

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London Freeman's School	11 June 2021
<b>Subject:</b> Appointment of Committees	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1d-e; 3a-d, 8d; 10e; 12a
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Polly Dunn, Town Clerk's Department	

### Summary

This report requests Governors agree Governors' Designated Roles for the 2021/22 academic year. This report also gives Governors the opportunity to review the composition, terms of reference and membership of its Committees and Working Parties and refresh them for the 2021/22 academic year.

### Recommendations

That the Board of Governors,

- Agree Governors' Designated Roles for the 2021/22 academic year.
- Consider and approve the terms of reference of the Committees of the Board at **Appendix 1**, which includes any proposed amendments to the terms of reference.
- Appoint the membership of those Committees for the 2021/22 academic year, including Chairmen and Deputy Chairmen of each.

## **Main Report**

### **Background**

1. This report requests Governors appoint the School's representative to the Association of Governing Bodies of Independent Schools and agree Governors' Designated Roles for the 2021/22 academic year. This report also asks Governors to consider the appointment, terms of reference and composition of the Bursary Committee, Nominations Committee, Finance, General Purposes and Estates Committee, Academic and Personnel Committee and Teachers' Pay Panel.

### **Governors' Designated Roles**

2. Individual Governors are responsible for overseeing particular areas of the School. Governors' Designated Roles are currently allocated as set out below, with vacancies arising as a result of Governors stepping down from the Board:

Andrew McMillan	Boarding
Nicholas Goddard	Health & Safety
Deputy Elizabeth Rogula	Safeguarding (lead)
Lady Gillian Yarrow	Safeguarding (support)

3. **The Board is asked to agree Governors' Designated Roles for the 2021/22 academic year.**

### **Bursary Committee**

4. There are a number of different awards provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee is concerned with applications for Hardship Bursaries to pupils where the parents or carers fall into financial hardship and are unable to pay the school fees and associated costs. 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' assistance). The Bursary Committee will meet up approximately two-three times per annum (depending on whether there are applications to be considered)
5. The membership of the Bursary Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors who act as its Chairman and Deputy Chairman. It requires up to five further Governors.
6. **The Board is asked to appoint up to five other Governors and agree the terms of reference and composition of the Committee.**

### **Nominations Committee**

7. The purpose of the Nominations Committee is to advise on the skills needed on the Board of Governors to assist in the selection of new Governors and to

provide advice on governance matters concerning the School, acting as a sounding board for proposals for new committees or changes to existing committees. The Governance Committee meets on an ad hoc basis but not less than once per annum.

8. The membership of the Governance Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors who act as its Chairman and Deputy Chairman.
9. **The Board is asked to appoint up to four other Governors and to agree the Committee's terms of reference.**

### **Finance, General Purposes and Estates Committee**

10. The purpose of the Finance and Estates Committee is to monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions. The Committee also considers arrears of school fees and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.
11. The Finance, General Purposes and Estates Committee meets three times per annum.
12. The membership of the Finance, General Purposes and Estates Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors; however, the Chairman of the Board of Governors should not be appointed Chairman of the Finance and Estates Committee (as per AGBIS guidelines). The role has been previously been held by the Deputy Chairman of the Board.
13. **The Board is asked to appoint up to four other Governors to the Finance, General Purposes and Estates Committee, to appoint its Chairman and Deputy Chairman to agree the Committee's terms of reference.**

### **Academic & Education Committee**

14. The Academic Working Party is responsible for overseeing all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance. It has the power to act in the granting of sabbatical leave.
15. The position of Chairman and Deputy Chairman automatically includes the Chairman and Deputy Chairman of the Board of Governors.
16. **The Board is asked to appoint up to seven Governors to the Academic & Education Committee, to appoint its Chairman and Deputy Chairman and to agree its terms of reference.**

## **Teachers' Pay Panel**

17. 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.
18. Governors are asked to note the composition, purpose and schedule of the Teachers' Pay Panel set out in the appendix.

## **Appendices**

- Appendix 1 – Composition, Terms of Reference and Current Memberships of Committees

### **Polly Dunn**

Town Clerk's Department

E: [polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)

**(A) Bursary 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 Committee
- Up to five other Governors appointed by the Board of Governors.

**Quorum**

The quorum shall be any three Governors.

The 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 Board of Governors.
- 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 (at least one of whom must be a Common Council Governor).

**Quorum**

The quorum shall be any three Governors.

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

The 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 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 Committee**

**Composition**

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

**Quorum**

The quorum shall be any three Governors.

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

The 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 Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

## **(D) Nominations Committee**

### **Composition**

- The Chairman and Deputy Chairman of the Committee shall be selected from amongst its members with the agreement of the Board of Governors.
- 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 (at least one of whom must be a Common Council Governor).

### **Quorum**

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The 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.