

Committee(s) Board of Governors of the City of London School for Girls	Dated: 18 June 2018
Subject: Appointment of Sub-Committees and Working Parties	Public
Report of: Town Clerk	For Decision
Report author: Alistair MacLellan, Town Clerk's Department	

Summary

This report gives Governors the opportunity to review the composition, terms of reference and membership of its Committees and Working Parties and refresh them for the 2018/19 academic year.

Recommendation(s)

That Members,

- Consider and approve the terms of reference of the Committees and Working Parties of the Board;
- Appoint the membership of those Committees and Working Parties for the remainder of the 2018/19 academic year.

Main Report

Background

1. This report considers the appointment, terms of reference and composition of the Board's Bursary Committee, Working Parties and Teachers Pay Panel.

Bursary Committee

2. There are a number of different awards which are provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. 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. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three term's assistance).
3. **The Board is asked to appoint up to five Governors to the Bursary Committee.**

Reference Sub-Committee

4. The purpose of the Reference Sub-Committee is to consider arrears of school fees, sabbatical leave and estimates (including fee increases) (with power to

act) and other such matters as the Board may from time to time decide for the year ensuing.

- 5. The Board is asked to appoint up to five Governors to the Reference-Sub Committee.**

125th Anniversary Working Party

6. This Working Party of the Board is responsible for overseeing arrangements for the celebration of the City of London School for Girls' 12th anniversary in 2019.
- 7. The Board is asked to appoint up to three Governors to the 125th Anniversary Working Party and appoint its Chairman.**

Education Working Party

8. This Working Party of the Board is responsible for overseeing all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.
- 9. The Board is asked to appoint up to seven Governors to the Education Working Party and appoint its Chairman.**

Teachers' Pay Panel

10. 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 Freemen'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.
11. Governors are asked to note the composition, purpose and schedule of the Teachers' Pay Panel set out in the appendix.

Appendices

- Appendix – Composition, Terms of Reference and Current Memberships of Committees and Working Parties.

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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.

2017/18 Membership

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Randall Anderson
- Deputy Richard Regan
- Richard Sermon [**no longer on the Board as at December 2017**]

Reference Sub-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

To consider arrears of school fees, sabbatical leave and estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

2017/18 Membership

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Tom Hoffman

125th Anniversary Working Party

Composition

- Three Governors
- Headmistress
- Up to two representatives of the Friends of the City of London School for Girls
- Up to two representatives of the City of London Old Girls' Association

Terms of Reference

To oversee arrangements for the celebration of the City of London School for Girls' 125th anniversary in 2019.

2017/18 Membership

- Alderman William Russell (Chairman)
- Deputy Clare James
- Ann Holmes
- Ena Harrop

Education Working Party

Composition

- Seven Governors
- Headmistress
- Deputy Heads

Terms of Reference

To oversee all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.

2017/18 Membership

- Mary Robey (Chairman)
- Professor John Betteridge
- Dr Stephanie K L Ellington
- Ann Holmes
- Deputy Clare James
- Elizabeth Phillips
- Alderman William Russell
- Ena Harrop (Headmistress)
- Neil Codd (Deputy Head, Academic)
- Katie Brice (Deputy Head, Pastoral)
- Claire Tao (Deputy Head, Staff)

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.