

Committee(s) Board of Governors of the City of London Freeman's School	Dated: 12 October 2020
Subject: Appointment of Sub-Committees and Named Governors 2020/21	Public
Report of: Town Clerk	For Decision
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Summary

This report sets out, for approval, the composition and terms of reference of the Board of Governors' various sub-committees and requests that the Board give consideration to the appointment of Named Governors with responsibility for oversight of a specific aspect of School life.

This report also contains proposals for one new sub-committee.

Recommendation(s)

That Members,

- Agree the terms of reference of the sub-committees of the Board;
- Confirm the membership of those sub-committees for 2020/21.
- Consider the appointment of Named Governors to portfolios.

Main Report

Some general housekeeping has been exercised within the terms of reference at appendix 1, in an attempt to bring some uniformity of style and language to each of the Committees. Any additions are underlined and deletions have been struckthrough.

Committees of the Board

Bursary Sub-Committee

1. The Bursary Committee considers applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three terms of assistance).
2. Meetings are called when an application for assistance is received.

3. Membership for 2019/20:

- Chairman of the Board
- Deputy Chairman of the Board
- Brian Harris
- Nicholas Goddard
- Andrew McMillan
- Chris Townsend

Finance, General Purposes and Estates Sub-Committee

4. This sub-committee was formed in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
5. The sub-committee has a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board so that it may take any relevant decisions.
6. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub Committee the power to approve non-statutory policies, as appropriate.
7. Currently the sub-committee meets once a term in sufficient time to report to the Board any matters that need agreement.

8. Membership for 2019/20:

- Nicholas Goddard (Chairman)
- Chairman of the Board
- Deputy Chairman of the Board
- Brian Harris
- Andrew McMillan
- Chris Townsend

Academic and Personnel Sub-Committee

9. The Academic and Education Sub-Committee was formed in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
10. The title of the sub-committee was changed to the Academic and Personnel Sub-Committee in September 2017, and its terms of reference adjusted to reflect its responsibility to monitor general safeguarding matters.
11. The Academic and Personnel Sub Committee has an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by Governors. To enable the Sub-

Committee to fulfil this role it is expected that Governors appointed to the Sub-Committee would, with the Headmaster's support, attend classes from time to time.

12. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub-Committee the power to approve non-statutory policies, as appropriate.

13. The Sub-Committee meets once a term in sufficient time to report to the Board any matters that need agreement.

14. Membership for 2019/20:

- Andrew McMillan (Chairman)
- Chairman of the Board
- Deputy Chairman of the Board
- Nicholas Goddard
- Brian Harris
- Deputy Elizabeth Rogula
- Chris Townsend
- Lady Gillian Yarrow

Nominations Sub-Committee

15. At its meeting of 13 January, the Academic & Personnel Sub-Committee briefly discussed the merits of the Board having some form of nominations sub-committee.

16. The role of a nominations sub-committee would be to take delegated responsibility on behalf of the Governing Body for conducting a regular skills audit of the Governing Body, identifying current or potential future gaps, seeking suitable applicants to fill those gaps, and coordinating the appointment process.

17. Appendix 1 provides a proposal for terms of reference.

18. It is expected that a Nominations Sub-Committee meet as required.

Teachers' Pay Panel

19. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

20. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the National Education Union and Lecturers regarding the Teachers' pay submission.

21. The Teachers' Pay Panel may meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary.

However, the aim will be to have made any decisions regarding pay by the end of the Spring term.

Named Governors

22. The Board of Governors has to date appointed a Named Governor who is responsible for the oversight of a particular aspect of School life. Named Governors are expected to provide updates to the Board of Governors and perform certain duties for the School.

23. Town Clerk's records indicate current Named Governors are Andrew McMillan (Boarding) and Nick Goddard (Health and Safety) and Deputy Elizabeth Rogula (Safeguarding). Lady Gillian Yarrow acts in support of Deputy Rogula on the safeguarding portfolio of work.

Appendices

- **Appendix 1** - Composition, Quorum and Terms of Reference of Sub-Committees

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(A) Bursary Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- The Chairman and Deputy Chairman of the Board shall act as Chairman and Deputy Chairman of the Sub-Committee
- Up to five other Governors appointed by the Board of Governors.

Quorum

The quorum shall be any three Governors.

The Sub-Committee shall report to each following Board of Governors meeting.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

Provided always that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

(B) **Finance, General Purposes and Estates Sub-Committee**

Composition

- The Chairman and Deputy Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- ~~All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Academic and Personnel sub-committee.~~

Quorum

The quorum shall be any three Governors.

Any decision taken by the Sub-Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The Sub-Committee should report to each following Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree action to be taken on arrears of fees;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters

To make recommendations for the Board's approval on the following matters:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

(C) **Academic and Personnel Sub-Committee**

Composition

- The Chairman and Deputy Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to ~~four~~ six other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- ~~All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Finance, General Purposes and Estates sub-committee.~~

Quorum

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each following Board of Governors' meeting.

Terms of Reference

To make recommendations for the Board's approval on the following matters:

- to monitor general compliance with child protection requirements (not involving individual cases); and
- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to make recommendations on any other issues which have been referred by the full Board.

With power to act on the following matters:

- To agree requests for Sabbatical Leave;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

(D) **Nominations Sub-Committee**

Composition

- The Chairman and Deputy Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors of the City of London Freeman's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The sub-committee should report to each following Board of Governors' meeting.

Terms of Reference

The Committee has the power to act on the following matters:

- The Committee will maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors;
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors.

To make recommendations for the Board's approval on the following matters:

- Having sought individuals to serve as co-opted Governors, the Committee will recommend these appointments to the Board for final approval;
- The Committee will make recommendations to the Board on designated governor roles;
- The Committee will provide recommendations on any other governance matters concerning the School, including scrutinising proposals for new committees and working parties.

Teachers Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the National Education Union and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and

The full time official from the National Education Union and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.

Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.

Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.

Teachers' Pay Panel will usually meet in March.

Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.