Protocol for Papers to Schools Forum

A. General Approach	The report should be aimed at the general reader, but assume a reasonable knowledge of the service and budget along with the education/local government context. The report will have several purposes: 1. Give the Forum or individual a sound basis on which to make a decision. 2. To inform interested observers. 3. Form a permanent record of the Schools Forum's proceedings. 4. It may be cited as evidence that the right matters were taken into account in reaching the decision.
B. Layout	Council corporate standard is 12pt Arial, with 14pt for headings, size may be reduced in tables, graphs etc. for presentational purposes. A clear numbering system that as a minimum allows identification of meeting date at which paper and any annexes were discussed and the agenda item number to which they relate. Use plain English, explain any technical terms and abbreviations where first used (using brackets or footnotes) or in a separate glossary. Avoid the use of acronyms. Use annexes for illustrative material, large amounts of data, comments on consultations etc. Be brief, advisory limit 4 sides of A4, ensuring that essential factors are covered.
C. Format	Should contain: 1. A clear indication of whether this is for information, consultation or action. Please identify whether this is exempt or confidential Information. If either apply, the precise grounds must be stated in the report. Please note that the paper will be published on the Oxfordshire County Council public website, unless this is stipulated. 2. A short introduction outlining the purpose of the paper and the key issues under discussion. 3. Clearly identified recommendations and what action/decisions need to be taken by the Forum. 4. A background and discussion section expanding on the introduction, including: • references to previous related papers and where they may be seen and/or kept;

	• timing constraints; • consultations to date, if applicable; • a range of alternative options/models for consideration, with pros and cons for each. 5. Benchmarking information – section to be included in report if benchmarking information is available to put funding requested from Schools Forum in context of other funding and comparisons with statistical neighbours 6. Financial and staff implications (centrally and for schools) - section to be included in each report unless procedural. 7. Equal Opportunities implications, including impact on equality groups (race, gender, disability, age, sexual orientation, religious belief). Link to Impact Assessment. 8. A summary of the key points/conclusions. 9. Please indicate when the Schools Forum should review the outcomes of this report. 10. Contact details should identify author(s)/lead officer. 11. List of officers/staff, other than the lead officer/author, who will be attending the meeting to present a paper. If more than one, permission of the Chair must be sought. 12. Date and version as a footer.
D. Report Submission	The report should be passed electronically to the Forum secretary/clerk when all consultations on the report have been completed and the report has been finalised. The deadlines for submitting reports are specified in the Forward Plan. Papers dispatched at least one week before meeting.
E. Meeting notes and recording of decisions	Notes or minutes to be produced as soon after meeting as possible and copied to members and others to see outcome of any discussions and decisions/votes. Notes or minutes agreed at subsequent meeting. The notes or minutes of the meeting to be published on the Schools Forum intranet pages and schools to be alerted via an item in Schools News.