

West Berkshire Schools' Forum	
Title of Report:	Heads Funding Group Terms of Reference
Date of Meeting:	13th July 2015
Contact Officer(s)	Ian Pearson
For Decision by all Members	

Action: To agree the revised Terms of Reference for Heads Funding Group

Head's Funding Group (HFG) Terms of Reference

1] The Heads Funding group is a working group of the School's Forum (SF) to advise on the following matters:

- Allocation of funding to schools- the Schools Block
- Allocation and use of the High Needs block
- Proposals from the Early Years Single Funding Formula Steering Group
- Annual decisions on the de-delegation of DSG central budgets (maintained primary and secondary school members only)

The above will entail looking at different funding options and an analysis of figures and impacts.

2] Membership will be cross phase and is open to all headteachers who are members of the School's Forum (SF membership is reviewed annually to ensure it meets the regulations). In addition, any other Headteacher may express a wish to join the HFG. Members represent all schools in their phase. Maximum membership will be as follows:

Membership Group	Core From SF	Other (optional)	Total
Primary	4	2	6
Secondary	2	1	3
Academy	3	1	4
Special	1		1
Nursery	1		1
PRU	1		1
TOTAL	12	4	16

3] Substitutes – where a head is unable to attend a HFG meeting he/she should organise for a substitute head to attend from the same membership group.

4] The group will operate in the context of national funding changes, such as reduced flexibility, the introduction of a national formula and significant initiatives e.g.

SEND reforms. This will involve an analysis of impact and making recommendations to the SF.

5] The HFG will make recommendations to the SF about the funding formula and deployment of any additional funding, 'headroom', under -spend or overspend.

6] The group will review annual benchmarking data such as the local AWPU rate, comparing West Berkshire's position with the national average and statistical neighbours.

7] The group will carry out impact scrutiny reviews of DSG funded provisions e.g. various areas of expenditure in the High Needs block.

8] The HFG will deliver a planned programme of work to support the SF through its annual cycle of decision making.

9] The HFG will be chaired by the Head of Education Service and supported by the Schools' Finance Manager.

10) Minutes will be taken and distributed to all members of the group