

HARINGEY ADMISSIONS SCHOOL ORGANISATION FORUM CONSTITUTION AND TERMS OF REFERENCE

1. MEMBERSHIP

1.1 The Forum must comprise no more than 20 members, appointed by the authority in accordance with The Schools Admissions (Local Authority Reports and Admissions Forums) (England) regulations 2008, and must include:

- 1.1.1 At least one Community school head teacher or governor.
- 1.1.2 At least one Voluntary Controlled (VC) (St Aidans) head or teacher or governor.
- 1.1.3 At least one Voluntary Aided (VA) school head or governor.
- 1.1.4 At least one Foundation school head or governor.
- 1.1.5 At least one Academy head or governor.
- 1.1.6 At least one representative from the Diocese of Westminster.
- 1.1.7 At least one representative from the London Diocesan Board for Schools
- 1.1.8 At least one representative from the Seventh Day Adventists.
- 1.1.9 At least one Local Authority (LA) representative (and no more than two).
- 1.1.10 At least one parent resident in Haringey with a child at a Haringey school.
- 1.1.11 At least one person representing the interests of any section of the community, but not eligible for election in any of the categories above (sections of the community to be represented are to be determined by the members in categories 1.1.1 – 1.1.10 above).

1.2 The Forum, through the Chair, may invite people with particular expertise or interests, as appropriate, to speak at a meeting but these people will not have voting rights, nor be considered members.

1.3 Relevant LA Officers (in addition to the maximum of two required LA members) will attend meetings of the Forum and provide written and verbal briefings, but will not be considered members

2. SUBSTITUTE MEMBERS

2.1 Any member may nominate a substitute member to attend meetings of the forum in his/her absence with the following provisos:

- a) LA members may only nominate a substitute member who is a member of the LA.
- b) A Parent Representative may only nominate a substitute member who is also a Parent with a child(ren) between the ages of 4 – 18 years.
- c) A School representative may only nominate an alternate member who is a Head or Governor from the same sector and phase as the school of which the Member in question is a Head.
- d) Diocesan Representatives may only nominate an alternate member with the consent of the appropriate Diocese.

2.2 Written notice (email admissible) of the attendance of a substitute member must be provided to the LA's nominated officers at least 1 day prior to any meeting.

3. TERMS OF OFFICE

3.1 Members will serve for a term of 4 years, subject to them remaining eligible and subject to the terms of appointment of the LA. At the end of their term of appointment membership must be reviewed and an individual may stand down or be re-nominated and / or reappointed.

3.2 Diocesan Members must stand down if the body that nominated them decides they should do so and notifies the Secretary of the Forum.

3.3 LA Representatives, Schools Representatives and the LA nominated local community representative must stand down if the Forum decides that the member should no longer be a member of the Forum.

3.4 Members will become ineligible for membership in the following circumstances:

3.4.1 LA members – if they cease to be a member of the LA;

3.4.2 School representatives – if they cease to be a Headteacher or Governor of a school in the schools group;

3.4.3 Parent representative – if he/she ceases to be a qualifying parent.

3.5 Other members (i.e. those not mentioned above) will serve for a term decided by the above Members at the time of nomination. At the end of their term of appointment membership must be reviewed and an individual may stand down or be re-nominated.

3.6 Any member may resign at any time by giving written notice to the Secretary of the Forum.

3.7 It will be a condition of appointment for all members that a member may be required to leave if they do not attend three consecutive meetings unless they have sought and been given permission by the Chair of the Forum to be absent.

4. CHAIR AND VICE CHAIR

4.1 Members must elect a chair and vice-chair at the first meeting of the Admissions Forum by a majority of votes cast by members.

4.2 The chair and vice-chair will hold office until the next meeting which falls after the date which is a year after the first meeting at which the chair and vice chair were elected and on ceasing to hold office shall be eligible for re-election.

4.3 The chair and vice-chair should not be drawn from the same group of representatives.

4.4 In the event of a casual vacancy occurring in the office of chair or vice-chair the members shall, at their next meeting, elect one of their members to fill the vacancy. The member so elected shall hold office until the date of the meetings at which the chair or vice-chair would have held office had the vacancy not occurred.

4.5 A chair or vice-chair will cease to hold office by submitting their written resignation to the Secretary of the Forum or when they cease to be a member of the Forum.

5. ADMINISTRATIVE SUPPORT

5.1 The members shall appoint a person/persons, nominated by the LA, not being a member of the Forum, to act as Secretary to the Forum. It is expected that this will be the Haringey's Head of Admissions.

5.2 The Secretary of the Forum will ensure that they administratively support the Forum by preparing agendas, producing minutes and circulating all relevant papers, within a minimum of 5 working days in advance of the meetings.

6. MEETINGS

6.1 A note of the outcome of each meeting shall be published by the Secretary of the Forum as soon as practicable after the meeting

6.2 Members of the Forum and LA Officers must submit items for inclusion on the Agenda to the Secretary at least 10 working days prior to the meeting. The Chair will prioritise items but all items brought to the Forum should be discussed even if they are not considered a priority.

6.3 The agenda for each meeting will be agreed by the Chair, LA Officers and the Secretary of the Forum.

6.4 The agenda and supporting papers will be sent to members at least 5 working days before the date of the meeting.

6.5 The Forum will meet at least once a term, subject to the pressure of business. Apart from its first year, the forum is legally required to meet twice per year. Dates of meetings will be set in advance at the inaugural meeting and thereafter on a yearly basis.

6.6 Extra-ordinary meetings of the Forum can be convened by the Chair or members of at least three of the groups represented on the Forum.

6.7 Draft minutes of meetings following approval from the Chair will be published within 20 working days on the Haringey Council website. Once agreed at the next meeting the website will be updated.

6.8 Members of the Forum should declare an interest in any individual proposal, which directly affects a school at which they have an interest either financially, or as a governor or parent. The Forum will decide whether those members declaring an interest in a proposal should be asked to withdraw from discussion on that item.

7. QUORUM

7.1 At least 25% of the members or their designated deputies, depending on the number of members, should be present at the meeting for it to be quorate

8. DECISION MAKING

8.1 Members of the Forum will wherever possible try to reach a consensus of opinion. Where a view or opinion must be reached, the Chair may call for a show of hands, with the result being recorded in the minutes.

9. ADVICE AND RECOMMENDATIONS OF THE FORUM

9.1 The Forum shall make known its advice and recommendations to all admission authorities, schools and Academies within the relevant area of the Authority, and make available such advice and recommendations to any other persons with an interest.

9.2 Advice and recommendations of the Forum will be published by the LA on the School Admissions section of the Council website and will be made available to all admission authorities in the relevant area.

9.3 Advice and recommendations of the Forum will also be included in the composite prospectus published by the LA each year for parents.

10. CONSTITUTION

10.1 the Members will review the Constitution and the terms of reference after one year from adoption, and thereafter the members may review the Constitution and/or the Terms of Reference at such times as they think fit.

Haringey's Admissions Forum - Terms of Reference

The following Terms of Reference relate to the Haringey Admissions and School Organisation Forum (HASOF) and come into effect from October 2009.

The School Admissions (Local Authority Reports and Admission Forums) (England) Regulations 2008 came into force from 10 February 2009 and set out the constitution, meetings and proceedings of the Admissions Forum.

The Forum must act in accordance with the provisions of the 2009 School Admissions Code and its purpose and functions are to consider and advise on the following:

- (a) the extent to which the current admission arrangements in the relevant area serve the interests of looked after children, children with disabilities and children with special educational needs;
- (b) the effectiveness of any fair access protocol in place in the relevant area;
- (c) the effectiveness of any scheme for co-ordinating admission arrangements made or adopted under section 88M(1) in the relevant area and, where relevant, any adjoining local authority area; and
- (d) details of any other matters which affect the fair operation of admission arrangements for relevant schools in the relevant area.

In addition, the forum must:

- (a) advise the authority and the governing bodies of all voluntary aided and foundation schools in the area by 30 November each year which persons or bodies in the area the forum considers have an interest in proposed admission arrangements for the purposes of regulation 12(2)(h) of the Admission Arrangements Regulations;
- (b) consider and advise on any proposed qualifying scheme for the co-ordination of admission arrangements referred to it by the authority.
- (c) Consider admission arrangements referred as part of the consultation/determination procedure and whether to raise an objection with the Office of the Schools Adjudicator
- (d) Consider the composite prospectus and advise on any improvements that could be made.
- (e) Contribute to the local authority's report to the Adjudicator on the admission arrangements across the relevant area, and with particular emphasis on fair access.
- (f) To consider and comment on statutory school organisation proposals.

- (g) To consider whether to produce a voluntary annual report to the Schools Adjudicator on school admissions for the purposes of Section 85A (1A)
- (j) To consider and comment on the annual school place planning report.

These Terms of Reference will be kept under review and updated as required by statute or the Code of Practice on school admissions.

