

**GOVERNANCE SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL**

**Wednesday, 18 October 2017**

**Minutes of the meeting of the Governance Sub-Committee of the Board of Governors of the City of London School held at City of London School at 9.30 am**

**Present**

**Members:**

Ian Seaton (Chairman)  
Deputy James Thomson (Deputy  
Chairman)  
Lord Levene of Portsoken  
Deputy Edward Lord

**Officers:**

Dr Richard Brookes	- Acting Head of the City of London School
Andrew McBroom	- Acting Deputy Head of the City of London School
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Alderman Vincent Keaveny.

**2. DECLARATIONS**

There were no declarations.

**3. TERMS OF REFERENCE**

Governors received the terms of reference. The Chairman noted that it was the sub-committee's responsibility to conduct a skills audit of the Board and requested that the Head take this matter forward.

**RECEIVED**

**4. MINUTES**

The minutes of the meeting held on 26 January 2017 were approved as a correct record.

**Matters Arising**

**Co-Opted Governor**

The Chairman noted that a candidate had been interviewed for a co-opted vacancy in June 2017 but had subsequently declined to take up the role. The Chairman noted, however, that one driver for the candidate's appointment had been to secure an individual with skills and expertise in finance – which had been made redundant following the appointment of two new Common Council Governors to the Board with desired skills and expertise.

### **Common Room Liaison Governor**

The Chairman noted that this proposed appointment was on the sub-committee's agenda that day.

### **Governor Training**

The Chairman noted that this issue featured on the sub-committee's agenda that day.

### **School Logo**

The Chairman noted that this issue featured on the Board of Governors agenda that day.

### **City of London Bursary Trust Governor**

The Bursar noted that the trustee appointment of a CLS Governor to the Board of Trustees of the City of London Bursary Trust (CLSBT) had not yet been made. Governors agreed that Tim Levene would be a suitable candidate and should be recommended to the Trustees of CLSBT.

## **5. QUESTIONS**

There were no questions.

## **6. ANY OTHER BUSINESS**

There was no other business.

## **7. EXCLUSION OF THE PUBLIC**

**RESOLVED**, that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

## **8. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 26 January 2017 were approved as a correct record.

## **9. GOVERNANCE REPORT**

Governors considered a Governance report of the Head.

### **9.1 Annex 1 - Governor Handbook**

Governors received the Governor Handbook.

### **9.2 Annex 2 - Policies and Procedures**

Governors received a tabled schedule of policies and procedures.

### **9.3 Annex 3 - Governor Training**

Governors received the Governor training log.

### **9.4 Annex 4 - Proposal for a Staff Liaison Governor**

Governors considered a proposal for a Common Room Liaison Governor.

9.5 **Annex 5 - Proposal for a Parent Co-Opted Governor**

Governors considered a proposal for the co-option of a Parent Governor to the Board.

10. **QUESTIONS**

There were no questions.

11. **ANY OTHER BUSINESS**

There was no other business.

**The meeting closed at 10.15am**

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Chairman

**Contact Officer: Alistair MacLellan**  
**alistair.maclellan@cityoflondon.gov.uk**