



Report to Schools Forum

Date: 6th December 2022

Title: Terms of Reference for the Schools Specific Contingency Fund

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Recommendations:

Schools Forum is asked to:

- a) **Confirm the membership and Chair of the Schools Specific Contingency Panel.**
- b) **Approve the proposed changes to the Terms of Reference for implementation in the 2022-23 financial year.**

1. Purpose of the Report

1.1. The purpose of the report is to

- a) Confirm the membership and chair of the Schools Specific Contingency Panel;
- b) Propose amendments to the terms of reference for the Schools Specific Contingency Fund prior to inviting applications for 2022-23 bids to the fund.

2. Membership of the Panel

2.1. The terms of reference for the contingency panel require at least 3 members of the Schools Forum to be members of the panel, supported by the Head of Finance for Children's Services. It is proposed that the terms of reference should be amended to clarify that members should be maintained school representatives as only maintained mainstream schools can apply for contingency funds.

2.2. Schools Forum is asked to confirm the membership of the Schools Specific Contingency Panel for 2022-23 and to elect a chair for the group.

3. Schools Specific Contingency Fund Terms of Reference

- 3.1. Schools will be invited to apply for contingency funding during January 2023 prior to the meeting of the panel in February/March (date to be agreed). Bids will only be considered if they meet the criteria set out in the terms of reference.
- 3.2. It is recognised that schools are facing additional cost pressures in this financial year specifically related to increases in energy costs. In order to reflect this, whilst still managing the volume and value of applications to the fund, it is proposed that for any applications relating to unforeseen increases in energy costs the criteria for a school being considered as in “financial difficulties” will be revised so that only schools with an overall deficit can apply for support. This change will only apply for applications relating to energy costs.
- 3.3. Appendix 1 to this report shows the proposed revisions.