

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London Freeman's School	08 June 2017
<b>Subject:</b> Appointment of Bursary and Sub-Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Julie Cornelius, Town Clerk's Department	

### Summary

The purpose of this report is to consider the appointment of the Board's Bursary Committee and two sub-committees and to approve their composition and terms of reference.

For ease, details of the composition and terms of reference of the Bursary Committee and the two sub-committees are set out in Appendix A.

### Recommendation(s)

Members are asked to:

Consider the appointment, composition and terms of reference of the following for the ensuing year:-

- City of London Freeman's School Bursary Committee
- Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School
- Academic and Education Sub-Committee of the Board of Governors of the City of London Freeman's School

### Main Report

#### Background

1. This report considers the appointment, terms of reference and composition of the Board of Governors of the City of London Freeman's School's Bursary Committee and sub-committees.
2. 5. Each of the Board's Committees and 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.

## **Current Position**

### 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 are 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. Meetings precede Board meetings as and when an application for assistance is received.

### Finance, General Purposes and Estates Sub-Committee

5. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
6. It was intended that the Finance and General Purposes Sub Committee would primarily have a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board which would take any relevant decisions.
7. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

### Academic and Education Sub-Committee

8. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
9. It was proposed that the Academic and Education Sub Committee would have an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by the Board. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
10. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

## **Appendices**

- Appendix 1 – Composition of Sub-Committees

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(A) **Bursary Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freeman's School
- 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 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**

- 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).

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 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; 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 Education Sub-Committee**

**Composition**

- 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).

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 Board of Governors' meeting.

**Terms of Reference**

With power to act on the following matters:

- To agree requests for Sabbatical Leave; 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 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 monitor general compliance with child protection requirements (not involving individual cases); and
- to make recommendations on any other issues which have been referred by the full Board.