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| <b>Committee(s):</b><br>Academic & Education Committee of the Board of Governors of the City of London School | <b>Date(s):</b><br>18 September 2020 |
| <b>Subject:</b><br>Terms of Reference Review  | <b>Public</b>                        |
| <b>Report of:</b><br>The Town Clerk   | <b>For Decision</b>                  |
| <b>Report author:</b><br>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

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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.