



## **Board of Governors of the City of London Freemen's School**

**Date:** TUESDAY, 25 NOVEMBER 2014  
**Time:** 11.00 am  
**Venue:** CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,  
KT21 1ET

4. **DRAFT MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**For Information**  
(Pages 1 - 4)

5. **DRAFT MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**For Information**  
(Pages 5 - 6)

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

a) Terms of Reference and Frequency of Meeting

**For Decision**  
(Pages 7 - 8)

b) Swimming Pool - request for delegated authority

**For Decision**  
(Pages 9 - 10)

10. **DRAFT NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON'S FREEMEN'S SCHOOL**

**For Information**  
(Pages 11 - 14)

11. **DRAFT NON-PUBLIC MINUTES OF THE EDUCATION AND ACADEMIC SUB  
COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON  
FREEMEN'S SCHOOL**

**For Information**  
(Pages 15 - 16)

Items received too late for circulation in conjunction with the Agenda.

**John Barradell**  
**Town Clerk and Chief Executive**

**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE  
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**Monday, 10 November 2014**

**Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 10 November 2014 at 10.30 am**

**Present**

**Members:**

Stuart Fraser (Chairman)  
Roger Chadwick (Deputy Chairman)  
Vivienne Littlechild  
Douglas Mobsby (External Member)

**In Attendance**

**Officers:**

Philip MacDonald	Headmaster, City of London Freeman's School
Sue Williams	Bursar, City of London Freeman's School
Vicky Buckman	Deputy Head, City of London Freeman's School
Richard Alton	Deputy Head (Academic) , City of London Freeman's School
Mark Beach	Head of Junior School, City of London Freeman's School
Steve Telling	Chamberlain's Department
Julie Mayer	Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Deputy John Bennett (Chief Commoner) and Brian Harris.

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

There were no declarations.

**3. MINUTES**

The public minutes and summary of the meeting held on 22 May 2014 were approved.

**4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There were no items of urgent business.

6. **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 1 of Schedule 12A of the Local Government Act.

<b>Item nos</b>	<b>Para No</b>
<b>7-14</b>	<b>3</b>

7. **MINUTES**

The non-public minutes of the meeting held on 22 May 2014 were approved.

8. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The sub-committee considered a joint report of the Headmaster, City Surveyor and Chamberlain in respect of the Repairs, Maintenance and Improvements Fund.

9. **2015/16 BUDGET (TO FOLLOW)**

The Sub Committee received a joint report of the Chamberlain and Headmaster on the 2015/16 revenue budget.

10. **SERVICE BASED REVIEW UPDATE (VERBAL)**

The Chamberlain confirmed that, at this stage, there was nothing further to add to the report that had been presented to the previous Board meeting.

11. **UPDATE ON THE MASTERPLAN**

The Sub Committee received a joint report of the Headmaster and City Surveyor in respect of the Masterplan.

12. **FEE ARREARS, WRITE OFF REQUEST, FEES IN ADVANCE AND INTEREST CHARGES**

The Sub Committee considered a Report of the Headmaster in respect of fees.

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

There were no questions.

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

There were no items of urgent business.

**The meeting ended at 11.45 am.**

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Chairman

**Contact Officer: Julie Mayer**  
**tel. no.: 020 7332 1410**  
**julie.mayer@cityoflondon.gov.uk**

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**ACADEMIC & EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**Monday, 10 November 2014**

**Minutes of the meeting of the Academic & Education Sub Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 10 November 2014 at 11.30 am**

**Present**

**Members:**

Stuart Fraser (Chairman)  
Roger Chadwick (Deputy Chairman)  
Vivienne Littlechild  
Sir Clive Martin (External Member)  
Andrew McMillan  
Councillor Chris Townsend (External Member)  
Gillian Yarrow (External Member)

**In Attendance**

**Officers:**

Philip MacDonald	Headmaster, City of London Freeman's School
Steve Telling	Chamberlain's Department
Julie Mayer	Town Clerk's Department
Vicky Buckman	Deputy Head, City of London Freeman's School
Richard Alton	Deputy Head, City of London Freeman's School
Mark Beach	Head of Junior School, City of London Freeman's School

- 1. APOLOGIES**  
Apologies were received from Deputy John Bennett (Chief Commoner) and Brian Harris.
- 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**  
There were no declarations.
- 3. MINUTES**  
The minutes of the meeting held on 22 May 2014 were approved.
- 4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no questions.

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

There were no items of urgent business.

6. **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 1 of Schedule 12A of the Local Government Act.

<b>Item no</b>	<b>Para Nos</b>
<b>8</b>	<b>1, 2 &amp; 3</b>

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 22<sup>nd</sup> May 2014 were approved.

8. **PUBLIC EXAMINATION RESULTS**

The Sub Committee received the School's Public Examination Results and a tabled document setting out the A Level Reforms, which would come into effect in September 2015. Governors noted that the good practice, as recommended by Cambridge University had been presented to parents at an open evening last week and had been well received.

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

There were no questions while the public were excluded.

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

Two items of urgent business were raised, while the public were excluded.

**The meeting ended at 1pm**

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Chairman

**Contact Officer: Julie Mayer  
tel. no.: 020 7332 1410  
julie.mayer@cityoflondon.gov.uk**



<b>Committee:</b> Board of Governors of the City of London Freemen's School	<b>Date:</b> 25 November 2014
<b>Subject:</b> Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London School for Girls	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>

### Summary

1. 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.
2. The terms of reference of the Board of Governors of the City of London Freemen's School are attached as an appendix to this report for your consideration.
3. The Board is currently scheduled to meet five times each year.

### Recommendations

4. That, subject to any comments, the terms of reference of the Board be approved for submission to the Court as set out in the appendix.

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

**Contact:**

Jacqui Daniels

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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 Members 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 2014/15**

**ALDERMEN**

- 2 Dr Andrew Charles Parmley, Mus.M., Hon. F.S.G.
- 2 Peter Hewitt

**COMMONERS**

- 10 (4) John Alfred Bennett, Deputy
- 6 (4) Michael Hudson
- 2 (2) Judith Lindsay Pleasance (*for two years*)
- 3 (3) Stuart John Fraser, C.B.E.
- 2 (2) Graham David Packham (*for three years*)
- 11 (2) Roger Arthur Holden Chadwick
- 6 (2) Vivienne Littlechild
- 2 (2) Hugh Fenton Morris
- 9 (1) Brian Nicholas Harris
- 6 (1) Elizabeth Rogula
- 2 (1) Philip John Woodhouse

together with :-

- Mr F. M. Bramwell
- Sir Clive Martin O.B.E., T.D., D.L.
- Mr Douglas Mobsby M.B.E.
- Mr C. Townsend
- Mrs G Yarrow
- Mr A McMillan

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.

<b>Committee:</b>	<b>Date:</b>
Board of Governors of the City of London Freemen's School	25 November 2014
<b>Subject:</b>	<b>Public</b>
Request for Delegated Authority for Gateway 4c Detailed Design Report – Masterplan Phase 2a Swimming Pool	
<b>Report of:</b>	<b>For Decision</b>
The Headmaster	

### Summary

Members will be aware that in June 2014 they approved the Masterplan Phase 2 Main House and 2a Swimming Pool replacement project at Gateway 3 (outline options) with the Gateway 4c (detailed options appraisal) to follow.

With respect of the phase 2a element of the approval the School needs to progress replacement of the swimming pool as soon as possible to prevent the completion date slipping beyond the current anticipated date of September 2016.

Due to the sequence and timing of Committees for the consideration of Gateway 4c, namely; Policy & Resources (22 January 2015), Projects Sub (21 January 2015), Finance (13 January 2015), the report would not be presented to the Board of Governors until its meeting on the 11th February 2015 which would nullify any early steps the project team could make to ameliorate project delays.

It is therefore proposed that delegated authority be granted to the Town Clerk in consultation with the Chairman and the Deputy Chairman of the Board of Governors to approve the Gateway 4c detailed design report, which will reflect the approved outline option that has been presented and discussed at length by the Board of Governors.

### Recommendation

Members are asked to;

- Agree the grant of delegated authority to the Town Clerk in consultation with the Chairman and the Deputy Chairman of the Board of Governors to approve Gateway 4c detailed design report for the Masterplan Phase 2a Swimming Pool replacement subject to approval of the Gateway 4c report by the Policy & Resources, Projects Sub and Finance Committees.

### Appendices

- none.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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