

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London School for Girls	5 June 2017
<b>Subject:</b> Appointment of Sub-Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Gemma Stokley, Town Clerk's Department	

### **Summary**

The purpose of this report is to consider the appointment of the Board's Bursary Committee, Reference Sub-Committee, and Teachers' Pay Panel and to approve their composition and terms of reference.

For ease, details of the composition and terms of reference of the bodies are set out in Appendix A.

### **Recommendations**

It is recommended that consideration be given to the appointment, composition and terms of reference of the following for the ensuing year:-

- City of London School for Girls Bursary Committee
- Reference Sub-Committee of the Board of Governors of the City of London School for Girls
- Teachers Pay Panel

## **Main Report**

### **Background**

1. This report considers the appointment, terms of reference and composition of the Board of Governors of the City of London School for Girls' Bursary Committee, Sub-committees and Teachers Pay Panel.
2. Each of the Board's sub-committees are considered in turn below. Details of their terms of reference and proposed composition are set out in Appendix A of this report.

### **Bursary Committee**

3. There are a number of different awards which are 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 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 term's assistance).

4. The Current guidelines for assessing bursary applications were reviewed and approved by the Joint Schools Working Party in January 2017. The amendments made were intended to ensure that the guidelines remain appropriate in light of recent experience and to ensure that the School are able to utilise the funds that they have set aside for the purpose.
5. Meetings ordinarily precede Board meetings as and when an application for assistance is received.

### **Reference Sub-Committee**

6. The purpose of the Reference Sub-Committee is to consider arrears of school fees, sabbatical leave and estimates (including fee increases) (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.
7. The 2016/17 Sub-Committee Membership, the terms of reference and proposed composition are set out in Appendix A.

### **Teachers' Pay Panel**

8. 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.
9. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
10. 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.

### **Appendices**

- Appendix A – Composition and Terms of Reference

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**Bursary Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

**Terms of Reference**

The Bursary Committee at their sole discretion after considering recommendations by the Head 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.

**2016/17 Committee Membership**

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Nigel Challis
- Deputy Richard Regan
- Mary Robey
- Richard Sermon

**Reference Sub-Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors

The quorum shall be any three Governors.

### **Terms of Reference**

To consider arrears of school fees, sabbatical leave and estimates (including fee increases) (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

### **2016/17 Sub-Committee Membership**

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Nigel Challis
- Sylvia Moys
- Deputy Richard Regan
- Alderman William Russell

### **Teachers Pay Panel: Terms of Reference**

#### **Purpose of the Teachers' Pay Panel**

1. 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.
2. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
3. 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:**

4. The membership shall be as follows:
  - 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:**

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

#### **Consultation Process:**

6. 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 Association of Teachers and Lecturers.
7. 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:**

8. To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.
9. 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**

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