



# **Buckinghamshire Children and Young People's Dedicated Schools Grant (DSG) Recovery Board**

## **Terms of Reference**

### **1. Purpose**

The purpose of the Buckinghamshire Children and Young People's Dedicated Schools Grant (DSG) Recovery Board is to promote the effective expenditure of funds from the DSG in securing good outcomes for Children and Young People in Buckinghamshire by overseeing the development of the Deficit Recovery Plan and scrutinising its implementation.

### **2. Scope of the Board**

The Board comprises senior representatives from:

- Buckinghamshire Council;
- Primary Schools;
- Secondary Schools;
- Special Schools;
- The Post-16 Sector.

It is recognised that in their constitution each of these individual organisations and groups of organisations represented is broadly independent of the other. However, all are key stakeholders in the collective provision for Children and Young People resident in Buckinghamshire and all will strive to meet the purpose and aims of the DSG Recovery Board both as contributors to the Board and as representatives of their sectors.

### **3. Aims of the Board**

The Board will:

- understand trends in expenditure; actual expenditure; and planned expenditure from the DSG on Children and Young People resident in Buckinghamshire;
- ensure that the Deficit Recovery Plan is and remains fit for purpose;
- scrutinise and evaluate the implementation of the Deficit Recovery Plan, through
  - receiving reports from those responsible for the plan and other plans that feed into it
  - commissioning focused studies on aspects of the plan
  - reviewing the progress of the actions and impact of the plan against agreed SMART indicators
  - mapping the impact of actions against expenditure
- propose amended actions in the Plan, as needed;
- ensure that stakeholders in the sectors represented on the Board are kept informed of the Board's work;
- seek the views of stakeholders to inform the Board's work;
- through its members, seek to influence stakeholders to take action that will maximise value for money in expenditure on Children and Young People resident in Buckinghamshire.
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#### **4. Working Principles**

To achieve these aims, members of the Board will:

- put the interests of Children and Young People first;
- work within the constraints of legislation that applies to provision for Children and Young People, specifically but not exclusively with regards to funding;
- work to maximise the positive impact of the expenditure of substantial sums of public money on the outcomes achieved by Children and Young People resident in Buckinghamshire;
- work to identify efficiencies in the expenditure of funds on Children and Young People and achieve reductions in expenditure where possible;
- be prepared to challenge each other and others in the spirit of seeking the best outcomes for Children and Young People and maximising the impact of expenditure on them;
- form judgements and make decisions based on the best available data;
- be open to learning from good practice elsewhere;
- communicate the work of the Board openly to other stakeholders and seek feedback on it;
- seek to work by consensus where possible; and on the basis of a majority vote when required.

#### **5. What the Board will do**

In its meetings, the Board will work as described in these Terms of Reference.

It is recognised that the Board does not have legal powers in its own right, but it derives authority from having been set up at the behest of the DfE and with the full support of the Schools Forum as a key element in the process of controlling expenditure from DSG funds on provision for Children and Young People with Special Educational Needs resident in Buckinghamshire. The Board will therefore provide regular accounts of its work to the DfE, Schools Forum and the other stakeholder groups of which the representatives are members.

#### **6. Governance and accountability**

The work of the Board will report to Schools Forum.

The “DSG Recovery Board” will be a standing item on the agenda for all Schools Forum meetings. This item will be led by the Chair of the DSG Recovery Board.

There will be a number of workstreams that report into the Board. These workstreams will be listed in the DSG Recovery Plan.

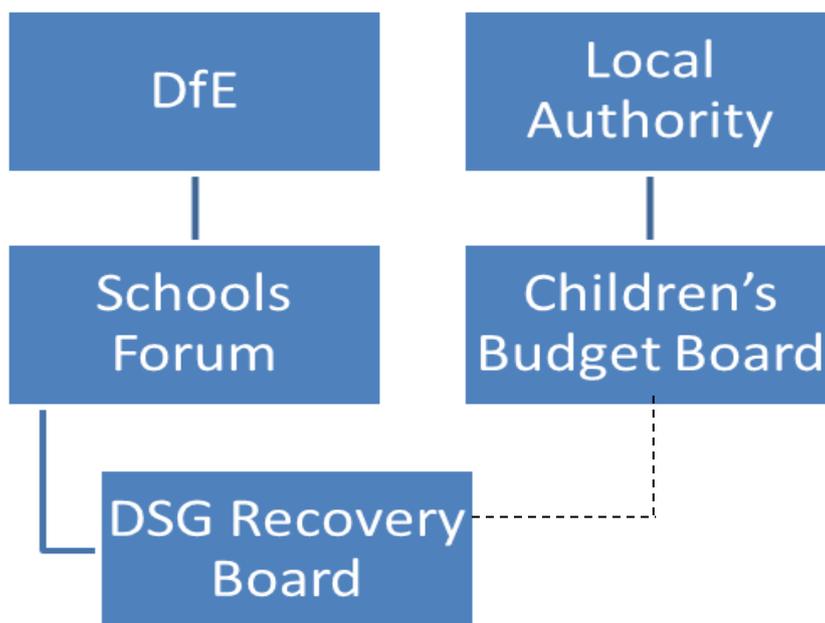
Updates on the work of the Board will be provided to the DfE as requested by government officials. These updates will be provided by the Head of Finance for Children’s Services in the Council.

Updates on the work of the Board will be provided to the Children’s Budget Board. This meets monthly and focusses on the budget management within Children’s Services. The work of the Budget Board is reported to the Corporate Management Team through monthly budget monitoring reports.



The meetings will be held in private.

Figure 1: Governance Chart



## 7. Meetings

The Board will meet monthly and where possible in the first week of each month. The agenda and supporting papers will normally be circulated 5 working days ahead of the meeting. Draft minutes and action points will normally be circulated within 5 days following a meeting.

## 8. Membership

Simon James	Service Director Education
Liz Williams	Head of Finance (Children's Service)
Gareth Drawmer	Head of Achievement & Learning
Hero Slinn	Head of Integrated SEND
Hassan Zouaoui	Finance Business Partner (Schools)
David Hood	Secondary Representative (Cressex School)
Kathryn Tamlyn	Primary Representative (Cheddington School)
Jeanette Cochrane	Secondary Representative (Sir Henry Floyd Grammar School)
Gaynor Bull	Governor Representative
Bradley Taylor	Special Schools Representative
Jon McGrath	Bucks College Representative (Finance Manager)

## 9. Review of Terms of Reference

These Terms of Reference will be reviewed at least once every 12 months, or at a time when the Board is otherwise reviewing its activity.