



Schools forum self-assessment toolkit

This toolkit provides local authority officers and elected members with a framework for assessing the strengths and weaknesses of their schools forum. The toolkit is designed as a set of questions which can be considered by individuals or the forum as a whole.

Question	Yes / No	Notes
1. Are meeting dates set in well advance and details (including time and venue) published in an accessible manner to enable interested parties to plan their attendance?	Yes	
2. Are meetings timed to coincide with key dates? (e.g. reporting of funding formula)	Yes	
3. Are meetings held in an accessible venue to enable observers to attend easily?	Yes	
4. Is there a dedicated website link for schools forum, is it current and regularly updated?	Yes	
5. Are the agenda and papers publicly available on the authority's website at least 6 working days in advance of the meeting?	No	The vast majority of papers are, but occasionally papers are available later.
6. Are the papers published as a single document, so that users can download easily?	No	
7. If papers are tabled at the meeting, are they published on the website promptly after the meeting?	Yes	
8. Are draft minutes published a reasonable time (e.g. within 2-3 weeks) after the meeting, rather than waiting until the following meeting?	Yes	Generally
9. Are the minutes clear and unambiguous, with sufficient detail to	Yes	Generally, trying to reduce individual comments

Question	Yes / No	Notes
illustrate the discussions, without reporting verbatim every point made?		
10. Is the constitution clear and appropriate? Including eg <ul style="list-style-type: none"> - a clear process for ensuring proportional representation - the process for electing members and their tenure - the timescale for review is clearly set out - the process for dealing with repetitive non attenders 	No	No written constitution can be found. This is being written.
11. Is there an induction pack or training programme available for new members?	No	This is intended to take place once the constitution and membership has been agreed.
12. Is the election process clear and transparent? i.e. representatives are elected only by the group they are representing, whether phase-specific for maintained schools, or by the proprietors of academies for academy members.	No	Representatives are elected by their phase, but the processes are not clear. A model process is being set out.
13. Do the papers contain clear recommendations and indicate in a consistent manner whether the item is for information, consultation or decision?	Yes	
14. Is it clear to observers who attendees at the forum are representing? (eg by use of name plates, indicating sector)	No	Recommend creating name plates.
15. Does the chair manage the meeting well, ensuring that all are able to contribute to the agenda items, that no bias towards any sector is evident and that no single person or organisation is able to dominate the discussion?	Yes	
16. Is there inclusive participation in discussions for all phases and types of members?	Yes	
17. Do members actively canvass views and objectively represent their whole peer group at the forum and provide feed back after meetings?	No	Not always.

Question	Yes / No	Notes
18. Where votes are required, is it clear who is eligible to vote for different items?	No	Not always.
19. Where votes are required, are the arrangements for recording the votes clear and unambiguous?	Yes	Minutes are clear but there is no constitution to reference back to.
20. Is there a system in place for a decision if votes are tied?	No	
21. Is the operational & good practice guide used to regularly review the forums adherence to good practice?	Yes	

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