

**SLOUGH SCHOOLS FORUM
TERMS OF REFERENCE
EARLY YEARS TASK GROUP**

Objectives

This Task Group is established in line with the Slough Schools Forum Constitution which states: *'The Forum will agree to establish, as and when appropriate, task related sub-groups to discuss specific issues, and to produce draft advice and decisions for the Forum itself to consider. These groups can, where it is considered appropriate, include wider representation to ensure that the necessary expertise is included in the group'* (paragraph 4.3: Slough Schools Forum Constitution, revised November 2017).

Inform and ensure consistent and appropriate decisions, to advise and work with the LA on any proposed Early Years formula funding changes and other issues relating to the funding of Early Years pupils.

To ensure financial probity, transparent consultation and decision making in relation to additional resources to meet identified needs as funded by Early Years resources.

To fulfil the function of a Schools Forum Early Years Task Group.

Decision Making/Consultation

The group will inform decision making, consultation and allocation of Early Years funding.

Governance

This group will report to Schools Forum as required with at least verbal feedback being provided at each Schools Forum meeting.

SBC Finance will provide financial acumen for the Early Years budget.

Membership

To include:

- HOS Early Years - Chair
- SBC Finance category manager for Early Years
- Schools Forum members as advised by Schools Forum, ensuring balanced representation, across phases and types of provision with additional members invited as agreed by Schools Forum to ensure the full spread of expertise required to fulfil the function of the group.
- Observers by invitation only, eg Early Years providers

Frequency

The Task Group will meet as required, with the agreement of the Schools Forum. Preferably termly to align with Schools Forum annual plan.

These Terms of Reference were approved at the Slough Schools Forum meeting held on < >, under minute number < > and will be reviewed annually.