

Committee(s)	Dated:
Board of Governors of the City of London School	9 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: Polly Dunn, 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 of the Board at **Appendix 1**, which includes any proposed amendments to the terms of reference.
- Appoint the membership of those Committees for the 2021/22 academic year, including Chairmen and Deputy Chairmen of each.

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 Committee, Academic and Education Committee 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 Deputy Edward Lord.
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:

Lesley Cartmell	Special Education Needs and Disability (SEND)
Deputy Edward Lord	Equality & Inclusion
Deputy Keith Bottomley	Health & Safety
Caroline Haines	Careers Education and Guidance
Rosie Allen	Safeguarding
Rosie Allen	Newly Qualified Teacher (NQT) Induction
John Cloughton	Staff Liaison

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 will meet

up approximately two-three 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. It also includes the entire Board, with the quorum remaining any three governors, one of whom shall be the Chairman or Deputy Chairman of the Board.
- 9. The Board is asked to agree the terms of reference and composition of the Committee.**

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 four other Governors (one of whom must be a Common Council Governor) and to agree proposed to the Committee's terms of reference.**

Finance and Estates Committee

13. The purpose of the Finance and Estates 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 Committee also considers arrears of school fees 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. In the course of the past year, the Committee has amended its Terms of Reference to include the consideration of proposals regarding the School's Digital infrastructure; and Health & Safety policy and procedures.
14. The Finance and Estates Committee meets three times per annum.
15. The membership of the Finance and Estates 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 Committee (as per AGBIS guidelines). The role has been previously held by the Deputy Chairman of the Board.

16. It is the School's recommendation that the designated lead governor for Health & Safety hold a position on this Committee.
- 17. The Board is asked to appoint up to five other Governors to the Finance and Estates Committee, to appoint its Chairman and Deputy Chairman to agree the Committee's terms of reference.**

Academic & Education Committee

18. 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. It has the power to act in the granting of sabbatical leave.
19. The position of Chairman and Deputy Chairman of this Committee was previously held by Prof. Paul Madden and Tim Levene respectively.
20. It is the School's recommendation that the designated lead governor for Safeguarding, Careers, Staff Liaison and SEND, hold a position on this Committee.
21. Following the Co-opted Governor appointment campaign, the Governance Committee would like to propose the appointment of an external governor to the Finance & Estates Committee. The minutes of the Governance Committee meeting can be found in the non-public section of the agenda and the application from this candidate is in **confidential appendix 2**.
- 22. The Board is asked to appoint up to four Governors to the Academic & Education Committee, to co-opt an external member, and to appoint its Chairman and Deputy Chairman. There are no proposed amendments to the Working Party's terms of reference.**

Teachers' Pay Panel

23. 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.
24. 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

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TERMS OF REFERENCE

Finance and Estates Committee

Composition

- The Chairman and Deputy Chairman of the 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 five other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Committee will be attended by the Head, the Senior Deputy Head and the Bursar. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.

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 action to be taken on arrears of fees; 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:

- Adoption of strategic financial targets eg cash reserves, level of surplus, percentage of staff costs to gross fees etc;
- Advice on the creation of a five to ten year financial plan;
- The annual budget;
- Any proposed fee increases and additional charges;
- Consideration of any proposals for major capital spending, including development of facilities;
- The review of any investments and reserves held by the School;
- To make recommendations to the full Board on any other finance issues which may arise (e.g, a rise in employers' contribution to pensions, salary structure, etc.);
- Policy on and application of scholarships and bursaries;
- Fund raising policy and activity;
- Policy on and implementation of lettings and any other commercial activity;
- Proposals regarding the School's Digital infrastructure;
- Health & Safety policy and procedures.

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

Academic and Education Committee

Composition

- The Chairman and Deputy Chairman of the 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 Committee will be attended by the Head and the Senior Deputy Head. The Deputy Head (Pastoral); Deputy Head (Teaching and Innovation) and Deputy Head (Co-Curricular) will attend as appropriate. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.

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.

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.

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

Governance Committee

The Committee's role is to advise on the skills needed on the Governing Board 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.

The Committee meets as required.

Composition

- The Chairman and Deputy Chairman of the of the full Governing Board shall act as Chairman and Deputy Chairman of the Committee respectively.
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head, the Senior Deputy Head, and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

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 maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors;
- 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 each following Board of Governors' meeting.

Bursary Committee

Composition

- The Chairman and Deputy Chairman of the full Governing Board shall act as Chairman and Deputy Chairman of the Committee respectively.
- Any three governors, one of whom shall be the Chairman or Deputy Chairman of the Board.
- 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.

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

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 National Education Union 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 National Education Union and Lecturers.

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

- The Director of Human Resources
- 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.

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.