

EDUCATION CONSULTATIVE FORUM TERMS OF REFERENCE

Function and Objectives

1. The function and objectives of the Education Consultative Forum shall be:
 - (i) to act as a medium of communication between the Executive, its teaching employees, governing bodies, other Councillors, Arts Culture Harrow, denominational representatives and other interested parties, other than in regard to matters of a personal or individual school specific nature;
 - (ii) to promote and encourage interchange of opinion on questions relating to the provision and administration of education, arts and leisure in the London Borough of Harrow and to assist the Executive on all such questions;
 - (iii) to consider and report or advise (as required) upon all questions referred to them by the Executive;
 - (iv) to encourage and foster a wide interest and responsibility for education, arts and leisure in the London Borough of Harrow;
 - (v) to provide facilities for the full consideration and utilisation of experience and ideas of teachers and governors.

Composition of the Education Consultative Forum:

2. There shall be established a Forum to be composed of a range of constituent groupings as follows:
 - (a) A Member constituency with seven members (politically proportionate);
 - (b) A Teachers constituency of six members (to be nominated by Harrow Teachers' Consultative Committee) comprising a primary head; a secondary head and four teachers;
 - (c) A Governor constituency of six members (to be nominated by the Association of Harrow Governing Bodies) comprising two governors from secondary schools, two governors from primary schools, one governor from a special needs school and one governor from a voluntary aided school;
 - (d) Two elected parent governors;
 - (e) A denominational representative constituency comprising one Roman Catholic and one Church of England representative (may be the same as the Lifelong Learning scrutiny sub-committee);

3. Each of the above constituencies should appoint a nominated person with whom the Chair of the EdCF can liaise between meetings.

(Note: A proposal to establish any subsidiary body of this Forum shall be subject to its prior referral to and approval by the Executive).

Meetings and Attendees

4. Any relevant member of the EdCF may request an item relevant to the work of the EdCF to be placed on the agenda, but the agenda will be at the discretion of the Chair.
5. Each constituent group shall nominate an individual who can liaise with the Chair to place items on the agenda. Each political group may also have a nominated member for this purpose.
6. Each agenda will include an item 'Arrangement of the Agenda' which will allow the meeting to consider and vote where the chair's discretion has been exercised to refuse an agenda item under point 4 above.
7. All constituent members of the Consultative Forum may nominate a list of reserves to attend meetings in their place.
8. The Vice Chair of the EdCF will be elected from the non-Councillor participants of the Consultative Forum.
9. The members of the Consultative Forum shall hold office until the appointment of their successor by the relevant nominating body, e.g. Council, Harrow Teachers' Consultative Committee or Association of Harrow Governing Bodies. Any casual vacancy shall be filled as and when it may arise.
10. Any individual being a member of the teachers' side of the Consultative Forum shall cease to be a member if he/she shall cease to work for the London Borough of Harrow.
Any individual being a member of the governors' side of the Consultative Forum shall cease to be a member if he/she shall cease to be a governor in the London Borough of Harrow.
Any individual being a member of the Councillors' side of the Consultative Forum shall cease to be a member if he/she shall cease to be an elected member for the London Borough of Harrow.
11. The constituent groupings within the EdCF may meet separately with the Member constituency on the Forum as laid down in the 'Rules for meetings of constituent groupings of the EdCF with Councillor Members'.

12. Appendix A will be used as a framework in deciding whether proposed agenda items are relevant for meetings of the EdCF or for meetings of members with constituency groupings.

Note: Except where the views of the Consultative Forum have been requested by the Executive/another Committee, no recommendation or reference to the Executive or another Committee can be made unless it is agreed by a majority of the elected Councillors.