

BRIGHTON & HOVE SCHOOL ORGANISATION COMMITTEE

Monday 21st February 2005

To consider the following Procedural Business:-

AGENDA ITEM No's.1- 2

A. Nominations of Alternate Members

Where appointed members are unable to attend a meeting, they must nominate their alternate member from the same body by giving written notice to the Secretary in advance of the meeting. An alternate member may then attend, speak and vote at that meeting.

B. Declarations of Interest

To seek declarations of interests:

- (i) All members of the Committee must declare an interest in any proposal, which directly affects the school at which they are a governor or which their children attend or in which they might have a pecuniary interest in the decision made. Any member with such an interest shall withdraw from the discussion of the proposal concerned and take no part in the decision reached. *(Where it is clear that a decision in which such a member has such an interest is likely to arise at the meeting, the member concerned may wish to nominate an alternate member to attend the meeting).*
- (ii) Members who are Brighton & Hove City Councillors or who are co-opted members of committees or sub-committees of the Council, must also declare any personal or personal & prejudicial interests under Part 2 of the Council's Code of Conduct in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest. If the interest is a prejudicial interest, the Code of Conduct requires the Member concerned to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration.

C. Exclusion of Press and Public

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

AGENDA ITEM No.3

Consideration of the minutes of the last meeting held on 21st October 2004.

AGENDA ITEM No.4

A copy of the agreed Constitution and procedures for the School Organisation Committee has been circulated to each member of the committee. Consistent with the provisions of the constitution it is proposed that consideration of agenda item No.4 will be conducted as follows, but subject always to any decisions about procedure taken by the Committee at the meeting:-

- (i) Presentation by the Proposers:
- (ii) Representations from persons who have given notice that they wish to speak against the proposal. A maximum of 30 minutes will be allowed, with a maximum of 10 minutes for any individual.
- (iii) Representations from persons who have given notice that they wish to speak in favour of the proposal. A maximum of 30 minutes will be allowed, with a maximum of 10 minutes for any individual.
- (iv) Any comments by the LEA in respect of the proposal and the report of the Director of Children, Families & Schools (Document Seven).
- (v) Any comments by the Proposers on matters raised under (ii), (iii) and (iv) above.
- (vi) Questions by the members of the committee to the Proposers.
- (vii) Adjournment for the respective members from each body represented on the Committee to deliberate in private.
- (viii) Reconvening of the meeting and declarations of voting to be given by each body.
- (ix) Decision to be confirmed by the Secretary.

Note: Arrangements for voting are set out in paragraph 8 of the committee's constitution and procedures.