

REPORT TO: School Forum

DATE: 23rd June 2014

REPORTING OFFICER: Operational Director – Children’s Organisation and Provision

SUBJECT: Applications for Additional Assistance

1.0 PURPOSE OF REPORT

1.1 This reports sets out criteria for applications for financial assistance and the procedure to be followed.

2.0 RECOMMENDED: That

- 2.1 (a) **School Forum consider and approve the proposed criteria for funding assistance; and**
- 2.2 **School Forum agree to adopt the proposed procedures.**

3.0 BACKGROUND

3.1 The General Schools Contingency is the sum delegated to schools. Halton schools have agreed that this sum is de-delegated and managed centrally. This budget is a budget of £351,454. The carryforward balance from the Central DSG budgets has also been used to support request for additional assistance by schools. This funding can only be used in the following circumstances:

- Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet;
- Schools in financial difficulties; and
- Additional costs relating to new, reorganised or closing schools.

3.2 Applications could be considered by the School Forum under the following circumstances:

- Schools in financial difficulty that wish to apply for a licenced deficit;*
- Schools in financial difficulty, unable to access a licence deficit, applying for a deficit write off;
- Formula errors and other miscellaneous costs which schools could not be expected to fund from their own budget;

- Additional costs relating to new, re-organised or closing schools (this could include the costs of any salary protection);
- Emergencies and exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet;
- Schools in special measures or where there are serious weaknesses;
- Result of former poor leadership and management for a school which is now under new leadership; and
- Significant loss of goods or equipment.

** see Appendix A for the procedure for applying for a licenced deficit.*

3.3 The procedure for applying for additional funding from the contingency is as follows:

- Schools must put a formal request for support in writing to the Operational Director – Children’s Organisation and Provision, Children and Enterprise Directorate;
- Schools must state clearly how they have met the eligibility criteria;
- Schools must provide clear details (and financial values) of the circumstances underlying the application, the amount of contingency they are applying for and the rationale for the amount requested;
- Applications can be made at any time during the year;
- Urgent requests will be considered and determined by a sub group of the School Forum, the outcome will be reported to the next School Forum;
- The Headteacher of the school applying for funding may be asked to attend School Forum to explain their application and answer any queries.
- Schools will be notified of the outcome of the School Forum decision within 5 working days of the meeting.