

## SCHOOLS FORUM - 22 JUNE 2017

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| <b>Title of paper:</b>   | <b>SCHOOLS FORUM SUB GROUP – TERMS OF REFERENCE &amp; FUTURE WORK PROGRAMME</b>  |
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| <b>Summary</b>   |  |
| At the Schools Forum (SF) meeting on 23 February 2017 it was agreed that the Terms of Reference for a Schools Forum Sub Group (SFSG) would be established to formalise the requirements and membership of this group and a timetable of budget activity be presented for consideration by the Sub Group. |  |
| This report sets out those requirements and membership.  |  |
| <b>Recommendation(s):</b>  |  |
| <b>1</b>   | To approve the SFSG's Terms of Reference as set out in <b>Appendix A</b> .   |
| <b>2</b>   | To approve the membership of the SFSG for financial year 2017/18 detailed in paragraph 2.2.  |
| <b>3</b>   | To agree at least <b>one further member of SF</b> from the secondary sector for the SFSG.  |
| <b>4</b>   | To note the work programme in <b>Appendix B</b> for 2017/18 which has required 2 SFSG meetings in accordance with other activities to ensure a robust budget setting process.  |

### **1. REASONS FOR RECOMMENDATIONS**

- 1.1 The recommendation will support the establishment and use of the SFSG on a more formal basis, undertaking the financial reviews required to support the development of school budgets. This group have no formal powers and are set up as a consultative group of the SF.

### **2. BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

- 2.1 During the last few years a number of financial issues have arisen which have required a more detailed discussion with SF e.g. the implementation of the National Funding Formula, and the use of the SFSG in these instances has enabled:
- a detailed analysis/discussion of these issues to be undertaken;
  - the ability to undertake detailed consultation regarding budget issues;
  - a more detailed understanding of the budget to be gained by SF members and
  - recommendations to be presented back to SF that have been agreed with their representatives. This prevents SF from having to undertake lengthy detailed operational discussions ensuring that SF time is focused at more strategic educational issues.

2.2 Based on the discussions at SF the 2017/18 SF members assigned to the SFSG will be:

- Sian Hampton – Head - Secondary sector and Chair of SFSG
- Judith Kemplay – Head - Primary Sector
- James Strawbridge – Governor Primary sector
- Janet Molyneux – Business Manager – Primary sector

The group will also include Local Authority Finance Officers and, where appropriate, either other officers or Head Teachers.

### **3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

3.1 Not establishing a SFSG would prevent the detailed discussions required on certain budget issues to be undertaken.

### **4. OUTCOMES/DELIVERABLES**

4.1 To ensure that SF have the assurance that challenge and understanding of decisions being taken at SF has been achieved.

### **5. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)**

5.1 The formal establishment of the SFSG will enable detailed budget discussions to be undertaken with members of SF. This reduced group size will facilitate more robust discussions ensuring the budgets set support value for money.

5.2 **Appendix B** sets out a number of areas requiring SFSG focus for the financial year 2017/18 in the context of other internal and external deadlines/activities and the required dates of those meetings.

5.3 These discussions will ensure budget construction is developed in accordance with the latest Schools and Early Years Financial Regulations.

### **6. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

6.1 There are no legal implications arising from the content of this report.

### **7. HR ISSUES**

7.1 None

### **8. EQUALITY IMPACT ASSESSMENT**

8.1 An EIA is not needed as the report does not contain new or changing policies or proposals or financial decisions

### **9. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

9.1 None

### **10. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

10.1 Schools Forum – Central Expenditure Budget 2016/17 – 8 December 2016

10.2 Schools Forum – Central Expenditure Budget 2016/17 – 19 January 2017

10.3 DfE - Schools and Early Years Financial Regulations 2017.

**Schools Forum Sub Group (SFSG)  
Terms of Reference**

**1 The role of the (SFSG) is:**

- 1.1 To act as a consultative group on all financial matters relating to schools and any wider education issues referred to it by the Schools Forum (SF).

Financial matters include areas such as the school funding formula, benchmarking analysis, review of use of reserves and any other financial issues that may require consultation with the group on behalf of SF.

**2 Appointment of SFSG:**

- 2.1 The membership of SFSG will align to financial years and the budget cycle. The membership and Chair of the group will be agreed by SF and members can remain on the SFSG for consecutive terms.

- 2.1 The membership of the group will not exceed 6 and the representatives will need to cover Primary Maintained (if applicable), Primary Academy, Secondary Maintained (if applicable) and Secondary Academy.

- 2.2 Chair of Schools Forum will be Chair of the SFSG.

**3 Meetings**

- 3.1 Finance officers will arrange, attend and set the agendas in consultation with the Chair of SFSG. There will be meetings where the Finance Officers request the attendance of other Local Authority officers and Head Teachers which are deemed appropriate to facilitate discussions. This will be after consultation with the Chair of the SFSG.

- 3.2 The agenda and supporting papers will be issued at least 3 working days before the meeting. The purpose and outcomes required from the meeting will be made clear on the agenda to enable the meeting to be as efficient and effective as possible.

- 3.3 Members are required to accommodate the meetings to ensure a balanced discussion is undertaken. No substitutes will be required and meeting dates will be issued with at least 4 academic weeks notice however, there may be exceptional circumstances where this timeline is not achievable.

- 3.4 In a majority of cases the meetings will be no more than 2 hours.

| Meeting Date                    |           | Requirement   |
|---------------------------------|-----------|---|
| 22 June 2017                    | SF        | <ul style="list-style-type: none"> <li>• 2016/17 Outturn Report/Reserves update</li> <li>• Discussion on pupil growth principles for secondary schools. This is to obtain Schools Forums views on what they think secondary schools should be funded once the increase in pupils feeds through to secondary schools. A paper will then be brought to Schools Forum on 9 November 2017 amending the pupil growth criteria to include funding for secondary school expansions.</li> </ul> |
| W/C 10 <sup>th</sup> July 2017  | Sub Group | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Sub-group meeting laying out the proposed changes to the formula and ask for the sub-groups opinions on the proposals.</li> </ul>   |
| 11 <sup>th</sup> September 2017 | Sub Group | <ul style="list-style-type: none"> <li>• Outcome of formula SG meeting.</li> <li>• ESG replacement funding – to include managers of services.</li> <li>• Central expenditure funding – to include managers of services.</li> </ul>  |
| 15 September 2017               | Gov       | <ul style="list-style-type: none"> <li>• Consultation document must be completed</li> </ul>   |
| 18 September                    | Deadline  | <ul style="list-style-type: none"> <li>• Notify schools on Scene of the consultation and ask for responses by 13 October 2017</li> </ul>  |
| 9 November 2017                 | SF        | <ul style="list-style-type: none"> <li>• De-delegation requests</li> <li>• ESG funding requests</li> <li>• Revision of the pupil growth criteria</li> <li>• Consult with Schools Forum on high needs places</li> </ul>  |
| 7 December 2017                 | SF        | <ul style="list-style-type: none"> <li>• Proposed Formula changes 2018/19 report</li> <li>• Pupil Growth Contingency Fund request for 2018/19</li> <li>• Central Expenditure requests</li> </ul>  |
| 18 January 2018                 | SF        | <ul style="list-style-type: none"> <li>• Schools Budget Report 2018/19</li> </ul>   |