



## Schools forum powers and responsibilities

A summary of the powers and responsibilities of schools forums.

| Function                                                                                          | Local authority                                                                               | Schools forum                                                                                                                              | DfE role                                                                |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Formula change (including redistributions)                                                        | Proposes and decides                                                                          | Must be consulted [voting restrictions apply - see schools forum structure document] and informs the governing bodies of all consultations | Checks for compliance with regulations                                  |
| Movement of up to 0.5% from the schools block to other blocks                                     | Proposes                                                                                      | Decides                                                                                                                                    | Adjudicates where schools forum does not agree local authority proposal |
| Contracts (where the local authority is entering a contract to be funded from the schools budget) | Proposes at least one month prior to invitation to tender, the terms of any proposed contract | Gives a view and informs the governing bodies of all consultations                                                                         | None                                                                    |
| Financial issues relating to:                                                                     | Consults annually                                                                             | Gives a view and informs                                                                                                                   | None                                                                    |

| Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Local authority                                         | Schools forum                             | DfE role                                                                |
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| <ul style="list-style-type: none"> <li>• arrangements for pupils with special educational needs, in particular the places to be commissioned by the local authority and schools and the arrangements for paying top-up funding</li> <li>• 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 local authority and schools and the arrangements for paying top-up funding</li> <li>• arrangements for early years provision</li> <li>• administration arrangements for the allocation of central government grants</li> </ul> |                                                         | the governing bodies of all consultations |                                                                         |
| Minimum funding guarantee (MFG)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposes any exclusions from MFG for application to DfE | Gives a view                              | Approval to application for exclusions                                  |
| Carry forward a deficit on central expenditure to the next year to be funded from the schools budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposes                                                | Decides                                   | Adjudicates where schools forum does not agree local authority proposal |

| Function                                                                                                                                                                                                                                                                                                                                                                                                                                 | Local authority | Schools forum                                                                                                                                           | DfE role                                                                    |
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| Any brought forward deficit on de-delegated services which is to be met by the overall schools budget.                                                                                                                                                                                                                                                                                                                                   | Proposes        | Decides                                                                                                                                                 | Adjudicates where schools forum does not agree local authority proposal     |
| De-delegation for mainstream maintained schools for: <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</li> <li>pupils/underachieving groups</li> <li>behaviour support services</li> <li>library and museum services</li> <li>School improvement</li> </ul> | Proposes        | Maintained primary and secondary school member representatives will decide for their phase. Middle schools are treated according to their deemed status | Will adjudicate where schools forum does not agree local authority proposal |
| General Duties for maintained schools <ul style="list-style-type: none"> <li>Contribution to responsibilities that local authorities hold for maintained schools</li> </ul>                                                                                                                                                                                                                                                              | Proposes        | Would be decided by the relevant maintained school members (primary, secondary, special and                                                             | Adjudicates where schools forum does not agree local authority proposal     |

| Function                                                                                                                                                                                                                                                                                                                                                                                                                    | Local authority | Schools forum | DfE role                                                                |
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| (please see <a href="#">pre 16 schools funding operational guide</a> for more information)                                                                                                                                                                                                                                                                                                                                  |                 | PRU).         |                                                                         |
| <p>Central spend on and the criteria for allocating funding from:</p> <ul style="list-style-type: none"> <li>• funding for significant pre-16 <a href="#">pupil growth</a>, including new schools set up to meet basic need, whether maintained or academy</li> <li>• funding for good or outstanding schools with <a href="#">falling rolls</a> where growth in pupil numbers is expected within three years</li> </ul>    | Proposes        | Decides       | Adjudicates where schools forum does not agree local authority proposal |
| <p>Central spend on:</p> <ul style="list-style-type: none"> <li>• early years block provision funding to enable all schools to meet the infant class size requirement</li> <li>• back-pay for equal pay claims</li> <li>• remission of boarding fees at maintained schools and academies</li> <li>• places in independent schools for non-SEN pupils</li> <li>• admissions</li> <li>• servicing of schools forum</li> </ul> | Proposes        | Decides       | Adjudicates where schools forum does not agree local authority proposal |

| Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Local authority                                                                                                                                                                                                                                                                               | Schools forum                           | DfE role                                                                |
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| <ul style="list-style-type: none"> <li>Contribution to responsibilities that local authorities hold for all schools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                               |                                         |                                                                         |
| <p>Central spend on:</p> <ul style="list-style-type: none"> <li>capital expenditure funded from revenue – projects must have been planned and decided on prior to April 2013 so no new projects can be charged</li> <li>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</li> <li>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)</li> <li>prudential borrowing costs – the commitment must have been approved prior to April 2013</li> </ul> | <p>Proposes up to the value committed in the previous financial year and where expenditure has already been committed.</p> <p>See table four page 31 to 35 for Information on historic commitments. Read <a href="#">establishing local authority DSG baselines</a> for more information.</p> | Decides for each line                   | Adjudicates where schools forum does not agree local authority proposal |
| <p>Central spend on:</p> <ul style="list-style-type: none"> <li>high needs block provision</li> <li>central licences negotiated by the Secretary of State</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Decides                                                                                                                                                                                                                                                                                       | None, but good practice to inform forum | None                                                                    |

| Function                                | Local authority                                                   | Schools forum                                                   | DfE role                                                                |
|-----------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------|
| 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 local authority 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                                                                    |