

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

Actions Sheet

Date	Action	Officer responsible	Progress Update
18 October 2017	Skills Audit of the Board of Governors to be conducted.	Clerk/Head's Office	Update at March Sub-Committee Meeting.
18 October 2017	Tim Levene to be recommended to the Board of Governors for recommendation to Bursary Trust subject to his willingness to serve.	Clerk	Completed
18 October 2017	Number of terms served by co-opted Governors to be clarified and compared to best practice.	Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Amended dates of Sub-Committees of the Board to be convened.	Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Governor Handbook to be reviewed and updated.	Bursar & Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Governance Sub-Committee Members to review schedule of policies and procedures and feedback to the Head any that should be referred to the Board of Governors.	Governors	Update at March Sub-Committee Meeting.
18 October 2017	Schedule of policies and procedures to be uploaded to Governor section of City of London School website.	Head	Update at March Sub-Committee Meeting.

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18 October 2017	Training log to be updated and training requirements of the Board to be established.	Clerk/Head's Office	Update at March Sub-Committee Meeting.
18 October 2017	Common Room Governor role description to be drawn up.	Head	Completed.
18 October 2017	Subsequent to this role description being drawn up, Edward Lord to be recommended to the Board of Governors for appointment as Common Room Liaison Governor for a period of two years, followed by Caroline Haines for two years.	Clerk	Completed
18 October 2017	Headhunting firm to be consulted on how to best identify co-opted Governor candidates.	Bursar	Update at March Sub-Committee Meeting.