

1. Background
   1. Schools Forums were established by the Education Act 2002 as a statutory consultative body to support local authorities on matters relating to school budgets. The Schools' Forum plays a critical role in representing the views of all the schools, providers of 16 - 19 and early education within the area. The Schools Forum is a statutory body whose purpose is **to advise on matters relating to the authority's schools budget**. It must be consulted on: proposed changes to the school funding formula. proposed contracts for certain supplies and services paid from the schools' budget and invitation to tender for these contracts.
   2. As per the guidance issued from the Education & Skills Funding Agency: Good practice for the administration of schools forums, it has been advised that;
2. Local authorities should publish all schools forums papers, including reports, and consultations well in advance of the meetings, and at least a week before the meeting
3. The local authority should ensure that the websites are accessible and easy to find, and previous schools forum documents and minutes and details of future meetings should also be available on it.
4. A vital part of the effective operation of a schools forum is to ensure that an accurate record of the meeting is taken. This should include the clear recording of votes where there are contrary views. Recommendations to, and decisions of, schools forums must be clearly set out.
5. We recommend that a log of decisions made are published on the website within 3 working days of the meeting.
6. Minutes of the meeting should be published within 10 working days of the meeting – even if they are in draft form.
   1. From 16 March 2023, Committee Services will be responsible for the administration of the Birmingham Schools Forum. This will include;
7. Arranging meetings for the academic year for the Forum in conjunction with the Chair.
8. Circulating Microsoft Teams invites for the meetings and arranging any pre-meetings (if required) via the Committee Support calendar.
9. Arranging a timetable highlighting deadlines for officers to submit reports for forum meetings and any pre-meetings.
10. Updating the work programme for the Schools Forum in conjunction with Finance and Education Services Team colleagues.
11. Preparing agendas for Schools Forum meetings.

Education and Finance Services will ensure final reports are uploaded on CMIS before publication.

1. The use of a new standard report template will be used for reports indicating which members of the forum have voting rights for each respective agenda item.
2. Publishing the agenda and document pack via the Committee Management Information System (CMIS).

CMIS is the committee management package used for all of Birmingham City Council’s Committees. https://birmingham.cmis.uk.com/birmingham/

**4. Additional Points to Note**

The current School’s Forum website;

[Birmingham Schools Forum | Birmingham Schools Forum | Birmingham City Council](https://www.birmingham.gov.uk/info/20113/schools_policies_and_strategies/781/birmingham_schools_forum) will have a note/ link to the CMIS page to ensure future document packs are accessible by all members of the forum and the public.

At present, historic information will remain on the BCC Schools Forum website with the view to possibly move this into CMIS (Archive) in the future.

1. Once a document pack has been published, members of the Forum will receive an email link to the agenda pack for the meeting.
2. The document pack will be published 5 clear working days ahead of the meeting.
3. Committee Services will:
4. Support the Chair of the Schools Forum with any additional requests within the remit of the Forum.
5. Take the minutes at each meeting and record any actions.
6. Following the meeting, update the attendance details, start and finish times, etc on CMIS.
7. Minutes to be produced within 10 working days of the meeting and shared with the Chair for approval.
8. Actions to be sent to officers following the meeting and placed into a schedule of outstanding minutes/actions document.

Officers will be requested to provide Committee Services with updates in relation to any outstanding actions ahead of the next meeting send out so that the action tracking document can be updated.

1. The administration of the Schools Forum will be undertaken by Committee Services. However, this will require input, contributions and collaboration from the Education and Finance Teams.
2. In order to ensure the outcomes for the Schools Forum are delivered, a memorandum of understanding will be agreed between the all three BCC service areas (Committee, Education and Finance) to ensure the processes and responsibilities are carried out.
3. Any Finance Implications
   1. There are no immediate financial implications arising from this report.

6. Any Legal Implications

* 1. There are no immediate legal implications arising from this report.

7. Any Equalities Implications

* 1. There are no immediate equalities implications arising from this report.

8. Appendices

* 1. (i) Report template