

## THE SCHOOL FINANCE GROUP

### Terms of Reference

#### 1. Purpose of the School Finance Group (SFG)

SFG provides an opportunity for school representatives to acquire an understanding of the detail of educational funding. The group can take time to look at budget performance and options for change so that the Forum can be confident in the basis upon which recommendations are made.

#### 2. Objectives of SFG

- Review the education aspects of the Section 251 statement
- Monitor the Dedicated Schools Grant during the year and consider impact of any variances on future years.
- Monitor how well the formula is delivering what schools need in an equitable way.
- Consider options for formula change and take a lead on any local consultations relating to change.
- Consider the impact of any Government proposals and help to collate responses to Government consultations.
- Make recommendations to the Forum on funding issues and other financial matters impacting on schools.
- Make decisions as delegated by Schools' Forum.

#### 3. Membership

- 4 representatives of primary school headteachers, nominated by DAPH
- 4 representatives of secondary school headteachers, nominated by DASH
- 2 representatives of special school headteachers, nominated by SHAD
- 3 representatives of school governors across the primary, secondary and special school phases, nominated by DAG
- 1 representative for Early Years and PVI sector providers, to be nominated by DEF.

Other officers of the authority will be in attendance as required.

The lead Executive Member for schools will attend as an observer with a speaking entitlement.

#### 4. Attendance

Absence at three consecutive meetings will suggest to the group that membership should be reviewed. This will be referred back to the phase association or group for consideration and action.

Members can elect a substitute. Any substitutes must be recorded in the minutes. If a member elects a substitute for three consecutive

meetings this will be referred back to the association or group for consideration and action.

**5. Chairing meetings**

It is envisaged that a senior local authority officer will chair the SFG and arrange a substitute if his/her absence is unavoidable. The Chair will arrange for distribution of papers, a note-taker, and any follow-up required.

**6. Conduct and frequency of meetings**

- The SFG will during the summer term establish a programme of work for the next academic year within the multi-year framework.
- The SFG will meet as appropriate to its programme of work, but not less than three times a year.
- The SFG requires 50% of school representatives to attend to be quorate. It may discuss agenda and make recommendations in the absence of a quorum but this must be made plain at the following Forum so that the Forum may decide whether full discussion is needed before any formal decision is taken.
- The SFG will wish to arrive at decisions by consensus, but if a vote is required different views will be represented in the papers passed on to the Forum and DCC's Executive.