

ADMISSIONS FORUM CONSTITUTION AND TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1 LA Representatives – Elected Members will be nominated by the Executive Member for Children’s Services and Education. There must be at least one and no more than five LA Elected Members.
- 1.2 Community Schools – three Headteachers or Governors from community schools (other than Governors who are also LA Elected Members).
- 1.3 Foundation Schools – two Headteachers or Governors from Foundation Schools.
- 1.4 Voluntary Aided Schools – at least one and no more than three Headteachers or Governors from voluntary aided schools.
- 1.5 Church of England Diocese – one representative.
- 1.6 Roman Catholic Diocese – one representative.
- 1.7 Parent Governors – the two Parent Governor representatives who serve on the Council’s Children’s Services and Education Scrutiny Committee.
- 1.8 Academies – one representative from each Academy.
- 1.9 City Technology College – one representative from the CTC.
- 1.10 Representatives of the local community – up to three representatives to be determined by the Admissions Forum.
- 1.11 Other members of the local community nominated by the Core Members (those in paragraphs 1.1 – 1.10 above) who appear to represent the interests of any section of the local community. To be known as Associate Members. Associate Members do not have voting rights.
- 1.12 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 core members.
- 1.13 Relevant LA Officers will attend meetings of the Forum and provide written and verbal briefings, but will not be considered members.
- 1.14 Neighbouring LAs will be invited to send a representative to all meetings of the Admissions Forum.
- 1.15 The Admissions Forum shall have the power to establish sub-committees to develop particular aspects of its work. Such groups will not have decision-making powers but may make recommendations to the Forum. Membership of sub-committees may be determined by the Forum and may include people who are not Core Members. Such Members will be classed as Associate Members for the life span of the sub-committee

and if attending a meeting of the Forum, will not have voting rights.

1.16 Where a sub-committee is established, the Forum is responsible for determining the sub-committee's

- Membership and constitution
- Procedure for convening and holding of meetings; and
- The exchange of advice and recommendations

LA Representatives		Appointed
1	Councillor Caroline Pidgeon	1.12.04
2	Councillor Veronica Ward	25.09.06
3	Councillor Nicholas Vineall	25.09.06
Community Schools		
1	Elizabeth Hanham, Headteacher, Walworth School	1.10.05
2	Mickey Kelly, Headteacher, Redriff Primary School	1.03.04
3	Wendy Mortimer-Lee, Headteacher, Riverside Primary School	25.9.06
Foundation Schools		
1	Doug Mitchell, Governor, Surrey Square	3.11.03
2	Chris Bowler, Headteacher, The Charter School	25.09.06
Voluntary Aided Schools		
1	Sister Anne-Marie Niblock, Headteacher, Notre Dame RC School	3.11.03
2	Lynn Charlton, Headteacher, St Jude's CE Primary School	3.11.03
Church of England Diocese		
1	Carol Jerwood	3.11.03
Roman Catholic Diocese		
1	Josie Spanswick	3.11.03
Parent Governors		
1	Ann Marie Eastwood	25.09.06
2	Alie Kallon	25.09.06
Academies		
1	Mrs Vanessa Ray, Principal, The Academy at Peckham	09.09.07
2	David Davis, The City of London Academy	1.1.05
City Technology College		
1	Tony Perry, Principal, Bacon City Technology College	3.11.03
Local Community		
1	Black Education Forum:	
2	Southwark Inter Faith Forum:	
3	Headteacher/Governor of a Southwark Special School: Vacancy	
	Relevant expertise/interest to be determined by the Forum. Attendance as required. (1.11 and 1.12)	

Officers		Appointed
1	Anita Hawksley	
2	Glenn Garcia	
3	Rachel Woolf/Mark Small	
4	Pauline Armour	
5	Terrie Alfred	
6	Barbara Campbell	
7	Ibironke Oniru	
8	Moira Leydon	
9	Sandra Gee	
Secretary		
	Anita Hawksley	
Chair and Vice-Chair		
1.	Chair: Sister Anne –Marie Niblock	23.04.07
2.	Vice Chair: Mickey Kelly	23.04.07
Neighbouring LEAs		
1	Lambeth: Peter Scott	
2	Lewisham: Linda Fuller	
3	Bromley: Doreen Pendergast	
4	Greenwich: Jane Lawley	
Agreed Alternates		

2. ALTERNATE MEMBERS

- 2.1 Any member may nominate an alternate member to attend meetings of the Forum in his/her absence with the following provisos:
- a) LA Elected Members may only nominate an alternate member who is an Elected Member of the LA.
 - b) 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 or Governor.
 - c) Diocesan Representatives may only nominate an alternate member with the consent of the appropriate Diocese.
 - d) Academy and City Technology College Representatives may only nominate an alternate member with the consent of the Academy or City Technology College.
 - e) Community representatives may only nominate an alternate member who represents the community group identified by the Forum.
- 2.2 Written notice of the attendance of an alternate member must be provided to the Secretary at least twenty-four hours prior to any meeting.
- 2.3 It is recommended that each core member nominates an alternate so contact details can be held by LA officers. With sufficient notice, papers can then be circulated to alternates as necessary.

3. TERMS OF OFFICE

- 3.1 Core Members will serve for a term of four 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.
- 3.2 Diocesan, Academy and City Technology College Core 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 representatives must stand down if, following a recommendation from the Core Members the LA decides that the member should no longer be a member of the Forum.
- 3.4 Core Members will become ineligible for membership in the following circumstances:
- 3.4.1 LA members – if they cease to be an Elected 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 Governors – if they cease to be a Parent Governor Representative on the Scrutiny Committee.
- 3.5 Associate members (nominated by the Core Members in accordance with paragraph 1.11 above) will serve for a term of four years subject to them remaining representative of the specified community interest. 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 Forum to be absent.

4. CHAIR AND VICE-CHAIR

- 4.1 Core members must elect a chair and vice-chair (who need not be core members) at the first meeting of the Admissions Forum by a majority of votes cast by core members.
- 4.2 When electing a chair and vice-chair a secret ballot method will be used to deal with a simple majority vote. In the event of there being the same number of votes for two or more candidates a second ballot will be taken.
- 4.3 The chair and vice-chair will hold office until the second meeting of the forum held in each academic year and, on ceasing to hold office, shall be eligible for reelection.
- 4.4 The chair and vice-chair should not be drawn from the same group of representatives.
- 4.5 In the event of a vacancy occurring in the office of chair or vice-chair the core members shall at their next meeting elect one of their number to fill the vacancy. The member so elected (who need not be a core member) shall hold office until the date of the meeting at which the Chair or vice-chair would have held office had the vacancy not occurred.
- 4.6 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 core members shall appoint a person/persons, nominated by the LA and not being a member of the Forum, to act as Secretary to the Forum.
- 5.2 The Secretary of the Forum will ensure that they provide administrative support to the Forum by preparing agendas and circulating all relevant papers, within a minimum of seven working days in advance of the meetings.

6. MEETINGS

- 6.1 Meetings of the Forum shall be held in private, but 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 seven 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 by a petition from core members from at least three of the groups represented on the Forum.

6.7 Draft minutes of meetings will be sent to members within 10 working days of the meeting. Minutes will be approved at the next meeting of the Forum.

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 a third of the appointed core members of the Forum should be present at the meeting for it to be quorate. (16 as at 25.09.06 i.e. quorum: 6)

8. DECISION MAKING

8.1 Members of the Forum will wherever possible try to reach a consensus of opinion. If however, following discussion it is the view of the Chair that a consensus cannot be reached, a vote will be taken. Each member will have one single vote.

8.2 In the event of there being an even number of votes the chair has the casting vote.

8.3 The result of voting should always be minuted.

8.4 Any member declaring an interest in any individual proposal will not be allowed to participate in voting on that proposal.

9. BUDGET

9.1.1 Members of the Forum will be entitled to assistance with costs of travel in accordance with the scheme of allowances for Southwark Members. In addition, the budget will cover the costs of:

- essential childcare
- training
- venues and refreshments for meetings
- Any commissioned research in line with the remit of the Forum

10. ADVICE AND RECOMMENDATIONS OF THE FORUM

10.1 The Forum shall communicate 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.

10.2 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.

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

11. TERMS OF REFERENCE

11.1 The Southwark Admissions Forum is a statutory body established by Southwark Council in accordance with The Education [Admissions Forums] Regulations 2002 made under The School Standards and Framework Act [1998] as amended by the Education Act 2002.

- 11.2 The Admissions Forum has a key role in ensuring a fair admission system that promotes social equity and is required to act in accordance with the Code. The Admissions Forum must act in accordance with the provision of the Code and should:
- i. assess how well the admission arrangements serve the interests of local parents and children collectively;
 - ii. determine the relevant area of the authority;
 - iii. try to promote agreement on admissions issues;
 - iv. consider existing and proposed admission arrangements in the area;
 - v. review the comprehensiveness and accessibility of guidance and the composite prospectus produced by the local authority;
 - vi. review the effectiveness of school preference advice to parents provided by the local authority;
 - vii. consider and provide advice on the effectiveness of the local authority's co-ordinated admission arrangements;
 - viii. consider the means by which admission processes might be improved and monitor how actual admissions relate to published admission numbers;
 - ix. agree, promote and monitor protocols for potentially vulnerable children, including those previously excluded from school, those who have special educational needs, disabilities or those who are looked after and those other children who are hard to place or arrive in the area outside the normal admission round;
 - x. consider the effects that admission arrangements have on social inclusion.
 - xi. refer an objection to the Schools Adjudicator where it identifies policy, practice or oversubscription criteria that may be unfair or that do not comply with the mandatory provision of the Code;
 - xii. consider any other admission issues not covered above.

12. REVIEW OF THE CONSTITUTION AND TERMS OF REFERENCE OF THE FORUM

12.1 The Forum will act in accordance with the Terms of Reference.

12.2 The core members will review the Constitution and Terms of Reference at the first meeting of the Forum held in each academic year ie. September or October and, in addition, at any time the core members think fit.