

<b>Committee:</b>	Schools' Forum
<b>Meeting Date:</b>	30 January 2023
<b>Title:</b>	Proposal to Formalise Schools Forum Substitute Arrangements
<b>Author:</b>	Adrian Orr, Assistant Director - Education, Skills and Learning
<b>Decision making / consultative / information:</b>	Decision making
<b>Who can vote?</b>	All members with voting rights

**Decision Making and Information**

1. Decision making

**Reason for recommendation**

2. To ensure the smooth running of forum and reducing the risk of key meetings not being quorate.
3. To ensure all sectors are appropriately represented at forum meetings, particularly where there is voting

**Who will be affected by this decision?**

4. Schools forum and the sectors represented by elected members of forum

**Main body of the Report**

5. To support the effective running of Schools Forum the council is proposing that each forum member identifies a formal substitute. The formal substitute would attend in their place if the elected schools forum member were unable to attend. Formal substitutes would have full voting rights. This would apply to schools' members, academy members and non-schools members.
6. There will always be the potential for an elected schools forum member being unable to attend due to unforeseen circumstances. The DfE guidance allows for substitutes, stipulating they need to be from the same sector as the elected forum member.
7. To support the nominated substitutes the council proposes that once identified, they are invited to attend a forum meeting as an observer and also that they should receive the papers for each schools forum meeting so that they have familiarity with the process and business of schools forum.

8. We propose that elected forum members seek to identify a substitute from their sector that can stand in if the elected member of forum is unable to attend. Substitutes would be of similar professional status and standing as the elected forum member and would come from a similar type of institution within the sector the member represents, the categories being:

Academy Mainstream, Special, PRU, Maintained Mainstream, PRU, Nursery, Non school, Post 16, Diocesan, Early Years

**Recommendation:**

9. Members of the Suffolk Schools Forum to identify a formal substitute from their sector to be their regular substitute in the event they are unable to attend a forum meeting.