

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

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