

<b>Committee(s)</b> Board of Governors of the City of London School	<b>Dated:</b> 14 June 2018
<b>Subject:</b> Appointment of Sub-Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Alistair MacLellan, Town Clerk's Department	

### Summary

The Board of Governors at its first meeting each year has the opportunity to review its Sub-Committees and their respective terms of reference. This report sets out the composition and terms of reference of the Finance and Estates Sub, the Academic and Education Sub, the Governance Sub, the Bursary Sub and a Teachers' Pay Panel and invites the Board to appoint Governors from among its membership to serve on those Sub-Committees.

Details of the composition and terms of reference of the Sub Committees are set out in an appendix.

### Recommendation(s)

- It is recommended that Governors consider and appoint to the Sub-Committees and Panels outlined below.

### Main Report

1. Governors are asked to consider the appointment of the following Sub-Committees and Panels.

#### Finance and Estates Sub-Committee

2. 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.

3. Governors are invited **to appoint up to 4 Governors** (one of whom must be a Common Council Governor) to this Sub Committee. These appointments are in addition to the Chairman and Deputy Chairman of the Board.

4. 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 Governor who is not Chairman of the Board as Chairman of the Finance and Estates Committee for 2018/19.

5. Membership of the Finance and Estates Sub Committee for 2017/18 was as follows.

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

### **Academic and Education Sub-Committee**

6. 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.

7. The Academic and Education Sub-Committee has requested – at its 23 May 2018 meeting – that the overall membership of the Sub-Committee be increased to allow greater exposure of Governor to Academic and Education matters, and to increase the likelihood of a quorum being achieved at meetings.

8. Governors are invited **to appoint up to 4 or 5 Governors** (one of whom must be a Common Council Governor) to this Sub-Committee.

9. Membership of the Academic and Education Sub Committee for 2017/18 was as follows.

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

### **Governance Sub-Committee**

10. 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.

11. Governors are invited **to appoint up to 3 Governors** (one of whom must be a Common Council Governor) to this Sub-Committee.

12. 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

### **Bursary Sub-Committee**

13. The Bursary Committee is 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.

14. Governors are invited **to appoint up to 5** to this Sub-Committee.

### **Teachers' Pay Panel**

15. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

16. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.

17. The Teachers' Pay Panel may meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

### **Appendices**

Appendix – Sub Committee Composition and Terms of Reference

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## Appendix

### **Finance and Estates Sub-Committee**

#### **Composition**

- The Chairman of the Sub-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 Sub-Committee will be attended by the Head, the Senior Deputy Head and the Bursar. 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 Sub-Committee should report to each Board of Governors' meeting.

#### **Terms of Reference**

The Sub-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 eg 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.

## **Academic and Education Sub-Committee**

### **Composition**

- The Chairman of the Sub-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 Sub-Committee will be attended by the Head and the Senior Deputy Head. The Deputy Head Pastoral and Assistant Heads Academic; Teaching and Learning and Outreach; Co-curricular, and staff development and strategic development will attend as appropriate. Other members of staff and advisers may be invited by the Sub-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.

### **Governance Sub-Committee**

The Sub-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 Governors. The Sub-Committee meets as required. It met four times during 2017/18.

### **Composition**

- The Chairman of the Sub-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, the Senior Deputy 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;

## **Bursary Committee**

### **Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- 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 Head 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.

### **Teachers Pay Panel**

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

**Quorum:**

The Quorum will be three and will consist of a Governor from each of the three Boards.

**Consultation Process:**

During the process of deliberation, the Teachers' Pay Panel will meet with:

One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and

The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

**Remit of the Teachers' Pay Panel:**

To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.

Any decisions around responsibility and other allowances or payments will be specified.

**Timing**

The timing of the process will be as follows:-

Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.

Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.

Teachers' Pay Panel will usually meet in March.

Final decision to be made by the end of the Spring term if at all possible.

**Termination**

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.