



Report to the Schools Forum

Title: Contingency Panel - Terms of Reference 2018-19
Committee date: 15th January 2019
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1. Purpose of Agenda Item

1.1. This agenda item proposes changes to the Contingency Panel's Terms of Reference from 2018-19, for approval by Schools Forum.

2. Background

2.1. Attached to this paper is the current Term of Reference marked up for the proposed changes.

2.2. The changes are as follows:

- Panel Membership – it is proposed to remove the School Improvement Manager and Schools Financial Management Adviser membership and participation in the decision making process on the basis that each application from a school should stand on its own merits as presented. It is recognised, that in the past, some applications were not as robust as others and because of this, Schools Forum at its meeting on 11th December 2018, agreed that a model template be made available to schools to aid them when drafting their applications.
- Panel Membership – increase Schools Forum members from the current 2 to 3 to provide sufficient views and expertise as required in the reviewing process. We have also built in sufficient time between the deadline for

applications and the Contingency meeting, to review the paper work and requested additional information from schools if required.

- Clarification of dates when the Panel will meet.
- Clarification that an application for SEN funding will fall outside the scope of the Contingency Fund and will not be considered.
- Deletion of old wording, no longer applicable, referring to 'Applications for funding for other reasons'.

3. Recommendations

- 3.1. That Schools Forum agrees the proposed changes to the Terms of Reference as set out in the paper and in the attached document.**