



## Academic & Education Sub-Committee of the Board of Governors of the City of London School

**Date:** MONDAY, 2 OCTOBER 2017  
**Time:** 11.00 am  
**Venue:** CITY OF LONDON SCHOOL - QUEEN VICTORIA STREET, EC4V 3AL

**Members:** Christopher Martin (Chairman)  
Caroline Haines  
Dame Mary Richardson  
Ian Seaton  
Deputy James Thomson

**Enquiries:** Alistair MacLellan  
[alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)

**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell  
Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **TERMS OF REFERENCE**  
To receive the terms of reference of the Sub-Committee.

**For Information**  
(Pages 1 - 2)

4. **MINUTES**  
To agree the public minutes of the meeting held on 15 November 2016.

**For Decision**  
(Pages 3 - 4)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

## Part 2 - Non-Public Agenda

8. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 15 November 2016.

**For Decision**  
(Pages 5 - 6)

9. **SCHOOL ACADEMIC REPORT**  
Report of the Head.

**For Information**  
(Pages 7 - 20)

10. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

## Academic and Education Sub Committee of the Board of Governors of the City of London School

### Terms of Reference 2017/18

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.

#### Composition

- The Chairman of the 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 Committee will be attended by the Head and the Senior Deputy Head. The Assistant Heads Academic; Teaching and Learning and Outreach; Pastoral; and Co-curricular will attend as appropriate. 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 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.

This page is intentionally left blank

## ACADEMIC & EDUCATION SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Tuesday, 15 November 2016

Minutes of the meeting of the Academic & Education Sub-Committee of the Board of Governors of the City of London School held at the City of London School EC4 at 10.30 am

### Present

#### Members:

Christopher Martin (Chairman)  
Deputy Joyce Nash  
Dame Mary Richardson

Ian Seaton  
Deputy James Thomson

#### Officers:

David Arnold	-	Town Clerk's Department
Sarah Fletcher	-	Head, City of London School
Dr Richard Brookes	-	City of London School
Noleen Murphy	-	City of London School
Joe Silvestre	-	City of London School

#### 1. APOLOGIES

There were none.

#### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were none.

#### 3. TERMS OF REFERENCE

The Sub-Committee considered its Terms of Reference and appointed Christopher Martin as its Chairman. In response to a Governor's requests, the Head advised that matters relating to staffing numbers, academic targeting, scholars' results, predicted grades would be included in future Head's reports to the Sub-Committee in order to ensure that Governors were aware of and could provide comment regarding the core functions of the School. Governors would also be provided with updates regarding safeguarding requirements (not individual cases) and would be responsible for the annual review of School policies. The Chairman requested that a list of statutory policies that required an annual review be circulated after the meeting.

#### RESOLVED – That:-

- The Sub-Committee Terms of Reference be approved; and
- Christopher Martin be appointed Chairman of the Sub-Committee.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There were none.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There was none.
6. **EXCLUSION OF THE PUBLIC**  
**RESOLVED** - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.
7. **ACADEMIC REPORT**  
The Sub-Committee received a report of the Head and a presentation from the Assistant Head (Academic) regarding School curriculum matters and public examination results.
8. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were none.
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
The Head advised that the rotation of subjects to be reported to the future Sub-Committee meetings would be included for discussion in her report to the next Board of Governors meeting so Governors were encouraged to offer suggestions beforehand.

Governors then noted that the next Sub-Committee meeting would be held in the morning of Friday 20 January 2017.

**The meeting closed at 11.50 am**

-----  
Chairman

**Contact Officer: David Arnold**  
**020 7332 1174**  
**David.arnold@cityoflondon.gov.uk**



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank