

**Education Consultative Forum***Rules for meetings of constituent groupings of the ECF with Councillor Members.*

1. The teachers and governors constituent groupings of the Education Consultative Forum (ECF) will meet with the Members constituency of the ECF three times per year at scheduled meetings. The other constituency groupings will meet with the Members constituency as and when needed on an ad-hoc basis.
2. Meetings shall only take place providing there is sufficient business to merit a meeting, and this will be by agreement between the Chair and Vice-Chair.
3. Any constituent part of the ECF will be entitled to request that additional special meetings be called to discuss particular issues or urgent matters but this will be at the discretion of the Chair of the ECF.
4. The Chair of the ECF will chair all meetings of the constituent groupings held with members.
5. The Vice Chair of a meeting with a constituency grouping will be elected from the constituency group.
6. All Councillors on the ECF and all members of the relevant constituency grouping will be invited to meetings of a constituent grouping with Council Members. The quorum of any such meeting shall be 50% of the representatives of the Council and 50% of the representatives of the other constituent part attending the meeting.
7. Meetings of the constituent parts of the Consultative Forum shall be held in the evening and the Executive shall give the facility for the attendance of any employee member who may otherwise be on duty at the time of the meeting.
8. Meetings will conclude their business by 10.00 pm unless extended by agreement.
9. Any relevant member of the constituent grouping may request an item relevant to the work of the constituent grouping to be placed on the agenda, but the agenda will be at the discretion of the Chair in consultation with the Vice-Chair. Notice for this purpose shall be given in writing 14 days before the date of the meeting. Items may be placed on the agenda on shorter notice with the consent of the Chair. The Chair may rule that a proposed item is more appropriate for a debate at the full ECF, and his or her ruling on this is final.

10. The agenda for meetings of the Constituent grouping with members of the Council shall be sent at least 7 days prior to each meeting, except in cases of emergency. It shall be possible for the meeting in cases of urgency to discuss any matter not included in the agenda, provided the Chair agrees.
11. The minutes of each meeting of a constituent grouping with Council members shall be circulated to the members thereof and will also be sent to the full ECF for information and action as appropriate.