

## PROPOSALS FOR THE EDUCATION STRATEGY CONSULTATIVE FORUM

### Terms of Reference

#### 1 Function and Objectives

The function and objectives of the Education Strategy Consultative Forum shall be:

- (a) to act as a forum for communication between the Executive, school employees, governing bodies, other Councillors, denominational representatives, parents and other interested parties, other than in regard to matters of a personal or individual school specific nature;
- (b) to promote and encourage interchange of opinion on questions relating to the provision and administration of education, in the London Borough of Harrow and to assist the Executive on all such questions;
- (c) to consider and report or advise (as required) upon all questions referred to them by the Executive;
- (d) to encourage and foster a wide interest and responsibility for education, in the London Borough of Harrow, and;
- (e) to provide facilities for the full consideration and utilisation of experience and ideas of schools and education providers.

#### 2 Scope

ESCF will consider all matters relating to the provision of education and schooling in Harrow in three broad policy areas:

- (a) School Organisation and Admissions – securing the supply of sufficient school places, including nursery to 19 provision in an increasingly autonomous context with a range of providers, and ensuring fair access for admission to school.
- (b) Education Excellence - fulfilling the role of the local authority to promote high standards in education and tackling underperformance through School Improvement and Intervention.
- (c) Provision for vulnerable children - including those with special educational needs and disabilities, exclusions and alternative provision, children missing education in the context of the changes to local authority central services and changes to admission arrangements.
- (d) ESCF will also receive reports on the allocation and expenditure of revenue and capital funding, with particular reference to impact on the three policy areas.

#### 3 Composition of the Education Strategy Consultative Forum

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 school employee constituency of six members (to be nominated by unions) comprising a primary phase head; a secondary head, two teachers and two support staff representatives. At least one representative should be from an academy school. The primary phase school representatives will contribute to the representation for the early years foundation stage. The secondary headteacher will contribute to the representation for post-16 provision.
- (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 school and one governor from a voluntary aided school.
- (d) Two elected parents.
- (e) A denominational representative constituency comprising one representative for each denominational provider, currently Roman Catholic, Church of England, Hindu and Jewish.
- (f) An Early Years Private and Voluntary Sector Provider.
- (g) A representative for post-16 providers

Each of the above constituencies should appoint a nominated person with whom the Chair of the ESCF 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.*

#### **4 Meetings and Attendees**

- (a) The chair will be appointed by the Executive and will be a Councillor/Portfolio Holder
- (b) The Vice Chair of the EdCF will be elected from the non-Councillor participants of the Consultative Forum.
- (c) Each member of constituent group appointed to ESCF has formal voting rights when making a recommendation to the Executive.
- (d) Any member of the ESCF may request an item relevant to the work of the ESCF to be placed on the agenda, but the agenda will be at the discretion of the Chair.
- (e) 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.
- (f) All constituent members of the ESCF may nominate a list of reserves to attend meetings in their place.

- (g) The members of the ESCF shall hold office until the appointment of their successor by the relevant nominating body, e.g. Council, Association of Harrow Governing Bodies. Any casual vacancy shall be filled as and when it may arise.
- (h) Any individual being a member of the schools constituent group of ESCF shall cease to be a member if he/she shall cease to work at a school in the London Borough of Harrow.
- (i) Any individual being a member of the governors' constituent group of ESCF shall cease to be a member if he/she shall cease to be a governor in the London Borough of Harrow.
- (j) Any individual being a member of the Councillors' constituent group of ESCF shall cease to be a member if he/she shall cease to be an elected member for the London Borough of Harrow.
- (k) The constituent groupings within the ESCF may meet separately with the Member constituency on the Forum as laid down in the 'Rules for meetings of constituent groupings of the ESCF with Councillor Members'.

*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.*