

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Appointment of Sub-Committees and Working Parties, AGBIS Representative and Designated Roles	Public
Report of: Town Clerk	For Decision
Report author: Kerry Nicholls, Town Clerk's Department	

Summary

This report requests Governors appoint the School's representative to the Association of Governing Bodies of Independent Schools and agree Governors' designated roles for the 2020/21 academic year. This report also gives Governors the opportunity to review the composition, terms of reference and membership of its Committees and Working Parties and refresh them for the 2020/21 academic year.

Recommendations

That Members,

- Appoint the School's representative to the Association of Governing Bodies of Independent Schools for the 2020/21 academic year.
- Agree Governors' designated roles for the 2020/21 academic year.
- Consider and approve the terms of reference of the Committees and Working Parties of the Board.
- Appoint the membership of those Committees and Working Parties for the 2020/21 academic year.

Main Report

Background

1. This report requests Governors appoint the School's representative to the Association of Governing Bodies of Independent Schools and agree Governors' designated roles for the 2020/21 academic year. This report also asks Governors to consider the appointment, terms of reference and composition of the Board's Bursary Committee, Reference Sub-Committee, Working Parties and Teachers Pay Panel.

Association of Governing Bodies of Independent Schools (AGBIS)

2. The Association of Governing Bodies of Independent Schools (AGBIS) supports and advises governing bodies of schools in the independent sector on all aspects of governance, under the umbrella of the Independent Schools Council.
3. During the 2019/20 academic year, the School's representative to AGBIS was Nicholas Bensted-Smith.
4. **The Board is asked to appoint the School's representative to AGBIS for the 2020/21 academic year.**

Governors' Designated Roles

5. Individual Governors are responsible for overseeing particular areas of the School. During the 2019/20 academic year, responsibilities were allocated as follows:

Randall Anderson	Compliance
Sylvia Moys	Creative Arts
Deputy Richard Regan	Extra-curricular
Soha Gawaly	Fundraising
Peter Bennett	Health and Safety
Professor Anna Sapir Abulafia	Humanities
Rehana Ameer	IT
Emma Edhem	Modern Foreign Languages
Deputy Tom Hoffman	PE
Elizabeth Phillips	Prep School
Mary Ireland	Safeguarding
Dhruv Patel	SEND
Dr Stephanie Ellington	Sixth Form and Careers
Deputy Clare James	STEM
Mary Ireland	Teacher Recruitment
Alderman Prem Goyal	Wellbeing

6. **The Board is asked to agree Governors' designated roles for the 2020/21 academic year.**

Bursary Committee

7. There are a number of different awards provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee is concerned with applications for 'Hardship Bursaries' to pupils where the parents or carers 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' assistance).

8. The membership of the Bursary Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors who act as its Chairman and Deputy Chairman.
- 9. The Board is asked to appoint up to five other Governors to the Bursary Committee.**

Finance and Estates Sub-Committee

10. The purpose of the Finance and Estates Sub-Committee is to monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions. The Sub-Committee also considers arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.
11. The membership of the Finance and Estates Sub-Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors; however, the Chairman of the Board of Governors should not be appointed Chairman of the Finance and Estates Sub-Committee (as per AGBIS guidelines).
- 12. The Board is asked to appoint up to seven other Governors to the Finance and Estates Sub-Committee and appoint its Chairman.**

125th Anniversary Working Party

13. This Working Party of the Board is responsible for overseeing arrangements for the celebration of the City of London School for Girls' 125th anniversary in 2019.
- 14. The Board is asked to consider whether the 125th Anniversary Working Party should be disbanded at this time. If the decision is that the Working Party be reconvened, the Board is asked to appoint up to three Governors to the 125th Anniversary Working Party and appoint its Chairman.**

Academic Working Party

15. This Working Party of the Board is responsible for overseeing all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.
- 16. The Board is asked to appoint up to seven Governors to the Academic Working Party and appoint its Chairman.**

Teachers' Pay Panel

17. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

18. Governors are asked to note the composition, purpose and schedule of the Teachers' Pay Panel set out in the appendix.

Appendices

- Appendix 1 – Composition, Terms of Reference and Current Memberships of Committees and Working Parties.

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TERMS OF REFERENCE

Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

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

2019/20 Membership

- Nick Bensted-Smith (Chairman)
- Deputy Clare James (Deputy Chairman)
- Randall Anderson
- Deputy Richard Regan

Finance and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls; and,
- Up to seven other Governors appointed by the Board of Governors.

All Governors on the Board are eligible to serve.

The Chairman of the Finance and Estates Sub-Committee should not be the Chairman of the Board (as per AGBIS guidelines) and will be appointed by the Board.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Governors present at the meeting and voting.

Terms of Reference

To monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions.

To consider arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

To meet four times each academic year sufficiently in advance of Board of Governors' meetings to report on any matters that need agreement.

Membership

- Peter Bennett (Chairman)
- Randall Anderson
- Nicholas Bensted-Smith
- Mark Bostock
- Alderman Emma Edhem
- Alderman Prem Goyal
- Deputy Clare James
- Deputy Richard Regan

125th Anniversary Working Party

Composition

- Three Governors
- Headmistress
- Up to two representatives of the Friends of the City of London School for Girls
- Up to two representatives of the City of London Old Girls' Association

Terms of Reference

To oversee arrangements for the celebration of the City of London School for Girls' 125th anniversary in 2019.

2019/20 Membership

- Nicholas Bensted-Smith
- Deputy Clare James
- Soha Gawaly

Academic Working Party

Composition

- Seven Governors
- Headmistress
- Deputy Heads (to attend as required)

Terms of Reference

To oversee all matters pertaining to academic performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.

2019/20 Membership

- Elizabeth Phillips (Chairman)
- Nick Bensted-Smith
- Alderman Emma Edhem
- Dr Stephanie Ellington
- Mary Ireland
- Deputy Clare James
- Jenny Brown (Headmistress)
- Neil Codd (Deputy Head, Academic)
- Susie Gilham (Deputy Head, Pastoral)
- Justine Venditti (Senior Deputy Head, Staff)

Teachers' Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary; however, the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

- One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and,
- The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources; and,
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

- To approve any pay award that will apply to the teachers' main grade and all teachers' management grades; and,

- Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

- Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.
- Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.
- Teachers' Pay Panel will usually meet in March.
- Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.