

Schools Forum

10th December 2013

Schools Forum Induction Pack

1. In response to the Schools Forum Audit report earlier this year it was agreed that an induction pack should be prepared for new members which would include signposting to further information / training.
2. In addition, it was agreed that the Senior Finance Manager would undertake individualised training on request as it was recognised that members had very different training needs depending on their previous experience, knowledge and understanding of school funding prior to coming into the role on the Forum.
3. The Appendix provides a summary of information that would be included in an induction pack together with the proposed approach. A sample pack will be distributed at the meeting.
4. That the Schools Forum are asked to comment on the proposed information to be included in the induction pack.

David New
Senior Finance Manager – Children, Education and Social Care

Schools Forum

INDUCTION AND TRAINING

Induction of new members

When new members join the Schools Forum appropriate induction materials will be provided. These will include material relating to the operation of the Forum together with background information about the local and national school funding arrangements. They comprise the following:-

- a. the Operating Procedures of the Forum
- b. a list of members including contact details and their terms of office
- c. copies of minutes of previous meetings
- d. the workload / programme of Schools Forum meetings for the year
- e. the local Schools Forum & DfE website addresses
- f. the DfE Operational and Good Practice Guide, suitably supplemented by local material, should also be provided to new members on their appointment.
- g. details of national / local funding formula , high needs and early years funding
- h. Schools Forum, Local Authority & DfE Responsibilities

Where there is sufficient turnover of School Forum members in any particular year the authority may organise a one-off induction event to brief new members. Such an event would usually include an outline of the role of the Schools Forum and the national funding arrangements for schools and local authorities. It would also include an explanation of the local funding formula and any proposals for review. The opportunity would also be taken to explain the main reporting requirements for school and local authority expenditure.

In addition, where it is more appropriate the Senior Finance Manager will undertake individualised training on request as it was recognised that members had very different training needs depending on their previous experience, knowledge and understanding of school funding prior to coming into the role on the Forum.

As well as training for new members, existing members may require training in response to any changes in the role of the Schools Forum and national developments in respect of school funding and this can be identified, planned and programmed as members feel appropriate.