



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

**Date:** THURSDAY, 25 FEBRUARY 2021  
**Time:** 11.30 am  
**Venue:** VIRTUAL MEETING - ACCESSIBLE REMOTELY

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

**Enquiries:** Polly Dunn  
[polly.dunn@cityoflondon.gov.uk](mailto: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/y3gKqZT4AKM>

### 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 18 September 2020.  
  
**For Decision**  
(Pages 1 - 4)
4. **ANNUAL REVIEW OF TERMS OF REFERENCE**  
Report of the Town Clerk.  
  
**For Decision**  
(Pages 5 - 12)
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 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items 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 18 November 2020.  
  
**For Decision**  
(Pages 13 - 14)
9. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
  
**For Information**  
(Pages 15 - 16)

10. **RACE EQUALITY REVIEW**  
Report of the Head.

**For Decision**  
(Pages 17 - 88)

11. **GOVERNOR SKILLS AUDIT 2020-2021**  
Report of the Town Clerk.

**For Information**  
(Pages 89 - 96)

12. **GOVERNOR RECRUITMENT**  
Report of the Bursar.

**For Decision**  
(Pages 97 - 98)

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**

This page is intentionally left blank

## GOVERNANCE COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 18 September 2020

**Minutes of the meeting of the Governance Committee of the Board of Governors of the City of London School held virtually at 8.00 am.**

### **Present**

#### **Members:**

Deputy James Thomson (Chairman)  
Alderman Vincent Keaveny

Tim Levene  
Deputy Edward Lord

#### **Officers:**

Alan Bird	- Head, City of London School
Dr Richard Brookes	- City of London School
Charles Griffiths	- City of London School
Polly Dunn	- Town Clerk's Department

#### **1. APOLOGIES**

There were no apologies.

#### **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 22 November 2019, be approved as accurate record.

#### **4. ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the annual review of the Committee's terms of reference.

It was confirmed that the Chairman of the Board should act as the Chairman of the Committee. The Deputy Chairman of the Board should act as the Deputy Chairman of the Committee.

Governors recommended the removal of "sub-" from the final bullet of the terms of reference.

**RESOLVED**, that Governors

- Agree the to the terms of reference at appendix 1, subject to the amendments proposed, for onward approval by the Board of Governors.

## 5. **DESIGNATED GOVERNORS' ROLES**

Governors considered a report of the Head regarding Designated Governor Roles. The following matters were raised:

- Those performing lead governor roles should not have their terms truncated arbitrarily if performing well. The Committee agreed that, subject to the Board approving the revised Governance Committee Terms of Reference, it would review designated roles on an annual basis.
- Governors noted that all Lead Governor roles had been appointed to with the exception of a SEND Governor.
- Governors requested that the role description for the SEND Lead Governor be circulated to the Board and for expressions of interest to be collated.

**RESOLVED**, that the following be recommended to the Board for approval:

- Rosie Allen continue as the Designated Safeguarding Governor, as set out in the School's Safeguarding and Child Protection Policy, and in that role be a member of the Academic and Education Committee and attend meetings of the School's Compliance Committee.
- Rosie Allen continue as the NQT Induction Governor, and in that role be a member of the Academic and Education Committee.
- Keith Bottomley continue as the Designated Health and Safety Governor, and in that role be a member of the Finance and Estates Committee.
- Caroline Haines continue as Designated Careers Education and Guidance Governor, and in that role be a member of the Academic and Education Committee.
- John Cloughton continue as Staff Liaison Governor, and to consider whether in that role the governor should be a member of the Academic and Education Committee.
- a governor be appointed to the role of Designated Special Educational Needs and Disabilities (SEND), who in that role will be a member of the Academic and Education Committee. Expressions of interest to be sought by the Town Clerk.
- a governor be appointed to the role of AGBIS representative, noting that whoever is appointed to this role is expected to stand for appointment to the Governance Committee.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

8. **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.

9. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 22 November 2019, be approved as accurate record.

10. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding outstanding actions of the Committee.

It was noted that the Governor Handbook required updating but due to the impact of COVID-19 this work had not commenced. The School would undertake to do this over the Spring Term.

**RESOLVED**, that the report be noted.

11. **GOVERNOR SKILLS AUDIT 2020-21 AND DIVERSITY**

Governors considered a report of the Town Clerk regarding the Governor Skills Audit 2020-21 and Diversity.

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

There were no questions.

*Tim Levene joined the meeting.*

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 8.49 am**

-----  
Chairman

**Contact Officer: Polly Dunn**  
**[polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)**



# Agenda Item 4

<b>Committee(s)</b> Governance Committee of the Board of Governors of the City of London School	<b>Dated:</b> 25 February 2021
Board of Governors of the City of London School	10 March 2021
<b>Subject:</b> Annual Review of Terms of Reference	Public
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8 & 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author(s):</b> Polly Dunn, Senior Committee and Member Services Officer	

## Summary

This is the Board of Governor's Annual Review of its terms of reference and composition, where Governors are invited to recommend any changes to the Policy and Resources Committee and the Court of Common Council for consideration.

Focus for discussion is centred on the Board's composition.

## Recommendation(s)

Members of the Governance Committee (for onward approval by the Board of Governors) are invited to:

- agree, subject to any comments, the terms of reference of the Board (as set out in **appendix 1**) for consideration by the Policy and Resources Committee and Court of Common Council;
- consider whether the current frequency of meetings of the Board remains appropriate;
- consider the current composition of the Board; and
- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider any further changes to the Terms of Reference for 2021/22.

## Main Report

### Background

1. Each Grand Committee of the Court of Common Council is invited to review its terms of reference annually and to provide any suggested amendments to the Policy and Resources Committee and Court of Common Council for approval at their respective March and April meetings.
2. Members are also invited to comment on the frequency of meetings of the Board, and to consider whether the Board could usefully be convened on more or fewer occasions during 2021/22.
3. In light of recommendations from both the Tomlinson and Lisvane (Governance) Review, this report sets out options for Governor consideration focussing on the Board's composition. Governors should note that any changes to the Board's terms of reference will need the approval of the Board, Policy and Resources Committee and then Court of Common Council.

### Current Position

4. **Terms of Reference.** The Board's current terms of reference which set out its delegated powers and responsibilities from Court, are set out in **appendix one** for Governor consideration and remain unchanged from previous years.
5. **Frequency of Meetings.** The Board is scheduled to meet on four occasions during 2021, but has already met on an exceptional basis (January 2021) Governors are invited to comment on whether they feel this frequency of meetings allows for proper consideration of business or whether the Board could meet more frequently or infrequently.
6. **Composition.** The following recommendation is quoted from the *Report of Inquiry into the funding of education by the City of London Corporation (Sir Mike Tomlinson)*

*“There needs to be further changes to the governance arrangements for schools, most notably in the case of the independent schools. There needs to be a common period of office across the Family of Schools and a limit placed on the total number of years any Member may serve on the one governing body. Members appointed to governing bodies should have the skills needed by the school, thus reducing the need to appoint so many independent governors. **The size of the governing bodies should be limited ideally to 12 members with a maximum of 15.**”*
7. Sir Mike Tomlinson also comments on the need for a common fixed term of appointment across the City's Family of Schools.
8. Governors may also wish to bear in mind the key recommendations from the [Governance Review](#) conducted by Lord Lisvane KCB DL. The key paragraphs involving the School are 459-472. The recommendations were as follows:

- *an independent Board of Governors, of 12 to 15 persons, with an appropriate mix of skills;*
  - *for Governors to be selected according to current best practice, following advertisement, with the process of selection involving both the current Chair and the Head;*
  - *for the Board to elect the Chair (who need not be a Member of the Court of Common Council);*
  - *for any retiring Chair not to remain on the Governing Body;*
  - *for Governors' terms of office to be of four years, renewable once, with no re-appointment for the four years then ensuing.*
9. For context, the Board of Governors of the City of London Freeman's School (CLFS) has already met to discuss its terms of reference. In summary, Governors of CLFS were supportive of a reduction in the Board's total membership, with a recommendation that the number of Common Councillor Governors be reduced to eight, with six co-optees (bearing in mind the need to maintain a Court of Common Council majority membership). In light of this, they also requested that the Board's quorum be reduced to four Governors, of which not more than one may be co-opted.
10. With this information in mind, Governors are invited to consider the Board's composition and agree any changes it wishes to make in this vein. Alternatively, the Board may choose not to make any changes this year and instead await the broader implementation of the other aspects of the City's Governance Review across the Corporation.
11. The draft terms of reference are provided within the appendix for your consideration. Additions are underlined and redactions are ~~struck-through~~.
12. The membership as listed on the appendix is correct as of July 2020. Any changes to membership in the last year will be picked up in the 2021 Court report.

### **Corporate & Strategic Implications**

13. Members should consider the current scope of the Board's Terms of Reference, and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.

### **Conclusion**

14. Amendments to the Terms of Reference are put forward for the consideration by the Governance Committee and Board of Governors, for onward approval at Policy & Resources Committee and the Court of Common Council

**Appendix 1** – Draft Terms of Reference of the Board of Governors of the City of London School 2021/22

**Polly Dunn**  
Senior Committee and Member Services Officer  
E: [Polly.Dunn@cityoflondon.gov.uk](mailto:Polly.Dunn@cityoflondon.gov.uk)

<b>Committee(s)</b> Governance Committee of the Board of Governors of the City of London School	<b>Dated:</b> 25 February 2021
Board of Governors of the City of London School	10 March 2021
<b>Subject:</b> Annual Review of Terms of Reference	Public
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 8 & 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> The Town Clerk	<b>For Decision</b>
<b>Report author(s):</b> Polly Dunn, Senior Committee and Member Services Officer	

### Summary

This is the Board of Governor's Annual Review of its terms of reference and composition, where Governors are invited to recommend any changes to the Policy and Resources Committee and the Court of Common Council for consideration.

Focus for discussion is centred on the Board's composition.

### Recommendation(s)

Members of the Governance Committee (for onward approval by the Board of Governors) are invited to:

- agree, subject to any comments, the terms of reference of the Board (as set out in **appendix 1**) for consideration by the Policy and Resources Committee and Court of Common Council;
- consider whether the current frequency of meetings of the Board remains appropriate;
- consider the current composition of the Board; and
- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider any further changes to the Terms of Reference for 2021/22.

## Main Report

### Background

1. Each Grand Committee of the Court of Common Council is invited to review its terms of reference annually and to provide any suggested amendments to the Policy and Resources Committee and Court of Common Council for approval at their respective March and April meetings.
2. Members are also invited to comment on the frequency of meetings of the Board, and to consider whether the Board could usefully be convened on more or fewer occasions during 2021/22.
3. In light of recommendations from both the Tomlinson and Lisvane (Governance) Review, this report sets out options for Governor consideration focussing on the Board's composition. Governors should note that any changes to the Board's terms of reference will need the approval of the Board, Policy and Resources Committee and then Court of Common Council.

### Current Position

4. **Terms of Reference.** The Board's current terms of reference which set out its delegated powers and responsibilities from Court, are set out in **appendix one** for Governor consideration and remain unchanged from previous years.
5. **Frequency of Meetings.** The Board is scheduled to meet on four occasions during 2021, but has already met on an exceptional basis (January 2021) Governors are invited to comment on whether they feel this frequency of meetings allows for proper consideration of business or whether the Board could meet more frequently or infrequently.
6. **Composition.** The following recommendation is quoted from the *Report of Inquiry into the funding of education by the City of London Corporation (Sir Mike Tomlinson)*  
  
*"There needs to be further changes to the governance arrangements for schools, most notably in the case of the independent schools. There needs to be a common period of office across the Family of Schools and a limit placed on the total number of years any Member may serve on the one governing body. Members appointed to governing bodies should have the skills needed by the school, thus reducing the need to appoint so many independent governors. **The size of the governing bodies should be limited ideally to 12 members with a maximum of 15.**"*
7. Sir Mike Tomlinson also comments on the need for a common fixed term of appointment across the City's Family of Schools.
8. Governors may also wish to bear in mind the key recommendations from the [Governance Review](#) conducted by Lord Lisvane KCB DL. The key paragraphs involving the School are 459-472. The recommendations were as follows:

- *an independent Board of Governors, of 12 to 15 persons, with an appropriate mix of skills;*
  - *for Governors to be selected according to current best practice, following advertisement, with the process of selection involving both the current Chair and the Head;*
  - *for the Board to elect the Chair (who need not be a Member of the Court of Common Council);*
  - *for any retiring Chair not to remain on the Governing Body;*
  - *for Governors' terms of office to be of four years, renewable once, with no re-appointment for the four years then ensuing.*
9. For context, the Board of Governors of the City of London Freeman's School (CLFS) has already met to discuss its terms of reference. In summary, Governors of CLFS were supportive of a reduction in the Board's total membership, with a recommendation that the number of Common Councillor Governors be reduced to eight, with six co-optees (bearing in mind the need to maintain a Court of Common Council majority membership). In light of this, they also requested that the Board's quorum be reduced to four Governors, of which not more than one may be co-opted.
10. With this information in mind, Governors are invited to consider the Board's composition and agree any changes it wishes to make in this vein. Alternatively, the Board may choose not to make any changes this year and instead await the broader implementation of the other aspects of the City's Governance Review across the Corporation.
11. The draft terms of reference are provided within the appendix for your consideration. Additions are underlined and redactions are ~~struck-through~~.
12. The membership as listed on the appendix is correct as of July 2020. Any changes to membership in the last year will be picked up in the 2021 Court report.

### **Corporate & Strategic Implications**

13. Members should consider the current scope of the Board's Terms of Reference, and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.

### **Conclusion**

14. Amendments to the Terms of Reference are put forward for the consideration by the Governance Committee and Board of Governors, for onward approval at Policy & Resources Committee and the Court of Common Council

**Appendix 1** – Draft Terms of Reference of the Board of Governors of the City of London School 2021/22

**Polly Dunn**

Senior Committee and Member Services Officer

E: [Polly.Dunn@cityoflondon.gov.uk](mailto:Polly.Dunn@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) 2 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

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) 1, 2 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) 1, 2 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) 1, 2 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