

## SOLIHULL SCHOOLS FORUM

### TERMS OF REFERENCE FOR THE FORUM EXECUTIVE GROUP

#### 1. Role

The Executive Group is responsible for the efficient conduct of Forum business. It is to achieve this by:

- Ensuring Forum meets its statutory requirements
- Ensuring Forum is properly consulted on matters defined in regulations
- Proposing Work Group Terms of Reference and membership for Forum approval
- Engaging with the Solihull Schools Strategic Accountability Board
- Ensuring constituent groups are made aware of Forum business and decisions
- Setting agendas and commissioning reports for Forum meetings
- Scheduling the annual cycle of Executive and Forum meetings
- Overseeing the election of members to Forum and their terms of office
- Agreeing minor administrative matters on behalf of Forum

#### 2. Membership

The membership of the Executive Group shall be as set out below. Substitutes from a list of named Forum members are permitted should the principal member of the Executive be unavailable. It shall be acceptable for members to fulfil dual roles, e.g. act as Chairperson, whilst also representing a school sector.

- Forum Chairperson
- Forum Vice-Chairperson
- Solihull Schools Strategic Accountability Board Chairperson
- 1 x Secondary School Member
- 1 x Primary School Member
- 1 x Primary Academy Member
- 1 x Secondary Academy Member
- 1 x Special School Member
- 1 x Elected Member (attendance as required)
- 1 x Trade Union Member
- Work Group Chairpersons
- Assistant Director Inclusion & Additional Needs
- Head of Commissioning for Learning

In attendance:

- Other LA Officers, as required
- Task and Finish Group Chairpersons by prior agreement

#### 3. Quorum

The Group shall be quorate when two-fifths or more members are present.

#### 4. Frequency of Meetings

The Group shall meet prior to every Forum meeting, but may meet more or less frequently as agreed by its members.

Approved by Executive on 21 September 2021

5.10.21