

## **Finance & Business Services Team - Management and Leadership**

### **REMIT FOR MEETINGS –**

<b><i>Name of meeting</i></b>	<b>Finance Consultative Group</b>
<b><i>Who should attend?</i></b>	<p>⇒ Educator Solutions - Finance &amp; Business Services Team Representation (To include Finance Team Manager, Training Manager &amp; other relevant colleagues when requested)</p> <p>⇒ Educator Solutions - Business Services Support Team Manager</p> <p>⇒ Educator Solutions – HR Service Manager</p> <p>⇒ Norfolk Audit Services representative</p> <p>⇒ ICT Shared Services representative</p> <p>⇒ SEND Virtual School representative</p> <ul style="list-style-type: none"> <li>• Primary &amp; Secondary Headteacher representation including academy.</li> <li>• Primary &amp; Secondary Governor &amp; Trustee representation including academy.</li> <li>• Primary &amp; Secondary Finance representation including academy.</li> <li>• Special School representation.</li> <li>• School Forum representative.</li> </ul> <p>NOTE: When members are absent a suitable substitute drawn from the respective representative bodies may be appointed. Other LA/ relevant officers may be invited as required for specific topics.</p>
<b><i>Frequency of meetings</i></b>	Up to 6 times per year – a minimum of termly, up to a maximum of half termly if required.
<b><i>Location</i></b>	Usually in a central location as agreed by the group.
<b><i>Timing of meetings</i></b>	As agreed by the group.
<b><i>Chair of meeting</i></b>	As elected annually by the group, but customarily a school representative.

<b>Core purposes</b>	<p>It is acknowledged that each group represented on this Consultative group has particular responsibilities to its own members. However, the core purpose is to work together to ensure that all providers of services to schools work effectively to improve the service offer to ultimately improve outcomes for children and young people.</p> <p>We will use internal and external evaluation reports to support our work. Items brought by members for consideration should be brought in the spirit of joint problem solving.</p>
<b>Remit / Terms of Reference</b>	<p>Through its actions and communications, the Consultative Group should contribute to the direction and development of Services to Schools and, in particular, the service with which it is working. It will</p> <ul style="list-style-type: none"> <li>• Review evaluations from service users, service providers and other stakeholders to ensure that key messages relevant to our services are disseminated.</li> <li>• To review progress and recommend amendments to Service Plans, in particular relating to service issues.</li> <li>• Examine ways in which education establishments can play a full role in reviewing and revising service provision arrangements.</li> <li>• Review the quality of Finance, HR &amp; Business Support Services available to support all education establishments.</li> <li>• Consider and make recommendations concerning new ways of providing services, partnership working, brokerage etc.</li> <li>• To recommend responses to and to anticipate major issues.</li> <li>• To recommend consultation approaches where the participating associations are to be consulted on policies, guidance documents, the implementation of initiatives etc.</li> <li>• Ensure that there are good communications between each of the participating bodies.</li> </ul>
<b>Key linkages</b>	<p>Reports from service providers and other relevant agencies with particular focus on the impact on services to schools. Refer to School Forum as a direct link.</p>
<b>Agenda setting</b>	<p>Agenda to be agreed by the Chair of the group in liaison with the Finance Team Manager.</p>
<b>Administration of meeting</b>	<p>Officer from each service– substitutes as agreed by relevant service management team.</p>
<b>Minutes and circulation</b>	<p>Circulation to members – for further circulation to their members and others as appropriate.</p>
<b>Comments / notes</b>	