

2023/24 Contingency Scheme - Maintained Primary Schools Only

Introduction

The Schools contingency funds were originally set up to provide additional funding to schools, in year, for circumstances where expenditure incurred which was judged to be **outside of the management control** of the school.

As part of the implementation of the national funding reforms we are no longer able to hold a top-sliced amount, but instead representatives at Schools Forum are empowered to approve the de-delegation of funding for a pooled contingency.

At the Schools Forum meeting held on 13th January 2023 Maintained Primary School Representatives approved a de-delegation of £2.10 per pupil totaling approximately **£58k** to support:

- Exceptional unforeseen costs which it would be unreasonable to expect governing bodies to meet;
- Additional costs relating to closing schools;
- Additional costs relating to staff suspensions (not including settlement / compromise agreements);
- Support to schools with high numbers of children from Service families near barracks at risk from current and planned redeployments and designation of military facilities.

Please note: The scheme does **not** support any additional costs incurred in relation to the Covid-19 pandemic.

The financial position of the contingency fund will be reported back to Schools Forum at the end of the year. Any surplus balance at the end of the year would reduce the de-delegation requirement in the following year and any deficit would be first call on the following year de-delegation. Should the fund end the year in deficit and Schools Forum not agree to continue with the arrangement in the following year an amount equal to the deficit would be required to be de-delegated to cover the outstanding shortfall.

How does the fund operate?

Schools may apply to make a claim against the contingency fund if they feel they have incurred costs under circumstances that are outside of their management control.

Details of any claim outlining the issue and justifying the costs incurred should be emailed with subject "Contingency claim" to: Bank.Account@cambridgeshire.gov.uk

The claim must exceed 1% of the school's current year Schools Budget Share (SBS). It is expected that schools will fund any claim up to 1% of their SBS from their own contingency funds and surplus balances.

Example:

A school makes a claim for £6,400.

*The schools budget share is £400,000 – 1% of this budget is £4,000.
Therefore, the school is entitled to claim £2,400.*

However, one exception to the 1% rule is where there has been suspension of a staff member that is deemed to be outside of management control.

Staff suspensions will be reimbursed at the cost of covering the suspended staff member for the period of the suspension up to a maximum of 6 months.

The amount payable will be no more than the salary cost of the suspended staff member over the period claimed. Claims will only be paid when accompanied by supporting information from the school's payroll provider and will only be accepted in the financial year they relate to.

Decision making process

The level of balances the individual school carried forward from the previous financial year will also be reviewed when considering whether to accept a claim.

The Strategic Finance Business Partner - Schools will consider all of the information provided, and where necessary CPH Finance representatives will be consulted with, prior to making a decision as to whether the claim will be funded.

Officers will notify the school as soon as possible following the decision being made.

The decisions are made on behalf of Schools Forum and any decision made is final; there is no appeals process.

Further Information

If you have any queries concerning the operation of the scheme, please email:
Bank.Account@cambridgeshire.gov.uk