

Committee	Date:
Board of Governors of the City of London Freeman's School	29 November 2016
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London Freeman's School	Public
Report of: Town Clerk	For Decision
Report author: David Arnold, Town Clerk's Department	

Main Report

As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The terms of reference of the Board of Governors of the City of London Freeman's School are attached as an appendix to this report for your consideration.

The Board is currently scheduled to meet four times each year: twice in the autumn term, once in the spring term, and once in the summer term.

Recommendation(s)

That, subject to any comments:

- a) the terms of reference of the Board be approved for submission to the Court as set out in the appendix; and
- b) The terms of reference of the Sub-Committees be reviewed and approved.

The Board are also asked to consider the frequency of their meetings going forward.

Appendices

- Appendix 1 – Terms of Reference of the Board of Governors of the City of London Freeman's School
- Appendix 2 – Terms of Reference of the Academic & Education Sub-Committee
- Appendix 3 – Terms of Reference of the Finance, General Purposes & Estates sub-Committee

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

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

3. **Membership 2015/16**

ALDERMEN

- 2 Timothy Hailes J.P.
- 2 Matthew Richardson

COMMONERS

- 13 (4) Roger Arthur Holden Chadwick
- 8 (4) Vivienne Littlechild, J.P.
- 4 (4) Hugh Fenton Morris
- 11 (3) Brian Nicholas Harris
- 8 (3) Elizabeth Rogula
- 4 (3) Philip John Woodhouse
- 12 (2) John Alfred Bennett, Deputy
- 8 (2) Michael Hudson
- 5 (1) Stuart John Fraser, C.B.E.
- 4 (1) Graham David Packham
- 3 (1) Adam Fox McCloud Richardson

together with :-

- Mr N. Goddard
- Mr A. McMillan
- Mr C. Townsend
- Mrs G. Yarrow

Together with the ex-officio Members referred to in paragraph 1 above

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

Finance, General Purposes and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to the following Board of Governors' meeting.

Terms of Reference

With 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:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- 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).

Academic and Education Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to the following Board of Governors' meeting.

Terms of Reference

With 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 development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to monitor general compliance with child protection requirements (not involving individual cases); and
- to make recommendations on any other issues which have been referred by the full Board.