



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

**Date:** FRIDAY, 18 SEPTEMBER 2020  
**Time:** 9.00 am  
**Venue:** VIRTUAL MEETING - ACCESSIBLE REMOTELY

**Members:** Paul Madden (Chairman)  
Dominic Christian  
Rosie Gill  
Caroline Haines  
Tim Levene  
Deputy James Thomson

**Enquiries:** Polly Dunn  
Polly.Dunn@cityoflondon.gov.uk

### Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via YouTube at the following link <https://youtu.be/QRCJDhk-rl8>

### Meeting Recordings

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**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 12 February 2020.  
**For Decision**  
(Pages 1 - 2)
4. **ANNUAL REVIEW OF TERMS OF REFERENCE**  
Report of the Town Clerk.  
**For Decision**  
(Pages 3 - 4)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE 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 12 February 2020.  
**For Decision**  
(Pages 5 - 8)
9. **NOTE OF AN INFORMAL MEETING**  
To receive minutes of the informal meeting of the Academic and Education Committee meeting held on 15 May 2020.  
**For Information**  
(Pages 9 - 14)
10. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
**For Information**  
(Pages 15 - 16)

11. **COVID-19 ARRANGEMENTS**

Report of the Head.

**For Information**  
(Pages 17 - 56)

12. **NON-PUBLIC HEAD'S REPORT**

Report of the Head.

**For Information**  
(Pages 57 - 110)

13. **EDUCATIONAL TECHNOLOGY**

Report of the Head.

**For Information**  
(Pages 111 - 114)

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

15. **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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## **ACADEMIC & EDUCATION COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**

**Wednesday, 12 February 2020**

**Minutes of the meeting of the Academic & Education Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 11.00 am**

### **Present**

#### **Members:**

Rosie Gill  
Caroline Haines

Tim Levene  
Paul Madden (Chairman)

#### **Officers:**

Alan Bird	- Head, City of London School
Dr Richard Brookes	- Senior Deputy Head, City of London School
Adam Živanić	- Deputy Head (Teaching and Innovation), City of London School [for items 1-9]
Coco Stevenson	- Deputy Head (Pastoral), City of London School
Andrew McBroom	- Deputy Head, Co-Curricular and Operations, City of London School [for item 9]
Polly Dunn	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Deputy James Thomson.

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

There were no declarations.

### **3. MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 27 September 2019, be approved as accurate record.

### **4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

### **5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

### **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. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 27 September 2019, be approved as accurate record.
8. **OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the Committee's outstanding actions.
9. **NON-PUBLIC HEAD'S REPORT**  
Governors received a report of the Head regarding general School matters.
10. **SAFEGUARDING REPORT**  
Governors received a report of the Head regarding a safeguarding update.
11. **UNIVERSITIES UPDATE**  
Governors received a report of the Head regarding an update on University applications.
12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no other business.

**The meeting closed at 12.34 pm**

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Chairman

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

<b>Committee(s):</b> Academic & Education Committee of the Board of Governors of the City of London School	<b>Date(s):</b> 18 September 2020
<b>Subject:</b> Terms of Reference Review	<b>Public</b>
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author:</b> Polly Dunn, Senior Committee and Member Services Officer	

## Summary

The purpose of this report is to provide the Committee an opportunity to review its own Terms of Reference, and frequency/timing of its meetings

## Recommendation(s)

Governors are asked to consider the existing terms of reference of the Academic & Education Committee and the frequency of its meetings, for recommendation to the Board of Governors for final approval.

## Main Report

1. The Board of Governors of the City of London School is a Grand Committee of the Court of Common Council. The first meeting of each Grand Committee after its appointment by the Court of Common Council provides an opportunity to establish any sub-committees that Members consider are necessary for the Committee to carry out its functions.
2. Ahead of the first meeting of the Board of Governors (8 October 2020), each of the Board's sub-committees is being invited to consider the relevance and effectiveness of their own Terms of Reference.
3. Appendix 1 lists the current terms of reference. There are no formally proposed changes at this time.
4. The Committee has recently been meeting three times per year (once per term) in February, May and September.

## Conclusion

5. Governors are invited to consider the terms of reference and frequency of meetings for recommendation to the Board for final approval.

## Appendices

- Appendix 1 – Proposed changes to the Academic & Education Committee Terms of Reference

## Polly Dunn

Senior Committee and Member Services Officer

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## **Appendix 1**

### **2019-20 Terms of Reference of the Academic and Education 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.



By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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