

Appendices - City of London Academies Trust (04504128) governor appointments update

Appendix 1

Southwark Local Governing Body Terms of Reference

Preamble

The City of London Academies Trust (the Trust), has agreed to establish a joint local governing body for the three Southwark academies within the Trust, the City of London Academy Southwark, which will oversee the performance of individual schools against the key performance indicators set by the Trust Board as well as establish its own identity, and strengths and weaknesses, and how best to address them.

The Local Governing Bodies (LGBs) have responsibility for the functioning of their schools, within the overall strategic direction and framework of delegation set by the Trust. There will also be regular and prompt reporting of decisions to the Trust Board.

Responsibilities:

- A commitment to providing outstanding education that enriches and inspires pupils, enabling them to reach their full academic and personal potential.
- To work within the scheme of delegation established on an annual basis, and to review effectiveness each year.
- Recommend an LGB budget plan for the financial year, and monitor the budget at least termly.
- Set targets/objectives for each academy and executive principals/headteachers with the CEO of the Trust, and monitor these targets.
- Recommend the appointment of principals/headteachers and approve vice principal/deputy headteacher appointments.
- Propose staff, HR, pay, performance and disciplinary policies which is approved by the Trust Board.
- Approve the school development plan and review progress against the development plan.
- Establish and implement a curriculum policy.
- Propose targets for student achievement and monitor targets.
- Approve pupil behaviour policies and monitor implementation of these policies.
- Propose academy admissions policy, which is approved by the Trust Board.
- Approve academy safeguarding/Prevent policies, appoint the safeguarding governor, and undertake annual safeguarding review of each academy.
- Approve academy premises related policies.
- Approve and implement health and safety policies.
- Any other responsibilities as listed in the scheme of delegation.
- Propose expansion opportunities for the Trust.

Membership:

LGB membership will be structured as follows:

- | | |
|--|---|
| 1 Chair (Trust appointee with CoL consent)- Chair of one advisory board on annual rotation | |
| 2 Vice Chairs (Trust appointee) | - Chairs of the other 2 Advisory Boards |
| 7 Governors appointed by Trust | - At least two assigned to each academy |
| 3 Parent Governors | - One from each academy |

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2 Executive Principals	- One Primary, One Secondary
2 Staff Governors	- One support and one teaching

LGB governors are appointed by the City of London Academies Trust Trustees, in consultation with the City of London Corporation as Sponsor. The Chair of the LGB is appointed by the Trustees, with the approval of the Sponsor. The Trustees also have the power to intervene and request a governor to stand down, or in extreme cases, remove a governor if necessary.

LGB advisory groups

Each LGB will set up advisory groups, depending on the needs of the individual schools. Groups will provide advice to the LGB on areas such as finance, accountability, staffing and curriculum. LGBs will make final decisions on any matters advised on by the groups.

Quorum

A minimum of 5 governors in attendance, with the majority being governors who are not parent or staff governors, constitutes a quorum.

If the number of Governors assembled for a meeting of the Local Governing Body does not constitute a quorum, the meeting shall not be held. If during a meeting of the Local Governing Body the number of Governors present ceases to constitute a quorum, the meeting shall be terminated forthwith.

Chair and Vice-Chair

The Chair is appointed by the Trust Board, but requires consent from the City Corporation as Sponsor.

Meetings

The Local Governing Body shall meet at least once in every term, and shall hold such other meetings as may be necessary. All meetings shall be convened by the Clerk to the Local Governing Body, who shall send to the Governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

Clerking

The LGBs have responsibility for appointing their own clerks.

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Appendix 2

Southwark LGB: Indicative Terms of Reference for Advisory Board **(Standards, Curriculum and Community)**

Each school in the Southwark hub will have an Advisory Board that considers all matters relating to Standards, Curriculum and Community in their school.

Membership: Chair of the Advisory Board will be either the Chair or a Vice Chair of the Southwark LGB (the Chair will rotate annually between the 3 Advisory Board chairs). Membership will also include the relevant Executive Principal/Head, the relevant Head of School and other governors and advisory board members with an interest in the school and its local community, and a particular interest in matters relating to standards and curriculum.

Key areas of responsibility

Academy performance:

- Consider and evaluate performance of the academy against KPIs set by the LGB and Trust Board, holding the academy's leadership to account for academic performance and quality of provision
- Monitor the overall effectiveness and impact of leadership and management at the academy
- Consider and evaluate the effective use of Pupil Premium funding at the academy
- Consider the aims and priorities for raising standards of achievement in the academy development plan

Comment and advise on the self-evaluation process and areas for improvement, with particular regard to student outcomes

Curriculum and related matters:

- Consider all curriculum matters, including the academy's written statement of curriculum policy, and support the academy to fulfil its legal requirement to publish information about the academy's performance and curriculum
- Receive reports from the Executive Head/Principal/Head of School to include student attendance, exclusions, punctuality, and disciplinary matters
- Consider and monitor whether legal requirements for children with special needs are met and whether they are given support for learning

Policies and training:

- Receive and consider revisions to policies which relate directly to the work of the Advisory Board including but not limited to: SEND, support for learning, gifted and talented students, spiritual, moral and cultural development, attendance, behaviour, healthy schools, rewards and sanctions, home-school arrangements, uniform, homework, educational visits, equal opportunities, sex and relationships
- Monitor the academy's compliance with its commitment to training for all staff.

Stakeholder engagement

- Support relationship between parents/carers and the academy to promote high standards of attendance, behaviour and learning by students
- Seek feedback from students/parents/carers and other stakeholders as part of a programme of regular self-evaluation by the academy to assess its performance against stated aims and

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objectives, and use feedback to develop best practice and improve the quality of the overall student experience.

General

- Provide comment/advice on any other matters referred to the Advisory Board by the LGB or Trust Board.

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Appendix 3

Southwark LGB: Indicative Terms of Reference Finance and General Purposes Group

A group made up of the Members of the LGB which advises on matters of Finance, HR, Premises and Health and Safety.

Membership: Chair of Governors, Executive Principal (secondary), Executive Headteacher (primary), at least 4 other governors; Director of Finance and HR in attendance.

Key areas of consideration

Financial planning: Consider and monitor the academies' short and long-term revenue and capital budgets to support long term sustainability

Budget monitoring: Consider and monitor expenditure on a regular basis to support overall compliance with the financial plan for the academies, the financial regulations of the ESFA and drawing any matters of concern to the attention of the LGB

Budget setting: Consider the indicative funding, assessing implications for each academy in advance of the start of the financial year; and recommending approval of the annual budget to the LGB. Consider and recommend the LGB to approve any substantive changes or virements to the budget over the course of the financial year.

Academy Development Plans: Contribute to the formulation of academy development plans

Policies: Review and update financial policies and procedures as appropriate, including charging policies and local delegation limits

Expenditure: Advise the LGB on the approval of proposals for expenditure (including contracts) in excess of school limits in accordance with the Trust Competitive Tendering policy. Make recommendations to the LGB for the approval of expenditure and contracts in excess of these limits

Compliance and regularity: Consider any audit recommendations relating to internal control and matters of regulatory compliance or regularity and monitor its implementation.

Risk Management: Consider and update the local risk registers for each academy.

Premises matters: Monitor the usage, condition and adequacy of the academies' land and buildings, as detailed in each academy's asset management plan, considering and recommending major building works and maintenance projects to the LGB

Health and Safety: Receive and consider recommendations for expenditure from the health and safety committees in each academy in relation to premises matters

HR matters: Review and plan staffing with due regard to financial aspects, regularly reviewing staffing structures and staffing levels

Pay: Monitor Trust pay, appraisal and other HR policies are correctly implemented in the academies, and (as a pay committee) agree the salaries of SLT

Staff reductions: Oversee any process leading to staff reductions

Staff well-being: Consider whether appropriate attention is given to staff well-being, including any staff benefits policies and the monitoring of staff absence.

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Appendix 2

City Corporation family of schools - governing body membership

City of London Academies Trust (04504128):¹

City of London Primary Academy Islington

Name	Basis of Appointment:
Ann Holmes, CC - Chairman	Appointed by the Trust Board
Nick Bensted Smith, CC	Appointed by the Trust Board
Norma Dews	Appointed by the Trust Board
Ena Harrop ²	Appointed by the Trust Board
Gerald Mehrtens ³	Appointed by the Trust Board
Mary Robey	Appointed by the Trust Board
Frazer Swift	Appointed by the Trust Board
Kim Clapham	Headteacher – Ex officio
VACANCY	Staff Governor (Teaching)
VACANCY	Staff Governor (Non-Teaching)
Georgia Dehn	Parent Governor (elected)
Jillian Jones	Parent Governor (elected)

Southwark Local Governing Body

Name	Appointed as
Antony Smyth – Chairman	Appointed by the Trust Board
Hilda Cheong - Vice-Chair	Appointed by the Trust Board
Lucas Green - Vice Chair	Appointed by the Trust Board
Simon Atkinson	Appointed by the Trust Board
Elaine Davis	Appointed by the Trust Board
Keith Bottomley	Appointed by the Trust Board
Harvey McEnroe	Appointed by the Trust Board
Vicky Mills	Appointed by the Trust Board
VACANCY	Appointed by the Trust Board
VACANCY	Appointed by the Trust Board
Fiona Edlin	Parent Governor (elected)
Ann Chuyi Wang	Parent Governor (elected)
VACANCY	Parent Governor (elected)
Mickey Kelly	Executive Principal
Richard Bannister	Executive Principal
Steve Burgess	Staff Governor (teaching)
Maya Pursani	Staff Governor (non-teaching)

City of London Academy Shoreditch Park

¹ The Trust appoints all members of a LGB in consultation with the City Corporation, with the exception of the Chair who is appointed with the approval of the City.

² City Corporation employee.

³ City Corporation employee.

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Name	Appointed as
Robert Howard, Ald. – Chairman	Appointed by the Trust Board
Barbara Hamilton ⁴	Appointed by the Trust Board
Mark Malcolm	Appointed by the Trust Board
Ryan Shorthouse	Appointed by the Trust Board
Sheila Scales	Appointed by the Trust Board
Rita Krishna	Appointed by the Trust Board
Sue Roberts	Appointed by the Trust Board
Holly Arles	Principal – Ex officio
Liam Smyth	Staff Governor (Teaching)
Christel Manitou	Staff Governor (Non-Teaching)
Rebecca Couper	Parent Governor (elected)
Mark Sullivan	Parent Governor (elected)

City of London Academy Highgate Hill⁵

Name	Appointed as
Roy Blackwell – Chairman	Appointed by the Trust Board
Kristin Baumgartner	Appointed by the Trust Board
Valerie Bossman-Quarshie	Appointed by the Trust Board
Josh Burton	Appointed by the Trust Board
Richard Crossan	Appointed by the Trust Board
Mark Emmerson ⁶	Appointed by the Trust Board
Julie Robinson	Appointed by the Trust Board
Simon Turner	Appointed by the Trust Board
Prince Gennuh	Principal – Ex officio
Peter Bremner	Teaching staff governor
Moji Jaiyesimi	Non-teaching staff governor
Donaleen Johnson	Parent Governor (elected)
Katerina Jenkins	Parent Governor (elected)

City of London Academy Highbury Grove⁷

Name	Basis of Appointment:*
Mark Boleat CC - Chairman	Appointed by the Trust Board
Colette Bowe	Appointed by the Trust Board
Joe Caluori	Appointed by the Trust Board
Helen Curran	Appointed by the Trust Board
Maggie Elliott	Appointed by the Trust Board
Rachel Sherman	Appointed by the Trust Board
Michael Simpson	Appointed by the Trust Board
Richard Verrall	Appointed by the Trust Board
Clare Verga	Principal – Ex officio
Aimee Lyall	Teaching staff governor

⁴ City Corporation employee.

⁶ Chief Executive and employee of the Trust.

⁷ Standard LGB membership (upon which the Education Board was consulted) is augmented by one additional CoL appointment (as agreed by Education Board on 14 September 2017).

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Sarah Counter	Non-teaching staff governor
Neale Coleman	Parent Governor (appointed)
VACANCY	Parent Governor (elected)

Newham Collegiate Sixth Form College (Interim Governing Body at pre-opening)

Name	Basis of Appointment:
Rachel McGowan - Chair	Appointed by the Trust Board
Caroline Haines, CC	Appointed by the Trust Board
Gerald Mehrrens ⁸	Appointed by the Trust Board
Lakmini Shah	Appointed by the Trust Board
Sophie Tuhey	Appointed by the Trust Board
Anthony Wilson	Appointed by the Trust Board
Ian Wilson	Appointed by the Trust Board
Mouhssin Ismail	Principal – Ex officio
VACANCY	Staff Governor (Teaching)
VACANCY	Staff Governor (Non-Teaching)
VACANCY	Parent Governor (elected)
VACANCY	Parent Governor (elected)

⁸ City Corporation employee.

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Co-Sponsored Academies⁹:

The City Academy, Hackney (6382192)

Name	Basis of Appointment
Dawn Elliot	KPMG Sponsor Governor(Chair)
Catherine McGuinness	CoL Sponsor Governor (Vice Chair)
Katie Dowbiggin	CoL Sponsor Governor
Anne Fairweather	CoL Sponsor Governor
VACANCY	CoL Sponsor Governor
Tjis Broeke	CoL Sponsor Governor
Amanda Brown	KPMG sponsor governor
Joshua White	KPMG sponsor governor
Sheila Scales	KPMG sponsor governor
Anant Suchak	KPMG sponsor governor
Anntoinette Bramble	Local Authority Governor
Mark Malcolm	Head teacher
Rachel Halpin	Non-teaching staff governor
Emily Vicary	Teaching staff governor
Sophie Conway	Parent Governor (elected)
Lola Malaolu	Parent Governor (elected)
Stephen Webster	Parent Governor (elected)
Rita Krishna	Community Governor

City of London Academy Islington Limited (6426966)

Name	Basis of Appointment
Henry Colthurst, CC	CoL Sponsor Governor (Chairman)
HH Philip Katz	CoL Sponsor Governor
Russell Wilmer	CoL Sponsor Governor
Ann Holmes, CC	CoL Sponsor Governor
Ron Zeghibe	City University Sponsor Governor
Lady Helen Curran	City University Sponsor Governor
Marion O'Hara	City University Sponsor Governor
Michael Laurie	Governor Co-opted by the Board
Professor Richard Verrall	City University Sponsor Governor
Councillor Joe Caluori	Local Authority Governor
Clare Verga	Principal – Ex officio Governor
Angela Davies	Teaching staff governor
Ruth Johal	Non-teaching staff governor
Amy Hulley	Parent Governor
William Paulton	Parent Governor
VACANCY	Community Governor

⁹ The directors/trustees of the co-sponsored academy trust companies are also the governors for the relevant school, as each trust company is responsible for only one school.

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Independent Schools

City of London School

Name	Basis of Appointment 2017/18
Ian Seaton – Chairman	Commoner
James Thompson, Deputy - Deputy Chairman	Commoner
Vincent Keaveny	Alderman
Alexander Barr	Commoner
Keith Bottomley, Deputy	Commoner
Dominic Christian	Commoner
Marianne Fredericks	Commoner
Caroline Haines	Commoner
Timothy Levene	Commoner
Edward Lord OBE JP, Deputy	Commoner
Sylvia Moys	Commoner
Ronel Lehmann	Co-opted
Lord Levene of Portsoken KBE	Co-opted
Christopher Martin	Co-opted
Dame Mary Richardson DBE	Co-opted
Professor Michael Whitehouse	Co-opted
Clare James, Deputy	Ex officio (Chairman of the Board of the City of London School for Girls)
Roger Chadwick, Deputy	Ex officio (Chairman of the Board of the City of London Freeman's School)

City of London School for Girls

Name	Basis of Appointment 2017/18
Clare James, Deputy - Chairman	Commoner
Nick Bensted-Smith JP -Deputy Chairman	Commoner
William Russell, Sheriff	Alderman
David Graves	Alderman
Randall Anderson	Commoner
Emma Edhem	Commoner
Tom Hoffman, Deputy	Commoner
Ann Holmes	Commoner
Robert Merrett Deputy	Commoner
Sylvia Moys	Commoner
Richard Regan, Deputy	Commoner
Sir Michael Snyder	Commoner
Rehana Ameer	Commoner
VACANCY	Commoner
Professor Anna Sapir Abulafia	Co-opted
VACANCY	Co-opted
Dr Stephanie K L Ellington	Co-opted
Elizabeth Phillips	Co-opted
Mary Robey	Co-opted
Soha Gawaly	Co-opted
Ian Seaton, CC	Ex officio (Chairman of the Board of the

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Name	Basis of Appointment 2017/18
	City of London School)
Roger Chadwick, CC, Deputy	Ex officio (Chairman of the Board of the City of London Freeman's School

City of London Freeman's School

Name	Basis of Appointment 2017/18
Roger Chadwick, Deputy - Chairman	Commoner
Philip Woodhouse, Deputy - Deputy Chairman	Commoner
Alastair King	Alderman
Dame Fiona Woolf	Alderman
John Bennett, Deputy	Commoner
Stuart Fraser CBE	Commoner
Michael Hudson	Commoner
Vivienne Littlechild JP	Commoner
Hugh Morris	Commoner
Graham Packham	Commoner
Elizabeth Rogula, Deputy	Commoner
VACANCY	Commoner
VACANCY	Commoner
VACANCY	Commoner
Nicholas Goddard	Co-opted
Andrew McMillan	Co-opted
Councillor Chris Townsend	Co-opted
Gillian Yarrow	Co-opted
Brian Harris	Co-opted
VACANCY	Co-opted
Clare James, CC, Deputy	Ex Officio (Chairman of the Board of the City of London School for Girls)
Ian Seaton, CC	Ex Officio (Chairman of the Board of the City of London School)

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Local Authority Maintained School

Sir John Cass's Foundation Primary School

Name	Basis of Appointment:
Matt Piper	Chairman
Rev Laura Jorgensen	Vice Chairman and Foundation Governor
John Fletcher	Local Authority Governor
Edward Keene	Foundation Governor
Jacqueline Greenlees	Foundation Governor
Sally Moore	Foundation Governor
Andy Wright	LDBS governor
Deputy Henry Jones	Local Authority Governor
Dominic Alexander	Foundation Governor
David Willams	Foundation Governor
Tim Wilson	Headteacher
Bonita Makin	Non-teaching staff governor
Anna Godas	Parent Governor