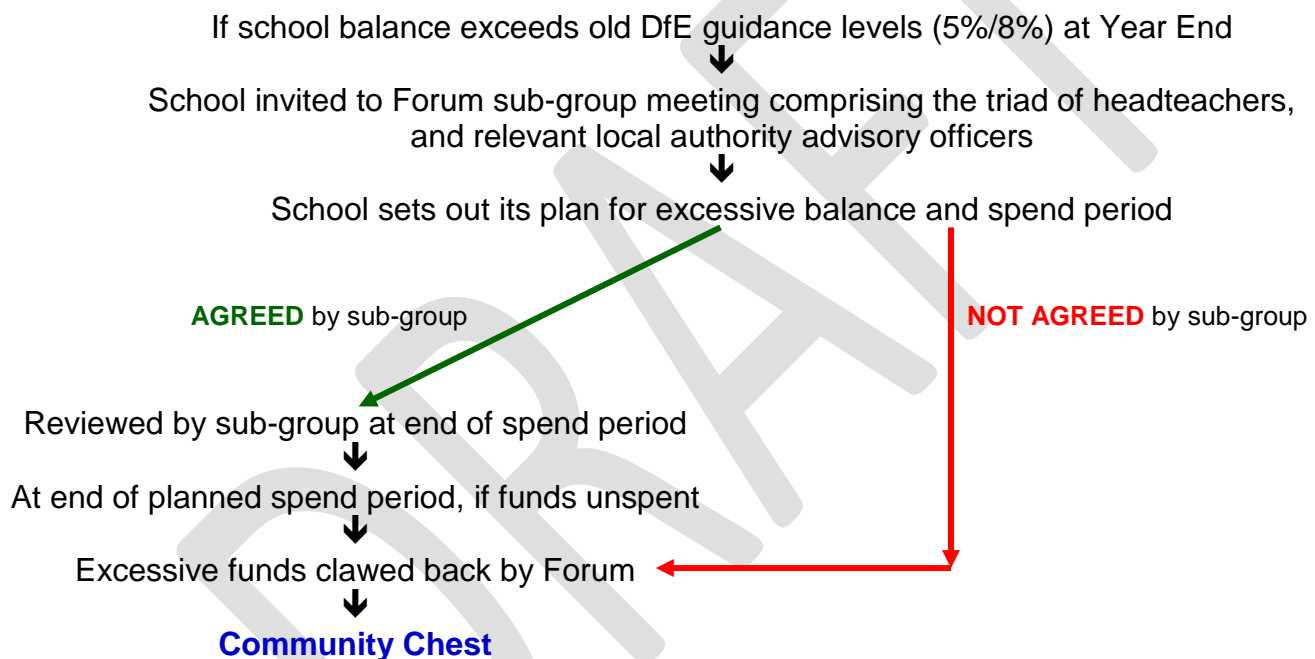


Hartlepool Schools' Forum

Excessive School Balances Protocol

This protocol applies to maintained community, Foundation, Voluntary Aided and Voluntary Controlled schools in Hartlepool. This protocol recognises that schools will already have received financial support in financial planning and monitoring from an external finance officer, governors, a school improvement partner/adviser and the use of financial forward planning software.

This protocol will be managed by a Schools' Forum triad of three headteachers: a primary headteacher, secondary headteacher and the Chair or Vice Chair of Schools' Forum. This triad will have delegated authority from Schools' Forum to make decisions, and will report regularly to Schools' Forum.



Community Chest to be accessed by school groups that protocol applies to, for projects that will benefit groups of schools to improve teaching and learning, and the outcomes for children and young people. It is anticipated that the **Community Chest** will not be spent on capital projects. Requests for funding support from the **Community Chest** will be debated by members of Schools' Forum that represented the school groups this protocol applies to, and these members will make the decision (on a majority vote basis) on the approval or otherwise of the funding request.

Outline agenda for the Forum sub-group meeting

1. Chair of the meeting agreed from the headteacher triad
2. Introductions and welcome
3. Purpose of the meeting outlined by local authority finance officer
4. Presentation of information by the school
5. Review of information by the sub-group, with questions for the school if appropriate
** School departs **
6. Deliberation by the sub-group
7. Decision made by the headteacher triad on a majority basis

School informed of outcome in writing by Chair of headteacher triad within 5 working days.

Suggested evidence that the school may consider tabling at this meeting:

- Previous surveys of school balances
- Minutes of relevant governing body meetings
- Finance/budget monitoring run output
- Budget forward planning documentation
- Asset management plan

This protocol was agreed at a Schools' Forum meeting on **XXXXX**.

This protocol is due for review by Schools' Forum on an **annual basis**.