

SCHOOL ORGANISATION ADMISSIONS BOARD (SOAB)

Terms of Reference July 2020

Version control:

V1 – ToR created in March 2014
V2 – ToR updated in November 2016 to reflect personnel changes
V3 – ToR updated in June 2019 with personal amendments
V4 – ToR updated in July 2020 with general amendments

Objective: To provide advice and inform the Strategic Education & Asset Management Board (SEAM) on significant school organisation and admissions proposals and issues. Feedback from SEAM must be reported at the next SOAB meeting. SOAB is a sub-group of Schools Forum.

Responsibilities

- Consider and comment on statutory or non-statutory school organisation and admissions proposals.

These Terms of Reference will be kept under review and updated as required.

Core Membership

SOAB will comprise no more than 15 members, appointed by the authority and must include:

Director of Learning & Systems Leadership
Head of Commissioning – Education Capital & Planning (Chair)
Commissioning Manager for School Places
Head of Commissioning Admissions
Business Hub Manager
Head of primary school
Head of secondary
Head of all-through
Head of academy

Attendance of a representative from the Diocesan Board would be welcomed but not essential.

SOAB meetings will be quorate if fewer than two Head Teachers (or representatives) are able to attend.

SOAB, through the Chair, may invite people with particular expertise or interests, as appropriate, to speak at a meeting but these people will not be considered members.

- Board members are to notify the coordinator in advance if they are unable to attend a Board meeting.

- Board members unable to attend a meeting should delegate properly briefed deputies to attend in their place (where appropriate).
- Confirmed acceptance is sometimes very low so until the day it is often uncertain who will attend

2. SUBSTITUTE MEMBERS

Any member may nominate a substitute member to attend meetings of SOAB in his/her absence with the following provisos:

- LA members may only nominate a substitute member who is a member of the LA.
- A School representative may only nominate an alternate member who is a Head from the same sector and phase as the school of which the Member in question is a Head.

Written notice (email admissible) of the attendance of a substitute member must be provided to the LA's nominated officers prior to any meeting.

3. TERMS OF OFFICE

Members will serve for a term of 3 years (should it be reviewed annually? 3 years may put heads off.), 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 and / or reappointed.

Members will become ineligible for membership in the following circumstances:

- LA members – if they cease to be a member of the LA;
- School representatives – if they cease to be a Head teacher;

Any member may resign at any time by giving written notice to SOAB.

It will be a condition of appointment for all members that a member may be required to leave if they do not attend 4 consecutive meetings unless they have sought and been given permission by the Chair of SOAB to be absent.

4. CHAIR AND VICE CHAIR

Meetings will be chaired by the Head of Commissioning – Education Capital & Planning, in case of absence meetings will be chaired by the Director of Learning & Systems Leadership.

5. ADMINISTRATIVE SUPPORT

The members shall appoint a person/persons, nominated by the **LA**, not being a member of SOAB, to provide administrative support to SOAB by preparing agendas, producing minutes and circulating all relevant papers, within a minimum of 2.5 working days in advance of the meetings to allow members sufficient time to read them.

6. MEETINGS

Minutes of each meeting shall be published by the Administrative Support of SOAB as soon as practicable after the meeting

Members of SOAB must submit items for inclusion on the Agenda to the Secretary at least 5 working days prior to the meeting. The Chair will prioritise items. Items brought to SOAB for information purposes only will be noted as such, all other items brought to SOAB will be for discussion.

The agenda for each meeting will be agreed by the Chair. The agenda and supporting papers will be sent to members 25 working days before the date of the meeting.

Minutes of SOAB meetings will be shared with Schools Forum and also Chairs of Governors.

Frequency of meeting:

SOAB will meet half-termly. The attached schedule is a point of reference for any key upcoming issues.

Extra-ordinary meetings of SOAB can be convened by the Chair.

Conflict of interests:

Board members are required to declare any conflict of interest with issues which may be discussed at the School Organisation and Admissions Board.

Confidentiality

Confidentiality must be kept at all times.

Expectations of being a representative

Must represent views of the group they represent and must feedback questions and disseminate information.

Schedule of Key Works – Mark are these dates still correct? It is an old list but the months may have changed on your timetable

Month	Admissions	School Organisation
January	Cut-off date for new Reception applications Start Cabinet report for determining admission arrangements	School census (data released March)
March	Year 7 offer day	Work commences on revised projections
April	Reception offer day Admission arrangements determined	
May	Commence work on new admissions	School census (data released June)

	booklet	
June	Report to the Office of Schools Adjudicator	Work on SCAP
July		Work on SCAP
August	Report to the Office of Schools Adjudicator	
October	Cut-off date for new Year 7 applications	School census (data released November)
November	Start consultation for admission arrangements if required	
December		