

Committee: Board of Governors of the City of London Freeman's School	Date: 5 February 2020
Subject: Annual Review of Terms of Reference	Public
Report of: The Town Clerk	For Decision
Report author: Polly Dunn, Town Clerk's Department	

Summary

This is the City of London Freeman's School's annual review of its terms of reference and composition, where Members are invited to recommend any changes to the Policy and Resources Committee and the Court of Common Council for consideration. Members are also asked to consider whether the frequency of meetings of the Board during the year ensures adequate opportunity to review the business brought before it, or whether meetings can be convened more frequently, or less frequently.

Main Report

1. Each Grand Committee appointed by the Court of Common Council is invited to review its terms of reference annually and put any proposed amendments to the City's Policy and Resources Committee and ultimately the Court of Common Council for approval.
2. Any changes, if agreed by Policy Committee in March 2020 and the Court of Common Council in April 2020, will take effect ahead of the scheduled June 2020 meeting of the Board of Governors.
3. In considering the existing **terms of reference**, Governors will want to consider whether, in their view, they afford the Governing Body sufficient ability to effectively discharge its duties to the School: setting the School vision; holding the Headmaster to account; and ensuring sound financial management. Members are also invited to consider whether they feel the composition of the Board remains appropriate.
4. **Frequency of Meetings.** The Board is scheduled to meet on four occasions each year. In 2020 the Board will meet on 5 February, 3 June, 12 October and 20 November. Members 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 (e.g. every two months, or quarterly).
5. The Board will consider the appointment of its Sub-Committees and their respective terms of reference at the June 2020 Board meeting.

Conclusion

6. This paper sets out the Board's annual review of its terms of reference and invites Members to comment on its terms of reference and its frequency of meetings. Any proposed changes will be referred either the Policy and Resources Committee and Court of Common Council, or the City's governance review, for consideration.

Recommendation:

That Members:

- consider the attached Terms of Reference and come to a view whether any amendments should be referred to the Policy and Resources Committee and the Court of Common Council for approval;
- consider whether the frequency of meetings of the Board remains appropriate; and
- that the authority to make any further changes to the 2020/2021 terms of reference be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman

Appendix – Terms of Reference 2019/20, Board of Governors of the City of London Freemen's School.

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