

**Hillingdon Schools Forum**  
**Schools Forum Roles and Responsibility**

|                                |                               |
|--------------------------------|-------------------------------|
| Date of meeting:               | 7 <sup>th</sup> December 2022 |
| Time of meeting:               | 1.00 pm                       |
| Venue:                         | Teams                         |
| Officer presenting the report: | Coral Miller                  |

**1 Introduction**

1.1 This report highlights the roles and responsibilities of the Schools Forum, mainly for new members of Schools Forum to note.

**2 Recommendation**

2.1 Schools Forum is invited to:

a) Note the content.

**3 Background**

3.1 This paper has produced from information available of the Education.gov.uk website on the purpose, roles and responsibilities of the Schools forum. These rules may be subject to change in the future.

**4 Schools Forum roles and responsibilities (extracted from the Education.gov.uk website).**

A summary of the powers and responsibilities of schools forums.

**Function**

Formula change (including redistributions)

Movement of up to 0.5% from the schools block to other blocks  
Contracts (where the LA is entering a contract to be funded from the schools budget)

Financial issues relating to:

- arrangements for pupils with special educational needs, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding
- arrangements for use of pupil referral units and the education of children otherwise than at school, in particular the places to be commissioned by the LA and schools and the arrangements for paying top-up funding
- arrangements for early years provision
- administration arrangements for the allocation of central government grants

Minimum funding guarantee (MFG)

**Local authority**

Proposes and decides

Proposes

Proposes at least one month prior to invitation to tender, the terms of any proposed contract  
Consults annually

Proposes any exclusions from MFG for application to DfE

**Schools forum**

Must be consulted [voting restrictions apply - see schools forum structure document] and informs the governing bodies of all consultations

Decides

Gives a view and informs the governing bodies of all consultations

Gives a view and informs the governing bodies of all consultations

Gives a view

**DfE role**

Checks for compliance with regulations

Adjudicates where schools forum does not agree LA proposal

None

None

Approval to application

|  |                 |  |   |
|--|-----------------|--|---|
| <p>De-delegation for mainstream maintained schools for:</p> <ul style="list-style-type: none"> <li>• contingencies</li> <li>• administration of free school meals</li> <li>• insurance</li> <li>• licences/subscriptions</li> <li>• staff costs – supply cover</li> <li>• support for minority ethnic pupils/underachieving groups</li> <li>• behaviour support services</li> <li>• library and museum services</li> <li>• School improvement</li> </ul> | <p>Proposes</p> | <p>Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status</p> | <p>Will adjudicate where schools forum does not agree LA proposal</p> |
| <p>General Duties for maintained schools</p> <ul style="list-style-type: none"> <li>• Contribution to responsibilities that local authorities hold for maintained schools (please see operational guide for more information)</li> </ul>   | <p>Proposes</p> | <p>Would be decided by the relevant maintained school members (primary, secondary, special and PRU).</p>   | <p>Adjudicates where schools forum does not agree LA proposal</p>     |
| <p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> <li>• funding for significant pre-16 pupil growth, including new schools set up to meet basic need, whether maintained or academy</li> <li>• funding for good or outstanding schools with falling rolls where growth in pupil numbers is expected within three years</li> </ul>   | <p>Proposes</p> | <p>Decides</p>   | <p>Adjudicates where schools forum does not agree LA proposal</p>     |
| <p>Central spend on:</p> <ul style="list-style-type: none"> <li>• early years block provision</li> <li>• funding to enable all schools to</li> </ul>   | <p>Proposes</p> | <p>Decides</p>   | <p>Adjudicates where schools forum does not agree LA proposal</p>     |

meet the infant class size requirement

- back-pay for equal pay claims
- remission of boarding fees at maintained schools and academies
- places in independent schools for non-SEN pupils
- admissions
- servicing of schools forum
- Contribution to responsibilities that local authorities hold for all schools

Central spend on:

- capital expenditure funded from revenue – projects must have been planned and decided on prior to April 2013 so no new projects can be charged
- contribution to combined budgets – this is where the schools forum agreed prior to April 2013 a

- contribution from the schools budget to services which would otherwise be funded from other sources
- existing termination of employment costs (costs for specific individuals must have been approved prior to April 2013 so no new redundancy costs can be charged)
- prudential borrowing costs – the commitment must have been approved prior to April 2013
- 

Proposes up to the value committed in the previous financial year and where expenditure has already been committed.

Read establishing local authority DSG baselines for more

Decides for each line

Adjudicates where schools forum does not agree LA proposal

|  |   |   |  |
|--|---|---|--|
| Central spend on:<br>• high needs block provision<br>• central licences negotiated by the Secretary of State | Decides   | None, but good practice to inform forum                         | None   |
| Scheme of financial management changes   | Proposes and consults the governing body and Head of every school | Approves (schools members only)                                 | Adjudicates where schools forum does not agree LA proposal |
| Membership: length of office of members  | Decides   | None (but good practice would suggest that they gave a view)    | None   |
| Voting procedures  | None  | Determine voting procedures                                     | None   |
| Chair of schools forum   | Facilitates   | Elects (may not be an elected member of the Council or officer) | None   |