



# Report to Schools Forum

**Date:** 5 December 2023

**Title:** Terms of Reference for the School Specific Contingency Fund: Proposal to Change Contingency Panel Date

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## **Recommendations:**

**To consider and agree the proposal to change the terms of reference for the Schools Specific Contingency Fund (SSCF) to allow the date for the Schools Specific Contingency Panel Meeting to be moved from February to May.**

**Reason for decision:** to allow schools to apply for contingency for any significant unforeseen costs incurred for the full financial year rather than costs incurred up to current application deadline in January.

## 1. Purpose of Report

1.1. The purpose of this report is to set out the proposal to change the terms of reference for the SSCF to allow a change of the panel meeting date for consideration by Schools Forum. The SSCF terms of reference are published on schoolsweb and are applicable only to maintained mainstream schools.

## 2. Current Terms of Reference

2.1. Mainstream maintained schools may be awarded up to 50% of significant unforeseen costs incurred up to the date of the SSCF panel meeting.

## 3. Proposed Changes to Terms of Reference

3.1. It is recommended that the terms of reference are changed to allow the SSCF Group to meet in May after schools’ year end outturns have been confirmed. Therefore, eligibility for awards will be determined by full costs incurred and the actual outturn position and rather than partial costing and forecast outturns.

3.2. The effect of this change will result in funds being awarded in the following financial year rather than the current position where the award is made in year.

3.3. A revised Terms of Reference for the Schools Specific Contingency Fund is attached at Appendix 1.

