



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

Date: FRIDAY, 22 NOVEMBER 2019

Time: 9.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL, EC2V
7HH

Members: Deputy James Thomson (Chairman)
Alderman Vincent Keaveny
Tim Levene
Deputy Edward Lord
Paul Stein
Lord Levene of Portsoken

Enquiries: Polly Dunn
polly.dunn@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. **MINUTES**
To agree the public minutes and non-public summary of the meeting held on 24 May 2019.

For Decision
(Pages 1 - 2)
4. **DESIGNATED GOVERNORS' ROLES**
Report of the Head.

For Decision
(Pages 3 - 6)
5. **GOVERNOR INDUCTION AT CITY OF LONDON SCHOOL**
Report of the Bursar.

For Information
(Pages 7 - 10)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 24 May 2019.

For Decision
(Pages 11 - 14)
10. **OUTSTANDING ACTIONS**
Report of the Town Clerk.

For Information
(Pages 15 - 16)

11. **GOVERNOR TERMS OF APPOINTMENT**
Report of the Town Clerk.

For Decision
(Pages 17 - 24)

12. **GOVERNANCE REVIEW**
The Chairman to be heard.

For Information

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

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

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8. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding Outstanding Actions.

9. **HEAD'S REPORT**

Governors considered a report of the Head.

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

There were no questions.

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

There were three items of other business.

The meeting closed at 10.00 am

Chairman

**Contact Officer: Polly Dunn
polly.dunn@cityoflondon.gov.uk**

Committee(s) Governance Committee of the Board of Governors of the City of London School	Date(s): 22/11/2019
Board of Governors of the City of London School	11/12/2019
Subject: Designated Governors' roles	Public
Report of: Alan Bird, Head, City of London School	For Decision
Report author: Richard Brookes, Senior Deputy Head, City of London School	

Summary

This report asks Governors to review the roles and responsibilities of Designated Governors and to consider the creation of additional positions of responsibility in line with good practice.

Recommendation(s)

Members are asked to:

- Note the report;
- Confirm the ongoing appointment of governors to existing designated governors' roles of Safeguarding Lead and Health & Safety Lead; and
- Recommend/approve the creation of a new designated SEND governor role, and recommend/appoint a governor to occupy this role;
- Recommend/approve the creation of a new designated Careers Education and Guidance governor role, and recommend/appoint a governor to occupy this role; and
- Consider whether, as a result of the two new designated governor appointments, the composition and membership of the Academic & Education Committee should be revised.

Background

The School already operates a committee structure to support the work of the Board, with a number of designated governors' roles existing to aid scrutiny of the work of the school by the Board. These are:

- Finance and Estates Committee
- Academic and Education Committee
- Governance Committee
- Bursary Committee
- Designated Safeguarding Governor (a statutory requirement)
- Designated Health and Safety Governor
- Governors' AGBIS [Association of Governing Bodies of Independent Schools] Representative

Department for Education (DfE) guidance for maintained schools states that it is good practice for schools to have two additional designated governors' roles:

- Designated Special Educational Needs and Disabilities (SEND) Governor
- Designated Careers Education and Guidance Governor

The Board has also discussed the appointment of a Staff Liaison Governor, but no appointment has been made to date.

Main Report

1. Committees [for information]

The Board has created a Finance and Estates Committee to provide guidance to the Board on relevant financial matters and has the power to act on matters, such as the setting of School fees, as set out in the terms of reference for that Committee. The Chairman of that Committee is Tim Levene (as elected by the Board).

The Board has created an Academic and Education Committee to provide guidance to the Board on relevant matters and has the power to act on matters, such as the approval of Sabbatical Leave requests, as set out in the terms of reference for that Committee. The Chairman of that Committee is Paul Madden (as elected by the Board).

The Board has created a Governance Committee to provide guidance to the Board on matters relating to the appointment of Co-Opted Governors, as set out in the terms of reference for that Committee. The Chairman of that Committee is James Thomson (as elected by the Board).

The Board has created a Bursary Committee to provide guidance to the Board on the approval of hardship bursary applications, as set out in the terms of reference for that Committee. The Chairman of that committee is James Thomson (as Chairman of Governors).

2. Designated Governors [for decision]

The Board **must** have a **Designated Safeguarding Governor**, as set out in the School's Safeguarding and Child Protection Policy. It is recommended that this position is continued, and that the designated governor be a member of the Academic and Education Committee and attend meetings of the School's Compliance Committee. This governor is currently Rosie Gill.

The Board has chosen to appoint a **Designated Health and Safety Governor** to liaise with the School regarding Health and Safety matters prior to their consideration by the Board. It is recommended that this position is continued, and that the designated governor be a member of the Finance and Estates Committee. This governor is currently Deputy Keith Bottomley.

The Board has chosen to appoint an **AGBIS representative** to liaise with the School regarding good practice in Governance. It is recommended that this position is continued, and that the designated governor be a member of the Governance Committee. This governor is currently Deputy Edward Lord.

Given the School's strategic aim to "ensure that all pupils make significant academic progress throughout their time at the School" (as set out in the School's Strategic Vision 2019-24), and in line with best practice in the maintained sector, it is recommended that the Board appoint a **Designated Special Educational Needs and Disabilities (SEND) Governor** to support and scrutinise the School's work in this area. It is also recommended that the designated governor be a member of the Academic and Education Committee.

Given the School's strategic aim to "through thoughtful and creative careers advice ... ensure all pupils are ready to take their next step when they leave school", and in line with best practice in the maintained sector, it is recommended that the Board appoint a **Designated Careers Education and Guidance Governor** to support and scrutinise the School's work in this area (including encouraging employer engagement). It is also recommended that the designated governor be a member of the Academic and Education Committee.

Should the appointed **Designated SEND Governor or Careers Education and Guidance Governor** not already be member of the Academic and Education Committee, the Board will be invited to consider the Committee's terms of reference and its composition.

The Board has discussed the appointment of a **Staff Liaison Governor** to provide informal liaison with staff at the School. It is recommended that the terms of this position are confirmed, and that a designated governor or governors be appointed.

3. Guidance on the role of Designated Governors [for information]

The role of the designated governor will vary according to the nature of the appointment. However, in general a link governor role involves the following tasks:

- Making pre-arranged visits to the school, with a clear focus
- Keeping the Board informed about the area for which they are responsible, and acting as a link between governors and staff
- Supporting the member(s) of staff who is(are) responsible for the particular area / subject
- Developing knowledge in the specialist area and taking part in relevant training
- Ensuring the School has relevant policies in place
- Monitoring the implementation of the School's strategy in the specialist area

The Board should collectively assign designated governor roles, with the agreement of the individual taking the role. They should be chosen in line with the School's improvement priorities (as stated in the Strategic Vision), and in partnership with school staff. Designated governor positions should then be reviewed annually.

Governors are requested to note this guidance.

Alan Bird

Head, City of London School

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Committee(s) Governance Committee	Date(s): 22 nd November 2019
Subject: Governor Induction at City of London School	Public
Report of: The Bursar	For Information
Report author: The Bursar, City of London School	

Recommendation

Governors are asked to note the contents of this report.

Main Report

1. The School and Town Clerk's department have undertaken a review of the induction process for new School Governor's, based upon 'best practice' as outlined by the Association of Governing Bodies of Independent Schools ('AGBIS'). To ensure that new Governors receive the best possible induction on to the Board of Governors it has been agreed that the School will adopt the AGBIS best practice for Governor induction going forward.
2. The AGBIS Governor induction checklist is attached and it is proposed that the School and Town Clerk's department will collaborate to implement this for all new Governors.

Appendix – Governor induction checklist

Contacts:

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Appendix

GOVERNOR INDUCTION CHECKLIST

In order that a new Governor has the greatest possible knowledge of the School at the earliest opportunity, an induction programme has been prepared. It is envisaged that a new Governor will complete the induction within the first six months of appointment. The programme is very much minimum, and it is hoped that Governors will take the opportunity to tailor extensions to take account of their particular skills or areas of interest.

	<i>Date completed</i>	<i>Initial</i>
MEETING WITH CHAIRMAN OF GOVERNORS		
This meeting will include:		
review of job description for a Governor		
receipt of School Governor Handbook		
initial discussions about committee membership		

CLERK'S BUSINESS

completion of DBS check documentation		
completion of personal details and record of other interest		

SCHOOL INDUCTION (part 1)

This may be completed in one or more sessions and a personal programme will be arranged by the Head's PA to include:

Induction meeting with Head		
Meeting with Senior Deputy Head		
Meeting with the Deputy Heads		
(i) Pastoral		
(ii) Teaching and Innovation		
(iii) Co-Curricular and Operations		
Attendance at lessons		

SCHOOL INDUCTION (Part 2)

This may be completed in one or more sessions and a personal programme will be arranged by the Bursar to include:

	<i>Date completed</i>	<i>Initial</i>
Induction briefing by Bursar with overview of		
Finance & Bursaries		
The Estate and the Masterplan		
Compliance and Health and Safety		
Board and committees of the School		
School Tour		

MEETING WITH CHAIRMAN OF GOVERNORS

This second meeting is an opportunity for a new Governor to give some feedback to the Chairman of his / her experience over the induction period, and to confirm appointment to appropriate sub committees of the Board.

SCHOOL INDUCTION (Part 3)

	<i>Date completed</i>	<i>Initial</i>
REVIEW OF DOCUMENTATION		
AGBIS publication 'Guideline for Governors'		
School Finances and Financial Plan by the Bursar		
School Inspection report (on the School website)		
School Policies (on the School website)		
School's risk register		
Current set of Board papers		
Copy of the School magazine (the 'Citizen')		

At the completion of the induction programme, please return a copy of this form to the Clerk of the Governors who will retain the record of compliance

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of the Local Government Act 1972.

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