

SCHOOL ORGANISATION ADVISORY BOARD (LEEDS)

TERMS OF REFERENCE

1. PURPOSE OF THE BOARD

- 1.1 Leeds City Council as the Local Authority has responsibility to make decisions in relation to certain school organisation statutory proposals.
- 1.2 At the request of the Authority the School Organisation Advisory Board, made up of representatives from the area's education community, has been set up in order to consider and make recommendations to the Authority in relation to school organisation proposals:-
 - where objections have been submitted
 - as otherwise requested by the Authority
- 1.3 In making recommendations the Board will have regard to relevant statutes, Statutory Regulations and Guidance.

2. ORGANISATION

2.1 Chair and Vice Chair

The Board shall elect a Chair and Vice Chair at:

- Its first meeting.
- The next meeting which falls after the date which is a year after the meeting at which the Chair or Vice Chair was elected.

The Chair and Vice Chair will be elected by a majority decision of individual members of the Board voting.

On ceasing to hold office the Chair and Vice Chair will be eligible for re-election.

In the event of a casual vacancy occurring in the office of Chair or Vice Chair, the Board shall at its next meeting elect one of their members to fill that vacancy and a member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had the casual vacancy not occurred.

A Chair or Vice Chair shall cease to hold office:

- a) If he resigns his office by written notice given to the Clerk; or
- b) If he ceases to be a member of the Board.

The Chair and Vice Chair should not be drawn from the same group.

When a vote is required the Chair and Vice Chair must each vote with their own group.

2.2 Clerk to the Board

A Council officer shall act as Clerk to the Board. Legal advice will be provided to the Board as required

The Clerk shall:

- keep a record of each meeting
- deal with any administration connected with the Board including sending recommendations to the Authority.

2.3 Indemnification

The Authority shall indemnify members of the Board against reasonable legal costs and expenses arising from their involvement with the Board.

3. MEMBERSHIP

3.1 Groups of Members of the Board

The Board shall consist of the following groups:

- a) Diocesan Board of Education for the Diocese of the Church of England which comprises the area of the Authority (1 member).
- b) The Roman Catholic Church Diocese which comprises the area of the Authority (1 member).
- c) Schools Group. (3 members: 1 head teacher nominated by the Head teacher's Forum and 2 governors nominated by the Governor's Forum, who shall not be Local Authority governors and at least one parent governor who shall not be a Local Authority Member)
- d) Further/Higher Education establishments Group (1 member).

3.2 Tenure of Members

Persons appointed to be members of the Board shall hold and vacate office in accordance with their terms of appointment.

The term of office for members of the Board will be a maximum of three years, subject to their remaining eligible.

Members may be appointed by a group to serve consecutive terms of office.

A member may resign his membership at any time by giving written notice to the Clerk.

A Member shall vacate his office:-

- a) Where the person is a member of the Schools Group if he ceases to be either a head teacher or governor.
- b) In other cases where the body who nominated the member informs the Clerk that the person shall no longer be a member of the Board.

3.3 Alternate Members

A member of the Board may nominate an alternate member to attend meetings of the Board in his absence. It should be noted that:-

The alternate member must fulfil the qualification for membership of the group represented.

A member of the Schools Group may only nominate an alternate member who is himself a head teacher or governor/ parent governor

3.4 Declaration of Interests

Members of the Board shall declare an interest in any individual proposal which directly affects the school at which they are a governor or at which their children attend or in which they might have a pecuniary interest in the recommendation made. They should withdraw from the discussion and take no part in making the recommendation. Where it is clear that a proposal in which a member of the Board has such an interest is likely to arise at a particular meeting, the member concerned may wish to invite an alternate to attend that meeting.

Members of the Board who have objected to any proposal under consideration by the Board or have any affiliation to any proposal under consideration by the Board may take part in the discussion but cannot vote on the proposal

3.5 Disqualification

Any member who fails to attend three consecutive meetings of the Board where voting is required on a matter, even where an alternate attends on his

or her behalf, should resign. Where members are unable to attend through sickness an exception will be made, unless they are absent through illness for a period of more than six months.

4. MEETINGS

4.1 Venues and Times of Meetings

The Clerk will convene meetings of the Board, giving a minimum of 5 working days notice in advance of meetings.

4.2 Proceedings

Meetings of the Board shall be open to the public, except in such limited circumstances as agreed by the Board, where to do so might prejudice discussion.

All recommendations made by the Board shall be made in public.

4.3 Representatives

The Board will have sight of written representations received in relation to statutory proposals being considered. If objectors wish to make verbal representations to the Board then the usual practice would be for those who wish to speak to contact the clerk in advance of a Board meeting and at the meeting for the Board to hear from:-

- The Proposer (no more than 5 minutes)
- The Objectors (no more than 5 minutes in total)
- One ward Member of the ward in which the school is located (no more than 5 minutes in total)

before making their recommendations

4.4 Quorum

The quorum for any meeting of the Board at which proposals are voted on shall be at least two groups entitled to vote.

4.5 Minutes of the Meeting

The minutes of the meeting, once approved by the Chair or Vice Chair, may be available for public inspection.

5. REACHING DECISIONS

5.1 **Voting Arrangements**

Recommendations on school organisation proposals shall be reached by a majority vote from those groups present casting a vote at a meeting.

Each group shall have a single vote.

Each individual group should reach the decision on how it will vote by a majority vote within the group. If there is no majority vote then the group shall abstain from voting. A group may also decide to abstain from voting on a particular issue.

Abstention does not constitute a vote against a proposal.

Groups will be asked to give reasons for their decisions when voting.

5.2 **Public statements**

Public statements on behalf of the Board can only be made by the Chair or Vice Chair and with the prior approval of the Board. Where that is not possible for reasons of time or expediency any such actions taken by the Chair or Vice Chair shall be reported to the next meeting of the Board.