

Committee(s) Board of Governors of the City of London Freeman's School	Dated: 6 June 2019
Subject: Appointment of Sub-Committees and Named Governors 2019/20	Public
Report of: Town Clerk	For Decision
Report author: Polly Dunn, Town Clerk's Department	

Summary

This report sets out, for approval, the composition and terms of reference of the Board of Governors' various Committees and requests that the Board give consideration to the appointment of Named Governors with responsibility for oversight of a specific aspect of School life.

Recommendation(s)

That Members,

- Agree the terms of reference of the sub-committees of the Board;
- Confirm the membership of those sub-committees for 2019/20.
- Consider the appointment of Named Governors to portfolios.

Main Report

Committees of the Board

Bursary Committee

1. The Bursary Committee considers 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 terms of assistance).
2. Meetings are called when an application for assistance is received.
3. Membership for 2018/19:
 - Roger Chadwick
 - Philip Woodhouse
 - Brian Harris
 - Andrew McMillan

- Chris Townsend

Finance, General Purposes and Estates Committee

4. This sub-committee was formed in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
5. The sub-committee has a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board so that it may take any relevant decisions.
6. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub Committee the power to approve non-statutory policies, as appropriate.
7. The sub-committee meets once a term in sufficient time to report to the Board any matters that need agreement.
8. Membership for 2018/19:
 - Roger Chadwick
 - Philip Woodhouse
 - Nicholas Goddard
 - Brian Harris
 - Andrew McMillan
 - Chris Townsend
 - Lady Gillian Yarrow

Academic and Personnel Committee

9. This sub-committee was formed as the Academic and Education Sub-Committee in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
10. The title of the sub-committee was changed to the Academic and Personnel Sub-Committee in September 2017, and its terms of reference adjusted to reflect its responsibility to monitor general safeguarding matters.
11. The Academic and Personnel Sub Committee has an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by Governors. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
12. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub Committee the power to approve non-statutory policies, as appropriate.
13. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

14. Membership for 2018/19:

- Roger Chadwick
- Philip Woodhouse
- Nicholas Goddard
- Brian Harris
- Andrew McMillan
- Chris Townsend
- Lady Gillian Yarrow

Named Governors

15. The Board of Governors has to date appointed a Named Governor who is responsible for the oversight of a particular aspect of School life. Named Governors are expected to provide updates to the Board of Governors and perform certain duties for the School.

16. Town Clerk's records indicate current Named Governors are Andrew McMillan (Boarding) and Nick Goddard (Health and Safety) and Stuart Fraser (Safeguarding). Following the resignation of Stuart Fraser from the Court of Common Council and therefore the Board, Governors are invited to make Named Governor appointment for Safeguarding for 2019/20, and to provide any comments on what other areas of School life would benefit from the allocation of a Named Governor.

Appendices

- Composition, Quorum and Terms of Reference of Sub-Committees

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(A) Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

Quorum

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster 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.

(B) Finance, General Purposes and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Academic and Personnel sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Sub-Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The Sub-Committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree action to be taken on arrears of fees;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; 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 annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

(C) Academic and Personnel Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Finance, General Purposes and Estates sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

Terms of Reference

To make recommendations for the Board's approval on the following matters:

- to monitor general compliance with child protection requirements (not involving individual cases); and
- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to make recommendations on any other issues which have been referred by the full Board.

With power to act on the following matters:

- To agree requests for Sabbatical Leave;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.