

<b>Committee(s):</b> Bursary Committee of the Board of Governors of the City of London School	<b>Date(s):</b> 29 September 2020
<b>Subject:</b> Annual Review of Terms of Reference	<b>Public</b>
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author:</b> Polly Dunn, Senior Committee and Member Services Officer	

### Summary

The purpose of this report is to provide the Committee an opportunity to review its own Terms of Reference, and frequency/timing of its meetings

### Recommendation(s)

Governors are asked to consider the existing terms of reference of the Bursary Committee Committee and the frequency of its meetings, for recommendation to the Board of Governors for final approval.

### Main Report

1. The Board of Governors of the City of London School is a Grand Committee of the Court of Common Council. The first meeting of each Grand Committee after its appointment by the Court of Common Council provides an opportunity to establish any sub-committees that Members consider are necessary for the Committee to carry out its functions.
2. Ahead of the first meeting of the Board of Governors (8 October 2020), each of the Board's sub-committees is being invited to consider the relevance and effectiveness of their own Terms of Reference.
3. Appendix 1 lists the current terms of reference. There are no formally proposed changes at this time.
4. The Committee has not met since 2015, with the duties delegated to the Bursary Committee having been exercised by the full Board over the past five years. It is proposed that the Committee will meet as required.

### Conclusion

5. Governors are invited to consider the terms of reference and frequency of meetings for recommendation to the Board for final approval.

### Appendices

- Appendix 1 – Proposed Bursary Committee Terms of Reference

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