

Committee: Board of Governors of the City of London School	Date: 18 October 2017
Subject: Appointment of Sub Committees 2017/18	Public
Report of: Town Clerk	For Decision
Report Author: Alistair MacLellan	

Summary

This paper outlines the terms of reference and composition of the Board's sub committees following their appointment at the June 2017 meeting of the Board of Governors.

Recommendation(s)

That Members,

- Note the membership of the sub committees of the Board of Governors.
- Note the terms of reference of each of the sub committees of the Board of Governors.
- Appoint a Chairman of the Finance and Estates Sub Committee.

Main Report

Background

1. The Board of Governors of the City of London School appointed to its three sub committees at its June 2017 meeting. This report confirms both the current membership of those sub committees, and their terms of reference.
2. Each of the three sub committees have been given the opportunity to review their terms of reference at their meetings in October 2017. Governors serving on the Academic and Education and the Finance and Estates sub committees have no comments to make on their terms of reference, except for the issue outlined in paragraph (7) of this report.
3. The Governance Sub Committee is not scheduled to meet until 18 October 2017 and therefore any observations Governors serving on that sub committee have regarding its terms of reference will be reported verbally to the Board of Governors for consideration.
4. Terms of reference of each of the sub committees are included as an appendix.

Governance Sub Committee

5. Membership of the Governance Sub Committee for 2017/18 is as follows.
 - Chairman of the Board
 - Deputy Chairman of the Board
 - Alderman Vincent Keaveny
 - Lord Levene of Portsoken
 - Deputy Edward Lord

Academic and Education Sub Committee

6. Membership of the Academic and Education Sub Committee for 2017/18 is as follows.

- Christopher Martin (Chairman)
- Chairman of the Board
- Deputy Chairman of the Board
- Dame Mary Richardson
- Caroline Haines

Finance and Estates Sub Committee

7. Membership of the Finance and Estates Sub Committee for 2017/18 is as follows.

- Chairman of the Board
- Deputy Chairman of the Board
- Keith Bottomley
- Deputy Edward Lord
- Alex Barr

8. At the 2 October 2017 meeting of the Finance and Estates Sub Committee, it was noted that AGBIS guidelines state that the Chairman of the Board should not act as Chairman of any Finance sub committee appointed by the Board. Governors are therefore invited to appoint a Chairman of the Finance and Estates Committee for 2017/18.

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Appendix

Governance Sub-Committee of the Board of Governors of the City of London School

The Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Common Council Governors.

Composition

- The 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;
- Up to three other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

Quorum

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

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 individuals will be interviewed and elected to the Board as agreed by the majority of those present, including a majority of Common Council Governors present and voting.
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors;

Academic and Education Sub-Committee of the Board of Governors of the City of London School

The Academic and Education Sub-Committee has an important role in supporting the Head and Senior Management Team, ensuring that important curricular and pastoral issues are given appropriate discussion by the Board. To enable the Committee to fulfil this role it is expected that Governors appointed to the Committee would, with the Head's support, observe classes and meet with pupils from time to time. The Committee usually meets twice a year in sufficient time to report to the Board any matters that need agreement.

Composition

- The 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;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Committee will be attended by the Head and the Senior Deputy Head. The Assistant Heads Academic; Teaching and Learning and Outreach; Pastoral; and Co-curricular will attend as appropriate. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

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 Board of Governors' meeting.

Terms of Reference

The Committee has the 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 School's ethos and aims;
- The development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- Curriculum, co-curricular and pastoral issues;
- Standards, including academic results;
- Pastoral policy and practice, including oversight of safeguarding and the single central register;
- INSET and Professional Development policy and practice;
- Staffing issues;
- Parental complaints procedures;
- Monitoring general compliance with child protection requirements (not involving individual cases);
- Making recommendations on any other issues referred by the full Board.

Finance and Estates Sub-Committee of the Board of Governors of the City of London School

The Committee primarily has a monitoring and advisory role, identifying any financial problems before they become serious and recommending a course of action to the Board, which would take any relevant decisions. The Committee usually meets once a term in sufficient time to report to the Board on any matters that need agreement.

Composition

- The 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;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Committee will be attended by the Head, the Senior Deputy Head, the Bursar and the Finance Manager. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

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 Board of Governors' meeting.

Terms of Reference

The Committee has the 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:

- Adoption of strategic financial targets e.g. cash reserves, level of surplus, percentage of staff costs to gross fees etc;
- Advice on the creation of a five to ten year financial plan;
- The annual budget;
- Any proposed fee increases and additional charges;
- Consideration of any proposals for major capital spending, including development of facilities;
- The review of any investments and reserves held by the School;
- 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.);
- Policy on and application of scholarships and bursaries;
- Fund raising policy and activity;
- Policy on and implementation of lettings and any other commercial activity.

