



The Burbage Grove Road Schools Federation

Terms of Reference – Finance Working Group

Date agreed:	9 th October 2025
Review date:	Review to take place at first Full Governing Board meeting of the school year, annually: September 2026
Chair of committee:	Kishan Pankhania
Vice Chair of committee:	Mike Gladwin
Clerk:	Becky Dalton
Membership:	Kishan Pankhania Mike Gladwin Rebecca Jones Zoe Driver Pete Tilbury The committee may have additional members who support the activity but who do not participate in any voting.
Quorum:	At least three governors who are members of the committee.
Meetings:	<ul style="list-style-type: none"> The Working Group will meet at least once per term, prior to each Resources Committee meeting and more frequently as necessary and agreed. A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven working days of the meeting. The Chair will report key points to the Full Governing Board (FGB) and Resources Committee.



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Purpose and Objectives:

The Finance Working Group has a general role in advising the Executive Headteacher on matters relating to the finances of the schools. It is required to abide by the requirements and guidelines of the local authority and the DfE, and ensure that all policies and procedures relating to finance are reviewed and amended as appropriate.

The Finance Working Group should make recommendations for future financial planning and, in so doing, will need to liaise with the other committees.

Confidentiality & conflict of interest:

- Members will maintain confidentiality of all information, discussions, decisions, and matters raised;
- Any conflicts of interest must be declared and recorded;
- Where conflicts arise between the federated schools, the Working Group will highlight these in its recommendations to the Resources Committee and FGB, which retain final decision-making authority.

Responsibilities:

The Finance Working Group will (if relevant):

- Recommend financial synergies between the schools to optimise cost and value for staff and pupils;
- Monitor actual financial performance against budget and advise on remedial actions;
- Review and support completion of the SFVS annually;
- Advise on strategic budget planning (3–5 year horizon), incorporating pupil numbers, staffing changes, and other relevant factors;
- Review and recommend revised budget plans;
- Monitor performance-related pay decisions and their budgetary implications;
- Review financial risks and contribute to the schools' Risk Register;
- Ensure financial policies and procedures are reviewed in line with statutory guidance and local governance cycle;
- Make recommendations to the Resources Committee and FGB in accordance with the governance structure;
- Ensure financial oversight aligns with the schools' strategic priorities, including sustainability and wellbeing.



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Appendix 1: Delegated Policies

N/A

Appendix 2: Delegated Risk Register Elements

Risk Register