

## **Schools Block Working Group Terms of Reference**

### **1. Purpose**

- 1.1 The working groups of Haringey Schools forum make recommendations to the main Schools Forum meetings related to areas within their remit, described in 'scope' below. They **do not vote** but make recommendations based on consensus. Where no consensus can be reached by the working group two or more alternatives are presented to the main Schools Forum. The chair and the vice chair are appointees of the main Schools Forum and shall always be elected members of Haringey Schools Forum.

### **2. Scope**

- 2.1 The Schools Block Working Group (SBWG) supports the funding of school aged children other than children who come under the High Needs Block or Early Years Block. Included in the scope of SBWG are children in maintained and academy schools.

### **3. Membership**

- 3.1 Anyone from the Schools Forum who has declared their interest in this working group is able to be a member of the group. The membership representation under the "Schools' Colleagues" membership is limited to a maximum capacity of 8.

#### LA Officers

- a) Assistant Director, Schools and Learning
- b) Head of Finance, People
- c) Finance Manager, Schools and Education
- d) Schools Finance Business Partner, Schools and Education
- e) Principle Accountants, Schools and Education

#### Schools Colleagues

- a) Academy representative (maximum 1)
- b) Primary maintained Headteacher representatives (maximum 3)
- c) Secondary maintained Headteacher representatives (maximum 2)
- d) Governor representation (Maximum 2)

#### Haringey Education Partnership

- a) Chief Executive officer, HEP

This list is not exhaustive and other interested parties may also attend and contribute if invited to do so by the Chair.

### **4. The working group will:**

- 4.1 Assimilate, analyse and debate information provided by the LA finance officer and other LA officers to make informed recommendations to the Schools Forum on treatment of the funding formula for the schools block. This is to ensure the schools formula is fit for purpose and working in line with agreed principles

- 4.2 Develop work plans for future meetings and work with Early Years Block and High Needs Block groups when required to ensure plans are aligned and that there no overlaps or duplication
- 4.3 Discuss and agree responses of DfE consultation documents that impact schools' block funding
- 4.4 Monitoring progress and implementation of statutory funding requirements
- 4.5. To monitor, evaluate and recommend to schools forum on all school based financial issues, such as school balances, growth funding, PFI, rates and central costs

## **5. Administration**

- 5.1 HEP will provide a clerk for the meeting
- 5.2 Papers for the meeting will be circulated 5 days prior to the meetings
- 5.3 Minutes from the meeting will be circulated 5 days after the meeting
- 5.4 Approved minutes will be sent to the clerk of schools Forum for uploading onto the Schools Forum website
- 5.5 Meetings will be held at least termly but more frequently when required and when papers are to be presented to the Schools Forum. Where papers are to be presented to the Schools Forum, meetings will be scheduled prior to the Schools Forum pre meeting which is normally two weeks before the main Schools Forum meeting
- 5.6 Where members do not attend 3 meetings without apologies membership will be withdrawn
- 5.7 The working group make recommendations to the Schools Forum
- 5.8 The Chair of the Schools Forum may attend SBWG meetings as a matter of course