



The Burbage Grove Road Schools Federation

Terms of Reference – Resources Committee

Date agreed:	9 th October 2025
Review date:	Terms of reference must be reviewed by the full governing board annually: September 2026
Chair of committee:	Mike Gladwin
Vice Chair of committee	Kishan Pankhania
Clerk:	Becky Dalton
Membership:	Rebecca Jones Rachel Peckover Mike Gladwin Andrew Drinkwater Kishan Pankhania Andrew Hall Zoe Driver Pete Tilbury Andrew Pierce 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:	A minimum of three meetings per academic year 3 key points will be fed back to the FGB



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Purpose and Objectives:

The committee's overarching responsibilities are to support the FGB in:

- ensuring there is clarity of vision, ethos and strategic direction;
- holding leaders to account for the educational performance of the organisation and its pupils and the performance management of staff;
- overseeing the financial performance of the organisation and making sure its money is well spent;
- ensuring the voices of stakeholders are heard and considered.

Responsibilities:

The committee has responsibility delegated by the governing board to:

- **Finance**
 - review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans;
 - maintain a realistic three-year financial plan, which considers the school's vision, known risks and opportunities;
 - present an annual budget to the full governing board for approval;
 - monitor actual income and expenditure at least once a term against the approved budget;
 - benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency;
 - ensure that sufficient funds are allocated for staff pay increments;
 - report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity;
 - monitor spending of pupil premium, PE and sport premium (and other relevant premiums), ensuring that funding is spent effectively and is having the intended impact on pupil outcomes;
 - review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation);
 - approve expenditure over £5,000 or 2% of the budget for virements and £5,000 on any single item or issue within the financial year – sums below this amount are delegated to the Executive Headteacher;
 - undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS;



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- ensure local authority financial procedures are complied with;
 - receive and act upon any issues identified by a local authority audit;
 - ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services;
 - assess the school's insurance cover to ensure that it provides adequate protection against risks;
 - provide strategic oversight of opportunities for letting the school premises.
- **Staffing**
 - review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable;
 - consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests);
 - review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates;
 - oversee the operation of the appraisal policy, including planning for the Executive Headteacher's performance management;
 - review pay decision data to ensure that pay increments are awarded fairly;
 - ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice;
 - monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.
 - **General**
 - Oversee all matters relating to GDPR;
 - Oversee all matters relating to the governance of information published on the school website;
 - Oversee all matters relating to the governance of sustainability and climate change in education.
 - **Health, Safety and Wellbeing**
 - ensure that safeguarding policies, procedures and training is effective and always complies with the law, having regard to statutory guidance Keeping Children Safe in Education;



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- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances;
- monitor the completion of actions and recommendations arising from risk assessments;
- review the school's accessibility plan;
- receive and review the LA health and safety audit report and monitor any arising actions;
- receive a regular report on accident statistics, near misses, incidents of violence or aggression;
- ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them;
- ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues;
- monitor the health and safety training that staff and governors undertake;
- review, adopt and monitor all policies delegated by the board as well as sections of the risk register as detailed in Appendices 1 & 2.

Appendix 1: Delegated Policies

- Accessibility Policy/Accessibility Plan and Audit
- Business Continuity Plan
- Charging & Remissions Policy
- Crisis Management Policy
- Cyber Security Policy
- Data Protection Policy -DATA PROTECTION PRIVACY NOTICE
- Dignity at Work Policy
- Early Careers Teacher Policy (was NQT Induction Policy)
- Employee Grievance Policy
- Finance Policy
- First Aid Policy
- Freedom of Information Policy
- Governor Expenses Policy - GOVERNORS ALLOWANCES
- Health & Safety Policy
- Keyholder Policy
- Leave of Absence Policy
- Menopause Policy
- Off-site Visits Policy



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- Performance Management Policy
- Premises Management Policy
- Recruitment & Selection Policy
- Site Security Policy - PREMISES MANAGEMENT
- Staff Appeals Policy
- Staff Attendance Management Policy
- Staff Capability Policy
- Staff Disciplinary Policy
- Staff Wellbeing Policy
- Support Staff Pay Policy
- Teachers Pay Policy
- Whistleblowing Policy
- Young Persons and Work Experience Policy

Appendix 2: Delegated Risk Register Elements

Risk Register