

Committee(s)	Dated:
Board of Governors of the City of London School for Girls	10 June 2021
Subject: Appointment of Committees and Working Parties, AGBIS Representative and Governor Designated Roles	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1d-e; 3a-d, 8d; 10e; 12a
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
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 2021/22 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 2021/22 academic year.

Recommendations

That the Board of Governors,

- Appoint the School's representative to the Association of Governing Bodies of Independent Schools for the 2021/22 academic year.
- Agree Governors' Designated Roles for the 2021/22 academic year.
- Consider and approve the terms of reference of the Committees and Working Parties of the Board at **Appendix 1**, which includes proposed amendments to the terms of reference of the Governance Committee and Finance and Estates Sub-Committee.
- Appoint the membership of those Committees and Working Parties for the 2021/22 academic year, including Chairmen of the Finance and Estates Sub-Committee and the Academic Working Party.

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 2021/22 academic year. This report also asks Governors to consider the appointment, terms of reference and composition of the Bursary Committee, Governance Committee, Finance and Estates Sub-Committee, Academic Working Party and Teachers' Pay Panel.

Association of Governing Bodies of Independent Schools (AGBIS)

2. The Association of Governing Bodies of Independent Schools 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 2020/21 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 2021/22 academic year.**

Governors' Designated Roles

5. Individual Governors are responsible for overseeing particular areas of the School. Governors' Designated Roles are currently allocated as set out below, with vacancies arising as a result of Governors stepping down from the Board:

Randall Anderson	Compliance
-	Creative Arts
Deputy Richard Regan	Extra-curricular
-	Fundraising
Peter Bennett	Health and Safety
Professor Anna Sapir Abulafia	Humanities
Rehana Ameer	IT
-	Modern Foreign Languages
-	PE
Elizabeth Phillips	Prep School
Nicholas Bensted-Smith	Safeguarding
Dhruv Patel	SEND
Dr Stephanie Ellington	Sixth Form and Careers
Deputy Clare James	STEM
-	Teacher Recruitment
Alderman Prem Goyal	Wellbeing
-	Diversity and Inclusion

In addition to the roles marked as vacant, Governor nominations are also sought for the areas of Safeguarding and STEM.

6. **The Board is asked to agree Governors' Designated Roles for the 2021/22 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 and associated costs. 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). The Bursary Committee meets up to six times per annum (depending on whether there are applications to be considered)
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. There are no proposed amendments to the Committee's terms of reference.**

Governance Committee

10. The purpose of the Governance Committee is to advise on the skills needed on the Board of Governors to assist in the selection of new Governors and to provide advice on governance matters concerning the School, acting as a sounding board for proposals for new committees or changes to existing committees. The Governance Committee meets on an ad hoc basis but not less than once per annum.
11. The membership of the Governance Committee automatically includes the Chairman and Deputy Chairman of the Board of Governors who act as its Chairman and Deputy Chairman.
12. **The Board is asked to appoint up to five other Governors to the Governance Committee and to agree proposed amendments to the Committee's terms of reference.**

Finance and Estates Sub-Committee

13. 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. The Finance and Estates Sub-Committee meets four times per annum.

14. 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).

15. The Board is asked to appoint up to seven other Governors to the Finance and Estates Sub-Committee, to appoint its Chairman and to agree proposed amendments to the Committee's terms of reference.

Academic Working Party

16. The Academic Working Party 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. The Academic Working Party meets four times per annum.

17. The Board is asked to appoint up to seven Governors to the Academic Working Party and to appoint its Chairman. There are no proposed amendments to the Working Party's terms of reference.

Teachers' Pay Panel

18. 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.

19. 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 (with additions *italicised* and any deletions ~~crossed-through~~).

Kerry Nicholls

Town Clerk's Department

E: kerry.nicholls@cityoflondon.gov.uk

TERMS OF REFERENCE

Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls, who shall act as Chairman and Deputy Chairman of the Committee, respectively.
- 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.

Membership

- Nick Bensted-Smith (Chairman)
- Peter Bennett (Deputy Chairman)
- Randall Anderson
- Shravan Joshi

TERMS OF REFERENCE

Governance Committee

The Committee's role is to advise on the skills needed on the Board of Governors to assist in the selection of new Governors and to provide advice on governance matters concerning the School, acting as a sounding board for proposals for new committees *or changes to existing committees.*

The Committee to meet once per annum with additional meetings convened on an ad hoc basis as required.

Composition

- The Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls who shall act as Chairman and Deputy Chairman of the Committee, respectively.
- Up to four other Governors appointed by the Board of Governors.
- *The Head, Bursar and other such other members of the senior leadership team as the Chairman may require shall attend committee meetings. In the absence of the Headmistress, the Senior Deputy will attend.*

All Governors on the Board are eligible to serve.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Committee shall require the agreement of the majority of Common Council Governors present at the meeting and voting.

Terms of Reference

The Committee has the power to act on the following matters:

- The Committee will monitor Governor training and maintain and annually update a skills audit of the Board of Governors, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as Co-opted Governors *to fill any skills gaps*;
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors.

To make recommendations for the Board's approval on the following matters:

- Having sought individuals to serve as Co-opted Governors, the Committee will recommend these appointments to the Board for final approval;
- The Committee will make recommendations to the Board on Designated Governor Roles;

- The Committee will provide recommendations on any other governance matters concerning the School, including scrutinising proposals for new committees and working parties.

The Committee should report to the following Board of Governors' meeting.

Membership

- Nicholas Bensted-Smith (Chairman)
- Peter Bennett (Deputy Chairman)
- Randall Anderson
- Deputy Clare James
- Elizabeth Phillips

TERMS OF REFERENCE

Finance and Estates Sub-Committee

(The Board may wish to consider renaming to 'Finance and Estates Committee' in line with the Board's other Committees)

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 *and estates/property* matters impacting the School finances *and estates strategy*, 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 Prem Goyal

TERMS OF REFERENCE

Academic Working Party

Composition

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

Terms of Reference

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

Membership

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

TERMS OF REFERENCE

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 Freemen'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 Freemen'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 Freemen'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 Freemen'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.