

**GOVERNANCE COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY
OF LONDON SCHOOL**

Friday, 18 September 2020

Minutes of the meeting of the Governance Committee of the Board of Governors of the City of London School held virtually at 8.00 am.

Present

Members:

Deputy James Thomson (Chairman)
Alderman Vincent Keaveny

Tim Levene
Deputy Edward Lord

Officers:

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| Alan Bird | - Head, City of London School |
| Dr Richard Brookes | - City of London School |
| Charles Griffiths | - City of London School |
| Polly Dunn | - Town Clerk's Department |

1. APOLOGIES

There were no apologies.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 22 November 2019, be approved as accurate record.

4. ANNUAL REVIEW OF TERMS OF REFERENCE

Governors considered a report of the Town Clerk regarding the annual review of the Committee's terms of reference.

It was confirmed that the Chairman of the Board should act as the Chairman of the Committee. The Deputy Chairman of the Board should act as the Deputy Chairman of the Committee.

Governors recommended the removal of "sub-" from the final bullet of the terms of reference.

RESOLVED, that Governors

- Agree the to the terms of reference at appendix 1, subject to the amendments proposed, for onward approval by the Board of Governors.

5. **DESIGNATED GOVERNORS' ROLES**

Governors considered a report of the Head regarding Designated Governor Roles. The following matters were raised:

- Those performing lead governor roles should not have their terms truncated arbitrarily if performing well. The Committee agreed that, subject to the Board approving the revised Governance Committee Terms of Reference, it would review designated roles on an annual basis.
- Governors noted that all Lead Governor roles had been appointed to with the exception of a SEND Governor.
- Governors requested that the role description for the SEND Lead Governor be circulated to the Board and for expressions of interest to be collated.

RESOLVED, that the following be recommended to the Board for approval:

- Rosie Allen continue as the Designated Safeguarding Governor, as set out in the School's Safeguarding and Child Protection Policy, and in that role be a member of the Academic and Education Committee and attend meetings of the School's Compliance Committee.
- Rosie Allen continue as the NQT Induction Governor, and in that role be a member of the Academic and Education Committee.
- Keith Bottomley continue as the Designated Health and Safety Governor, and in that role be a member of the Finance and Estates Committee.
- Caroline Haines continue as Designated Careers Education and Guidance Governor, and in that role be a member of the Academic and Education Committee.
- John Cloughton continue as Staff Liaison Governor, and to consider whether in that role the governor should be a member of the Academic and Education Committee.
- a governor be appointed to the role of Designated Special Educational Needs and Disabilities (SEND), who in that role will be a member of the Academic and Education Committee. Expressions of interest to be sought by the Town Clerk.
- a governor be appointed to the role of AGBIS representative, noting that whoever is appointed to this role is expected to stand for appointment to the Governance Committee.

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED, That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 22 November 2019, be approved as accurate record.

10. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding outstanding actions of the Committee.

It was noted that the Governor Handbook required updating but due to the impact of COVID-19 this work had not commenced. The School would undertake to do this over the Spring Term.

RESOLVED, that the report be noted.

11. **GOVERNOR SKILLS AUDIT 2020-21 AND DIVERSITY**

Governors considered a report of the Town Clerk regarding the Governor Skills Audit 2020-21 and Diversity.

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

Tim Levene joined the meeting.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting closed at 8.49 am

Chairman

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