**CROYDON SCHOOLS’ FORUM**

**CONSTITUTION, ROLES and**

**RESPONSIBILITIES**

**Schools’ Forum approved**

**2nd March 2020**

**1. Membership**

**SCHOOLS**

Nursery school representative (non academy) 1

Special school representative (non academy) 1

Primary head representative (non academy) 2

Primary governor representative (non academy) 2

Secondary head representative (non academy) 1

Secondary governor representative (non academy) 1

Pupil referral units 1

Academy representatives 8

**17**

**NON SCHOOLS**

Post 16 representation - 16 to 19 year providers 1

Early year providers (PVI) 1

Union representation from the Teachers Professional Associations 1

Southwark Church of England Diocesan Board representative 1

Southwark Roman Catholic Diocesan Board representative 1

Majority group councillor 1

Minority group councillor 1

**7**

**OBSERVERS**

Cabinet Member 1

Head of School Standards, Commissioning and Learning Access 1

Finance Business Partner Department 1

Clerk to the Schools’ Forum 1

Education Funding Agency representative (open) 1

**5**

There is no statutory requirement for a minimum or maximum size of members.

* 1. Other observers will attend as and when required or be part of working groups. Examples are officers from primary, secondary including academies and free schools, special and inclusion areas, Local Authority officers presenting papers and Local Authority cabinet members.
  2. Croydon Schools’ Forum is open for attendance by the general public as observers.
  3. Representative groups.

1.3.1 **For maintained schools:**

1. Primary;
2. Secondary;
3. Special;
4. Nursery;
5. Pupil Referral Units (PRUs)

1.3.2 **For academies:**

Academies may be represented from secondary and primary academies by Headteachers, governors or other representatives. It expected though that:

1. There will be at least one academy representative from mainstream academies including free schools;
2. In addition, there must be one member each (should such exist in the Local Authority Area) for special academies including free schools and alternate provision academies including free schools.

1.3.3 **Non school members:**

1. Early Years Private, Voluntary and Independent Providers (PVI);
2. Diocesan representation;
3. Post 16 representatives;
4. Union representation;
5. Group majority and minority councillors.

1.4 **In terms of: representing groups:**

1. Maintained schools could have Headteachers or senior leadership members (Deputy or Assistant Headteacher) and governors. Overall, there must be at least one Headteacher or their representative and one governor;
2. Academies and non schools representation is more open and membership representatives do not have the same constraints as maintained schools in terms of the division between Headteachers and governors but Croydon Schools’ Forum maintains the expectation that members should be SLT or governors with strategic oversight.

1.5 Schools’ membership is determined by pupil numbers for maintained schools and academies. Membership must comprise at least 2/3rds of the Schools’ Forum membership. Primary schools, secondary schools and academies must be broadly proportionately represented.

* 1. Non school membership cannot exceed one third of the total membership.
  2. The Schools’ Forum membership under paragraph 1 shows the Schools’ Forum representation as described in paragraphs 1.3, 1.4 and 1.5.
  3. Further notes:

1. A Headteacher and governor from the same school cannot both be representatives on the Schools’ Forum;
2. The nursery representative, special schools and PRU representative are to be Headteachers or senior staff (see [1.4a]). The same applies for their alternates;
3. Diocesan Boards representation can be members from the primary, secondary and academy groups.
4. Pupil numbers between maintained schools and academies will be reviewed annually and by the start of the new academic year. Where required membership realignment and elections to rebalance membership will be held;
5. If this results in a change to the formulation of the Schools’ Forum and a reduction in membership in a particular group, then the member with the shortest length of membership may be removed from office at the last meeting of the academic year. If there are two members with equal length of membership then the member who received most votes at the time of the election is successful;
6. Maintained school members will step down if their school becomes an academy

1.7 School membership will be formulated by assignment to each group. The election procedure is defined in Appendix 1. Retiring members and alternate members may self-nominate for re-election.

1.8 From LA maintained schools’ membership, no two Schools’ Forum members can be from the same school.

1.9 For academies:

1. no more than two members can be from the same academy trust;
2. only one member representative from an academy school is permitted

1.10 For LA maintained schools and academies, alternate members are identified from the election process for Schools’ Forum members in the first instance. Then, if required, specific election procedures are initiated to complete the procedure for alternate members. Should a vacancy occur for appointment of a main member an existing alternate member who has not completed his term of office will become the main member for the duration of his term of office by order of appointment date and votes cast at that time.

1.11 The relevant body will be consulted to nominate alternate members for the non school membership, e.g. the Diocesan Boards, the Teachers’ Professional Association and trade union representation.

1.12 Local Authority observers have no voting rights but attend on behalf of the Local Authority to advise and guide where appropriate.

1.13 Croydon Schools’ Forum welcome other representatives as observers. They cannot vote.

**2. Alternate Members**

2.1 Alternate members are entitled to attend meetings as observers and can vote on behalf of members that cannot attend the Schools’ Forum meeting as defined in paragraphs, 1.11, 1.12 and 6.10. The voting rights of those present are normally established by the Chair at the beginning of the meeting to ensure that the correct number of votes for each category shown at the beginning of section [1] above are not exceeded. Main members may not send representatives to act in their stead as this role is taken by alternate members.

2.2 Alternate members receive the same documentation as the main Schools’ Forum member.

**3. Term of Office**

3.1 Members of the Schools’ Forum shall serve for three years from their date of appointment. However, membership can be terminated by the Local Authority under paragraphs 1.4, 1.5 and 1.9 in order to ensure proper representation of all groups.

3.2 The length of the term of office for non schools members is at the discretion of the Local Authority.

3.3 The Local Authority decides on the length of office for their staff to the Schools’ Forum.

3.4 Members who have reached the end of their term of office shall be eligible for re-appointment as described in paragraph 1.10.

**4. Vacancies**

4.1 When a vacancy occurs, the process outlined in paragraph 1.10 and further detailed in Appendix 1 is followed.

4.2 With schools’ membership, those not successful in being offered member places on the Schools’ Forum would be offered a place as an alternate if such a membership position is open.

**5. Local Authority Powers and Schools’ Forum Responsibilities**

5.1 The Local Authority will consult the Schools’ Forum annually on the funding formula viz;

1. Propose and decide any changes to the schools’ funding formula and the financial effect of any such change. Consultation shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the formula and in the initial determination of schools’ budget shares before the beginning of the financial year.
2. Consult with the Schools’ Forum on any proposals they intend to put to the Secretary of State. Such proposals may relate to:

(Cont.)

1. variation of the MFG;
2. use of exceptional factors;
3. variation of pupil numbers (Secretary of State approval is no longer required for increases relating to changes in admission limits or reorganisation)
4. permit additional categories of spending on the central budgets;
5. amend the sparsity factor;
6. vary the lump sum for amalgamating schools;
7. vary the protection for special schools and special academies;
8. move up to 0.5% from the schools block, where the Schools’ Forum don’t agree, or move more than 0.5% from the schools block.

5.2 The Local Authority will propose to Schools’ Forum for their decision the proposed allocation of central spend. Such spend covers:

1. significant pupil growth fund;
2. create a fund for falling rolls for good or outstanding schools if the schools’ surplus capacity is likely to be needed within the next three years to meet rising pupil numbers and agree the criteria for maintained schools and academies to access this fund;
3. agreeing other centrally retained budgets, including for Local Authority statutory responsibilities;
4. funding for central early years expenditure, which may include funding for checking eligibility of pupils for an early years place, the early years pupil and/or free school meals;
5. authorising a reduction in the schools budget in order to fund a deficit arising in central expenditure, or from de-delegated services that is to be carried forward from a previous funding period;
6. in the 2019/20 funding year the schools block is ring fenced. The LA can seek Schools’ Forum approval in order to move up to 0.5% from the schools block to other blocks.

5.3 In addition the Local Authority proposes to the Schools’ Forum for approval central spend on:

1. in exceptional cases an early years block provision funding to enable all schools to meet the infant class size requirement;
2. back pay for equal pay claims;
3. emission of boarding fees at maintained schools and academies;
4. places in independent schools for non-SEN pupils;
5. admissions;
6. servicing of Schools’ Forum;
7. contribution to responsibilities that LA hold for all schools;
8. prudential borrowing costs where the commitment has been approved prior to April 2013.

5.4 In each of these cases, the Local Authority can appeal to the Education & Skills Funding Agency (ESFA) to adjudicate or in certain circumstances to the Secretary of State if the Schools’ Forum rejects its proposal.

5.5 The Local Authority shall consult the Schools’ Forum annually in respect of the Local Authority’s functions relating to the schools budget in connection with the following:

a) amendments to the school funding formula;

b) the arrangements to be made for the education of pupils with special educational needs and top up funding;

1. arrangements for the use of pupil referral units and the education of children otherwise than at school;
2. arrangements for early years provision;
3. administrative arrangements for the allocation of central government grants;
4. changes to the scheme of financial management.

5.6 The Local Authority will propose to the Schools’ Forum for mainstream maintained schools de-delegation covering:

1. contingencies;
2. administration of free school meals;
3. insurance;
4. licences/subscriptions;
5. staff costs – supply cover;
6. support for minority ethnic pupils/ underachieving groups;
7. behaviour support services;
8. library and museum services;
9. school improvement.

The ESFA will adjudicate where Schools’ Forum does not agree with the proposal.

5.7 The Local Authority decide and inform the Schools’ Forum on central spend covering:

1. licences centrally negotiated by the Secretary of State;
2. children and young people with high needs.

5.8 The Local Authority shall consult the Schools’ Forum on the terms of any proposed contract for supplies and services which is to be funded by from the schools budget and is in excess of the EU procurement thresholds. Consultation shall take place at least one month prior to the issue of any invitations to tender.

5.9 The Local Authority will propose to the Schools’ Forum for approval any other expenditure that result in adjustments to schools block funding allocations.

5.10 The Local Authority may consult the Schools’ Forum on such other matters concerning the funding of schools as it sees fit.

5.11 In accordance with the provisions of the Local Government Act 2000, the Local Authority cannot delegate its decision making powers to the Schools’ Forum, for example decisions on the funding formula.

5.12 The Schools’ Forum has responsibility of informing governing bodies of all maintained schools of the result of any consultations carried out by the local authority relating to paragraph 5.3.

**6. Conduct of meetings**

6.1 There are up to seven Croydon Schools’ Forum meetings held during the academic year. A calendar of meeting dates is published annually. Regulations require a minimum of 4 meetings a year.

6.2 **The quorum requires 40% of the total membership to be present** excluding observers and membership vacancies. The meeting can continue if inquorate but any advice given to the Local Authority as a result of such a meeting would not have to be taken into account by the Local Authority.

6.3 The Chair and Vice Chair will be elected at the first meeting in the autumn term. An elected member or officers of the Local Authority are not eligible.

6.4 The Vice Chair will act in the absence of the chair. The Vice Chair will have the same powers as the chair in relation to the organisation and running of meetings.

6.5 Members of the Schools’ Forum must make declarations of interest when relevant, for example, when the Schools’ Forum is considering matters relating to service contracts.

6.6 Each member is entitled to one vote in accordance with their eligibility. The Chair has automatic voting rights for the school group he/she represents. Alternate Schools’ Forum members may vote in the place of the specific member that they are replacing at a Schools’ Forum meeting as defined in paragraph 2.1

6.7 Decisions are taken via a majority vote. In the event of a tie the Chair will have the casting vote. Those allowed to vote for each paper are outlined at the start of each paper.

6.8 Alternate members attending meetings as observers may not vote.

6.9 Voting. Each member of the Schools’ Forum is given a name card by the clerk to forum the colour of which depends on the group they represent:

1. Academy and Free schools members have yellow cards;
2. Maintained school members have green cards;
3. Other members have pink cards;
4. Officers/observers have purple cards.

6.10 Casting of votes.

1. Only primary schools members can vote on primary school de-delegation and only secondary schools can vote on secondary de-delegation;
2. Combined voting on de-delegation for primary and secondary schools may be taken at the same time where the requirement is common for both groups;
3. Retaining funds for statutory duties relating to maintained schools only is limited to maintained primary, secondary Special schools and PRU members;
4. All school members can vote on the scheme for financing schools but not academies, free schools members and PVI members;
5. All school members including academies, free schools and PVI members can vote on any other Schools’ Forum business including consultation of the funding formula;
6. Non school members cannot vote on de-delegation matters relating to the formula concerning schools and early years providers or the scheme for financing schools;
7. Non school members can vote on any other Schools’ Forum business;
8. Local Authority officers and all observers have no voting rights;
9. Voting members must comply with procedures defined in paragraphs 1.11 and 1.12.

6.11 The Chair cannot take a decision on behalf of the Schools’ Forum no matter how urgent the matter is in question. The Chair can give a view to the Local Authority on an urgent issue.

6.12 The Schools’ Forum meeting agenda and papers will be published prior to the meeting: [**https://www.croydon.gov.uk/education/schools-new/statnotice-consult/croydon-schools-forum/schools-forum-minutes-and-agendas**](https://www.croydon.gov.uk/education/schools-new/statnotice-consult/croydon-schools-forum/schools-forum-minutes-and-agendas)**.** Draft versions of the minutes are normally published here within 10 days and are then revised as necessary following comments at the next full Schools’ Forum meeting. Minutes of meetings and relevant papers, unless confidential, will be made available to schools and to the general public via this website.

6.13 The Schools’ Forum may have working groups but any advice formally passed to the Local Authority must be approved by the Schools’ Forum as a whole.

6.14 Members of the public may attend meetings and are invited to introduce themselves.

**7. Working Groups**

7.1 The Schools’ Forum determine and establish working groups as required for carrying out its business. Working groups will identify and discuss matters that need to be taken to the Schools’ Forum for a decision.

7.2 Where working groups are formed they will consist of a mixture of main Schools’ Forum members, alternate members, observers, Local Authority representatives and other specific experts. It is expected that Schools’ Forum members will be a member of at least one working group. Working groups will be chaired by either a member or an alternate member of the Schools’ Forum.

7.3 Each working group must have terms of reference statement which is approved by the Schools’ Forum at its first meeting in each academic year.

7.4 The working groups will meet at least once a term but more frequently as required.

7.5 The working groups will have no voting rights or decision making powers, but provide an advisory role to the main body of the Schools’ Forum.

7.6 Approved meeting minutes from the working groups will be made available to the Schools’ Forum meeting at the earliest opportunity. These minutes will have been agreed by the chair of the working group for release. Working group agreed confidential items will not be given full disclosure until such time full disclose is approved.

7.7 The working groups in 2019-20 are:

1. Schools Block;
2. Early Years;
3. High Needs.

**8. Confidentiality**

8.1 Confidential items, such as commercially sensitive information regarding contracts or personal information, should normally be discussed by Schools’ Forum members and local authority officers. Where required ‘B’ minutes are produced for items of a confidential nature and not for public release.

**9. Attendance**

9.1 If a member of the Schools’ Forum has not attended for three consecutive meetings the clerk shall contact those members. If their reason for non-attendance is deemed inadequate by the Schools’ Forum then an election should be arranged to replace them as described in paragraph 1.10 above.

**10. Administration**

10.1 Prior to the main Schools’ Forum meeting a pre meeting is held to review the agenda items and papers to be presented. The pre meeting is held approximately 10 days prior to the main meeting. The template standard for papers to be presented must show, for ease of reference, each paragraph numbered. The chair can amend papers to show under recommendations “Decision” or “Note” for approval. “Decision” is used where a decision is sought and necessitates a vote. “Note” implies that the paper is for information and there is no funding formula change but there may be financial movement within the block. “Note” also includes situations where further clarifications have been requested at a Schools’ Forum meeting.

10.2 Members of the Schools’ Forum including the Chair are entitled to suggest an alternative option for consideration by the Local Authority or working group at a Schools’ Forum pre meeting and at the main Schools’ Forum meeting.

10.3 The Local Authority will provide a clerk for the meetings of the Schools’ Forum.

10.4 Papers for meetings of the Schools’ Forum will be circulated to members during the week before a meeting, preferably at least 5 working days in advance.

10.5 All papers will be sent to members electronically.

10.6 Approximately 5 days after the Schools’ Forum meeting a post meeting is held to review the meeting minutes and approve for release to Schools’ Forum members.

10.7 The Local Authority will pay reasonable expenses to members of the Schools’ Forum.

**11. Training**

11.1 New Schools’ Forum members must receive training from the local authority on finance matters. Training sessions are provided by the Local Authority Finance team on a regular basis. Further updates will be offered by the Local Authority Finance when appropriate and Schools’ Forum members as well as the alternate members are encouraged to attend.

**12. Statutory Instrument**

12.1 The constitution and terms of reference should be read in conjunction with the Statutory Instrument number 2261 (The Schools’ Forums (England) Regulations 2012).

**13. Revision history**

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| **Date** | **Summary of revisions** |
| December 2017 | V1 (Des Ogg) |
| March 2020 | V2 (Jolyon Roberts)   * Updates in line with [*‘Schools’ Forum operational and good practice guide – 17th September 2018’*](https://www.gov.uk/government/publications/schools-forums-operational-and-good-practice-guide-2015). * Web links updated; * Expectations about seniority of members clarified; * New arrangements for publishing draft minutes detailed at 6.13; * Amalgamate maintained schools voting processes for Headteachers and governors into one section [Appendix 1, section 1] |
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**14. Other Reference Documents published by the Education Skills Funding Agency**

* 1. 13.1 Schools’ Forum operational and good practice guide – March 2021
  2. 13.2 Schools’ Forum powers and responsibilities – March 2021
  3. 13.3 Schools’ Forums structure – September 2018

**APPENDIX 1: VOTING PRINCIPLES, PROCESSES and PROCEDURES**

**VOTING PROCESSES and PROCEDURES for:**

**1 Headteachers and governors at maintained primary and secondary schools**

1.1 At the request of the Schools’ Forum clerk Governor Services will advise all maintained school governors the number of open vacancies by school group (primary/secondary and request nominations to be submitted to the Schools’ Forum clerk by the close date of three weeks from the date of the call for nominations. The school bulletin will also carry the Schools’ Forum request for governors and/or Headteachers. Nominations after this date will be void.

1.2 The call for nominations require a brief personal statement (as a guide, no more than 150 words) of the nominee’s background and the contributions they feel they could make to the Schools’ Forum. The statements will only be used when a ballot is necessary due to the number of nominations exceeding the number of vacancies. Nominations will be void if a brief personal statement is not provided.

1.3 If a ballot is required, at the request of the Schools’ Forum clerk Governor Services will issue a ballot form which will show the nominees name and school name. Headteachers or Heads of school may vote for Headteachers and governors may vote for governors. The nominees personal statement will be attached to the ballot form. The ballot forms will be issued within two weeks after the close date for nominations. The closing date for voting will be three weeks from the date of the ballot letter. The closing date will be shown on the voting paper. Ballot papers received after the ballot voting closing date will be void.

1.4 The ballot paper should be completed by placing a “X” or ”tick” against preferred nominees by school group (primary or secondary). The votes should be up to the maximum number of vacancies by school group and no more. It is though optional to vote less than the maximum allowed. The ballot paper will be void if the number of votes exceed the number of votes requested or if the paper is spoiled.

1.5 The nominee with the highest score will be appointed per school group. Then the nominee with the next highest score will be appointed etc. until the vacancies are filled. If there is a tie between two nominees the appointment will be made by a toss of a coin. Where there is a tie with three nominees or more the appointment will be made by way of a draw.

1.6 Nominees not elected will be given the opportunity to become an alternate member by their scoring with highest first until the alternate positions are filled.

**2 Academies**

2.1 Academies are allocated eight membership places and 4 alternate places. There are no boundaries between Headteachers and governors and by primary or secondary school. It is permissible for an academy member to be a governor. Academy members are there to represent the proprietor bodies.

2.2 The ESFA – *‘Schools’ Forum, Operational and good practice guide, September 2017’* stipulates that academy members must be elected by the proprietor bodies and they are probably best placed to determine the process. However, local authorities may wish to encourage academies to consider the pupil proportions across all academies when electing their representatives. However, at present there are no proprietor bodies to give direction to the Schools’ Forum. As an interim the following processes apply to appoint academy representatives.

2.3 When a vacancy/ies occurs it will be placed in the schools bulletin with a request for nominations. Nominees must state their academy group where relevant (primary or secondary) and their own capacity. The call for nominations require a brief personal statement (as a guide, no more than 150 words) of the nominee’s background and the contributions they feel they could make to the Schools’ Forum. The statements will only be used when a ballot is necessary due to the number of nominations exceeding the number of vacancies. A closing date for nominations of three weeks from the date on the schools bulletin will be stated. Nominations will be void if a brief personal statement is not provided.

2.4 At the same time the vacancy/ies appears in the schools bulletin the Schools’ Forum clerk will write to all academy principals advising them of the vacancies and simultaneously request that Governor Services advise academy governors to release a letter with a request for nominations for the vacant position. Nominating governors and Headteachers must state their representative group (primary or secondary) and if their school is part of a MAT. The closing date for nominations will be three weeks from the date on the letter from Governor Services. The call for nominations require a brief personal statement (as a guide, no more than 150 words) of the nominee’s background and the contributions they feel they could make to the Schools’ Forum. The statements will only be used when a ballot is necessary due to the number of nominations exceeding the number of vacancies. Nominations will be void if a brief personal statement is not provided.

2.5 It will be the responsibility of each academy principal to inform Headteachers, Heads of School, governors/members of academy councils and other SLT that vacancies exist. In the case where there is governor interest the governor should declare their interest to the Headteacher.

2.6 At the close date the Schools’ Forum clerk will summarise returns for review by the Schools’ Forum Chair, Vice Chair; the Director of Education (or their representative) and a representative from the CHTA if available. A review meeting will normally take place within two weeks from the closing date of return of nominations. At this meeting a decision will be taken whether the academy balance of representation remains reasonable between the split by primary schools and secondary schools including governor nominees in accordance with the guidelines outlined in the *‘ESFA - Schools’ Forum, Operational and good practice guide, September 2017’*

2.7 If the balance of nominations for the vacancies is considered fair and the number of nominations do not exceed the number of vacancies then the process is complete.

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2.8 Where the number of nominations exceed the number of vacancies after the review [paragraph 3.6] the Schools’ Forum clerk will invoke ballot voting for membership places between primary and secondary academies.

2.9 The Schools’ Forum clerk will issue ballot papers electronically to Headteachers and principals. At the request of the Schools’ Forum clerk Governor Services will issue the ballot paper electronically to academy governors. The ballot form will show the nominee’s name, their school name, the nominees position and the academy group (primary/secondary). It will also show the maximum number of membership places available by primary and secondary academy. The personal statement from nominees will be attached to the ballot form. The ballot forms will be issued within two weeks after the review of nominations outlined in 3.6 above. The closing date for voting will be three weeks from the date of the ballot letter. The closing date will be shown on the ballot paper. Ballot papers received after the closing date will be void.

2.10 The ballot paper should be completed by placing a “X” or ”tick” against preferred nominees by school group. Each school shall have one vote. The votes should be up to the maximum number of vacancies by school group and no more. It is though optional to vote less than the maximum allowed. The ballot paper will be void if the number of votes exceed the number of votes requested or the paper is spoiled.

2.11 The nominee with the highest score will be appointed. Then the nominee with the next highest score will be appointed etc. until the vacancies are filled. If there is a tie between two nominees the appointment will be made by a toss of a coin. Where there is a tie with three nominees or more the appointment will be made by way of a draw.

2.12 Nominees not elected will be given the opportunity to become an alternate member by their scoring with highest first until the alternate positions are filled.

**3 Nursery Schools**

3.1 Membership is limited to one person **either** a Headteacher or governor plus an alternate member **either** a Headteacher or governor.

3.2 When a vacancy occurs the vacancy will be placed in the schools’ bulletin for information purposes. A closing date of three weeks from the date of the school bulletin will be shown.

3.3 At the time the vacancy appears on the schools bulletin the Schools’ Forum clerk will write to the Local Authority Early Intervention Support Service with a request for the agreed nomination. They will advise the Schools’ Forum clerk the nomination within the three week period.

**4 Special Schools and Pupil Referral Unit (PRU)**

4.1 Membership is limited to one representative from each type of school

4.2 When a vacancy occurs the vacancy will be placed in the schools’ bulletin with a close date of three weeks for information purposes.

4.3 At the same time the vacancy appears on the schools bulletin the Schools’ Forum clerk will write to the respective Headteachers and request an agreed nominated member.

4.4 The request applies separately to Special Schools and PRU.

**5 Private, Voluntary and Independent (PVI)**

5.1 Membership is limited to ONE person.

5.2 The Schools’ Forum clerk will request that the Director of Education ensure a consultation of the PVI group for their nominated representative to be advised within a three week period.

**6 Post 16 Representative and Diocesan Representatives**

6.1 The Schools’ Forum clerk will notify the respective organisations of the vacancy and seek their selected nomination.

**7. Trade Union Representative**

7.1 Vacancy placement is managed by the teacher unions joint liaison committee (JLC). They will advise the Schools’ Forum clerk their placement representative.