

## Appendix C

### School Finance Committees

Empowerment is core to all work in schools and is embedded in the model of support provided by the local authority.

Empowerment is fundamental to all decision making. This means that Headteachers consult on appropriate matters, for example staffing, DSM, resources. Consultation is meaningful and extends beyond mere reporting. It includes arrangements for how major financial decisions, including spending linked to Pupil Equity Fund, are compliant and meet procurement and other statutory arrangements.

As part of the Empowered system, Headteachers are required to have formal mechanisms in place to ensure that financial decision making is transparent and adheres to principles of Best Value. In practice this means that all schools have a School Finance Committee in place as follows:

- School Finance Committee meet a minimum of 4 times per year, to discuss
  - School Fund
  - DSM
  - PEF
  - Any other relevant funding
  - Arrangements for communication and consultation with staff, parents, pupils and the wider community
- Membership of the Committee should include but is not limited to
  - Head Teacher
  - Business Manager
  - School Fund Committee Chair and Treasurer
  - Parent Council Representation
  - Teacher representation, support staff representation and other school staff as applicable
- These meetings can be arranged as stand alone meetings or can be combined with other financial meeting, for example, School Fund Committee Meetings, Parent Council financial meetings, and School financial SMT meetings
- The meetings will be minuted and have clear action points for follow up