



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

Date: MONDAY, 21 JANUARY 2013

Time: 11.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Deputy John Bennett (Chairman)	Anthony Llewelyn-Davies
Roger Chadwick (Deputy Chairman)	Sir Clive Martin, (co-opted)
Michael Bramwell, (co-opted)	Douglas Mobsby, (co-opted)
John Brewster	Sylvia Moys, (ex-officio)
Nicolas Cressey	Elizabeth Rogula
Deputy Robin Eve	Deputy Dr Giles Shilson, (ex-officio)
Alderman Alison Gowman	John Spanner
Brian Harris	Cllr Chris Townsend, (co-opted)
Michael Hudson	Alderman Alan Yarrow
Vivienne Littlechild	

Enquiries: Gemma Stokley
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Lunch will be served in Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 30 November 2012 (copy attached).

For Decision
(Pages 1 - 6)

4. **TERMS OF REFERENCE**

In accordance with the Order of the Court of 6 December 2012, the Board are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013 (copy attached).

For Decision
(Pages 7 - 8)

5. **POST-IMPLEMENTATION REVIEW OF THE GOVERNANCE ARRANGEMENTS**

Order of the Court of 6 December 2012 (copy attached), concerning the Post-implementation review of the Governance Arrangements. Please see the second page of the Order for the matter of relevance to this Board.

For Information
(Pages 9 - 10)

6. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

Report of the Town Clerk relative to the re-appointment of a co-opted Governor (copy attached).

For Decision
(Pages 11 - 16)

7. **REGULATIONS FOR THE ADMISSION AND MAINTENANCE OF FOUNDATION SCHOLARS**

Report of the Chamberlain (copy attached).

For Decision

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **EXCLUSION OF THE PUBLIC**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

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

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
11	1, 2, 3 & 4
12	3
13	3
14	1 & 3
15	1
16	1
17	2, 3 & 4
18	-
19	-

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 30 November 2012 (copy attached).

For Decision
(Pages 17 - 26)

12. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

Report of the Comptroller and City Solicitor (copy attached).

For Information
(Pages 27 - 36)

13. **MASTER PLAN - HEADLINE PROGRESS REPORT**

Report of the City Surveyor (copy to follow).

For Information

14. **ARREARS OF FEES**

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Decision

(Pages 37 - 38)

15. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School (copy attached).

For Information
(Pages 39 - 42)

16. **HEADMASTER'S REPORT**

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Information
(Pages 43 - 62)

17. **2013 TEACHING STAFF PAY CLAIM**

Report of the Director of HR (copy to follow).

For Decision

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

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

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Friday, 30 November 2012

Minutes of the meeting 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 Friday, 30 November 2012 at 11.00 am

Present

Members:

Michael Bramwell	Anthony Llewelyn-Davies
John Brewster	Sir Clive Martin
Nicolas Cressey	Douglas Mobsby
Deputy Robin Eve (in the Chair)	Elizabeth Rogula
Brian Harris	John Spanner
Michael Hudson	Cllr Chris Townsend
Vivienne Littlechild	Alderman Alan Yarrow

Officers:

John Barradell	- Town Clerk and Chief Executive
Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor
Chrissie Morgan	- Director of Human Resources
Philip Macdonald	- Headmaster, 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
Yvette Dunne	- Bursar, City of London Freeman's School

In the absence of both the Chairman and Deputy Chairman, Alderman Yarrow moved that Deputy Robin Eve as most senior Member of the Board and immediate past Chairman take the Chair for this meeting.

1. APOLOGIES

Apologies for absence were received from Deputy John Bennett (Chairman), Roger Chadwick (Deputy Chairman), Alderman Alison Gowman, Angela Starling and Alderman John White (ex-officio).

Deputy Eve welcomed John Barradell, the new Town Clerk and Chief Executive to his first meeting of the Freeman's School Board.

Yvette Dunne

Deputy Eve reported that this would be the Bursar's last Board meeting as she was due to start a new role at a nearby School in early 2013. Deputy Eve, on behalf of the Board, congratulated the Bursar on her new role and also wished to thank her for her tremendous work in transforming the finances of the School over the past few years.

The Bursar thanked the Board for their kind words and stated that serving as Bursar of CLFS had been a fantastic opportunity. She stated that she had learnt a lot over the past 5 years and grown hugely in confidence but was now looking forward to some new challenges.

2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

Deputy Robin Eve declared a personal but non-prejudicial interest on the basis of his membership of and connections with the Old Freemen's School Association (OFA).

Councillor Chris Townsend declared a personal but non-prejudicial interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. MINUTES

The public minutes and summary of the meeting held on 5 October 2012 were approved and agreed as a correct record.

MATTERS ARISING

Chairmanship of the Board of Governors (page 4) – Deputy Eve reminded the Board that Deputy Bennett was now coming to an end of his fourth and final year as Chairman and that he had experienced great difficulty in finding a successor and planning ahead for 2013.

Deputy Eve went on to report that Angela Starling had recently indicated that she was to stand down from the Board and that this vacancy would therefore be advertised and filled at the January 2013 Court of Common Council meeting. Governors were informed that it was expected that a senior Member of Common Council would now be applying to join the Board with a view to becoming Chairman in 2013.

4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The Board received the public minutes and summary of its Finance, General Purposes and Estates Sub Committee meeting held on 7 November 2012.

MATTERS ARISING

OFA Discussions re: OFA Clubhouse (page 7) – Deputy Eve was pleased to report that this issue seemed to have been resolved in the interim. He added that the OFA were currently spending funds to upgrade and modernise the existing Clubhouse.

A Governor commented that there was now a four year period in which to decide how best to use the plot going forward. He added that it was important not to lose this plot and simply 'grass it over' if the existing Clubhouse building were to be demolished. The Headmaster highlighted that this point had been made in the School's 2008 Conservation Management Plan where the site had been earmarked as the last site available for development.

The Headmaster was pleased to report that the relationship between the School and the OFA was now a much better one.

Deputy Eve reported that the lease for the existing Clubhouse was up for renewal in April 2013.

RECEIVED.

5. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The Board received the public minutes and summary of its Academic and Education Sub Committee meeting held on 7 November 2012.

MATTERS ARISING

Governor Training (page 11) – Deputy Eve drew Governors' attention to the fact that a three City Schools joint training session would be held at Guildhall on the afternoon of the January Board meeting. He reported that the Chairman had also invited Governors of King Edward's School Witley to join the session this year.

RECEIVED.

6. **CRIMINAL RECORDS BUREAU CHECKS FOR MEMBERS**

The Board considered a joint report of the Town Clerk and the Director of HR regarding changes to the national disclosure regime brought about by the Protection of Freedoms Act.

The Director of HR reported that the new regime was now a lot less onerous and that checks would no longer be automatically carried out on the basis of the office held.

She went on to report that current members would not be affected by the changes and that officers were still currently awaiting the final criteria from government.

In response to a question, the Director of HR reported that it was her understanding that checks would now be portable both internally and between organisations which was a welcome change for many.

The Director of HR reported that the Board of Governors of the City of London School had expressed some concern about the self-declaration element of the new regime. She reported that this was, however, in addition to Corporate HR reviewing checks centrally.

Governors were informed that a report on this matter would now be presented to the Court of Common Council in January 2013 for approval.

RESOLVED – That, the Board:

- i) note the fact that legislation now requires a CRB check be carried out on any Member whose work with children or adults (through the City of London Corporation) meet the relevant criteria. Automatic checks for all members of previously relevant Committees and Boards would, therefore, cease;
- ii) agree an annual review and self-declaration process should be introduced to ensure relevant Members who are eligible for checks are identified; and
- iii) agree that re-checking is introduced for members requiring an initial check, but only at the point when the streamlined national process goes live. Updating checks will then be made every 4 years from the point at which a check was first required and disclosure checks repeated only where required.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Alderman John White

Deputy Eve reported that Alderman John White would, today, be stepping down as an Alderman and would therefore also lose his seat as Chairman of the Board of Governors of the City of London School for Girls and would no longer be able to serve as an ex-officio member of this Board.

9. EXCLUSION OF THE PUBLIC

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

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
10	1 & 3
11	1, 2, 3 & 4
12	1, 2 & 4
13	1, 3 & 4
14	3
15	1 & 3
16	1 & 3
17	1 & 3
18	1
19	1
20	2
21	-

10. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 5 October 2012 were approved and agreed as a correct record.

11. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The Board received the non-public minutes of its Finance, General Purposes and Estates Sub Committee meeting held on 7 November 2012.

12. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE

The Board received the non-public minutes of its Academic and Education Sub Committee meeting held on 7 November 2012.

13. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND

The Board considered and approved a joint report of the Chamberlain, the Headmaster and the City Surveyor providing Governors with an updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

14. REVENUE BUDGETS - 2012/13 AND 2013/14

The Board considered and approved a joint report of the Chamberlain and the Headmaster relative to the 2012/13 and 2013/14 Revenue Budgets.

15. FOUNDATION SCHOLARSHIP APPLICATION

The Board considered and approved a late, separately circulated, report of the Chamberlain relative to a new application for a Foundation Scholarship.

16. PUBLIC BENEFIT/OUTREACH

The Board received a report of the Headmaster providing Governors with an up to date overview of activities the School has been involved with in 2011-12, which, in addition to benefiting the education of pupils, are also of 'public benefit'.

17. ARREARS OF FEES

The Board considered and approved a report of the Bursar of the City of London Freeman's School relative to the current Arrears of Fees.

18. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

19. HEADMASTER'S REPORT

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School issues including the School Roll and Admissions, Staffing Matters, Prize Day 2013 and Marketing and Admissions.

20. POLICIES FOR GOVERNOR REVIEW

The Board considered and approved both the Policy on the physical restraint of pupils and the Learning Support Policy which had previously been seen by its Academic and Education Sub Committee.

21. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions in the non-public session.

22. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Town Clerk reported on the Master Plan item signed by the Chairman and Deputy Chairman under Urgency.

The meeting ended at 1.00 pm

Chairman

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Agenda Item 4

WOOTTON, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2012, doth hereby appoint the following Committee until the first meeting of the Court in April, 2013.

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 2012/13**

ALDERMEN

- 2 Alison Jane Gowman
- 2 Alan Colin Drake Yarrow, Sheriff

COMMONERS

- 2 (2) John William Brewster O.B.E., *for two years*
- 4 (4) Vivienne Littlechild
- 9 (4) Roger Arthur Holden Chadwick
- 7 (3) Brian Nicholas Harris
- 2 (2) Anthony Llewelyn-Davies, *for three years*
- 4 (3) Elizabeth Rogula
- 8 (2) John Alfred Bennett, Deputy
- 4 (2) Michael Hudson
- 8 (2) John Hedley Spanner, T.D.
- 30 (1) Robin Anthony Eve, O.B.E., Deputy
- 3 (1) Angela Starling
- Vacancy

together with :-

Mr. F. M. Bramwell
Sir Clive Martin O.B.E., T.D., D.L.
Mr. Douglas Mobsby M.B.E.
Cllr. C. Townsend

together with the ex-officio Members referred to in paragraph 1 above and three Members to be appointed this day.

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.

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Gifford, Mayor



A Court of Common Council holden in the Guildhall of the City of London on Thursday, the sixth day of December, 2012.

Post-implementation Review of the Governance Arrangements

At its meeting on 3 March 2011 the Court agreed a number of changes to the City Corporation's Governance. In approving the new arrangements it was also agreed that a post-implementation review should be undertaken after a year of operation to take stock and to ensure that the revised arrangements were operating effectively. To this end, a Working Party was established by the Court to conduct the post-implementation review.

A consultation exercise on the revised arrangements was subsequently carried out over the summer recess on behalf of the Working Party with both Members and City Corporation Committees. The Working Party has considered the responses in detail and concluded that overall the new arrangements are operating well but that there were one or two areas that required modification.

Whilst the various conclusions and recommendations of the Post-implementation Review of Governance are set out within the Working Party's report, the principal changes recommended are as follows:-

- An increase from 10 to 15 in the number of elected Members on the Establishment Committee, two of whom shall have less than 5 years' service on the Court.
- The Chief Commoner should be elected in October rather than September; should take office at the first Court meeting after the wardmotes and the current arrangement whereby there is an expectation that Aldermen will not vote in the election of that office should be dispensed with.
- The West Ham element of the Open Spaces, City Gardens and West Ham Park Committee should be reconstituted as a separate committee but with the same Court-elected Members on each committee.
- The Corporate Asset and Energy and Sustainability Sub Committees be transferred from the Policy and Resources Committee to the Finance Committee and the Planning and Transportation Committee respectively.
- The Policy & Resources Committee should, in future, elect three Deputy Chairmen with the "chairman-in-waiting" being electing one year before the expected date of an election for Chairman.

We submit for consideration and **recommend** approval of, a printed and circulated report containing the various conclusions and recommendations of the Post-implementation Review of Governance Working Party.

Read.

Of particular relevance to your Committee:-

(Extract from the report)

Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School

1. The Board of Governors of the City of London School praised the work of the three City Schools' Joint Working Party and welcomed the removal of the restriction of the number of School Boards that Members could sit on. It acknowledged that it had been beneficial for the Chairmen of each Board to sit on the other two Boards as ex-officio Governors and share their experiences. The City of London School for Girls warned against too much cross representation as it did not want to move towards one Board covering all three City schools, and suggested that a sensible limit be placed on the number of Governors permitted to serve on more than one Board at any one time.
2. The Working Party considered this and concluded that there should be no change.

Recommendation: That no action be taken to limit the number of governors who can serve on each Board and that the three School Boards be advised accordingly.

Motion – 'To agree the recommendations set out in the report relating to 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, service on Committees and other committee issues?'

Resolved – That the recommendations set out in the report relating to 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, service on Committees and other committee issues be agreed to.

Committee(s): Board of Governors of the City of London Freeman's School	Date(s): Monday 21 January 2013	Item no.
Subject: Appointment Of Co-Opted Governor		
Report of: Town Clerk	Public	
Ward (if appropriate):		
<p><u>Summary</u></p> <p>To consider the re-appointment of Sir Clive Martin as a co-opted Governor on the Board.</p> <p><u>Recommendation</u></p> <p>Governors are asked to agree the re-appointment of Sir Clive Martin onto the Board for a further term of three years.</p>		

Main Report

Background

1. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after a period of 3 years in office. Candidates would then be given the opportunity to re-apply for their position on the Board if they so wished.
2. The last three year term of office for Sir Clive Martin came to an end on 31 December 2012. Sir Clive has since expressed a willingness to stand for re-election as a co-opted Governor on the Board.
3. Biographical details for Sir Clive Martin are attached (see Annex A) to aide the Board's decision.
4. Following discussion, the Chairman, Deputy Chairman and Headmaster have all agreed to fully support the re-appointment of Sir Clive Martin onto the Board.

Contact:
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gemma.stokley@cityoflondon.gov.uk

CURRICULUM VITAE

CLIVE HAYDN MARTIN (Clive)

Having had for so many years a rewarding experience of life, I am keen to contribute something to the lives of our new generations.

Employment

- 1978-08 Chairman, Staples Printers Limited (later MPG Ltd).
- 1985-97 Director, PTM Publishers Limited, medical publishers.
- 1978-97 Chairman, Europa Publications Limited.
- 1972-78 Managing Director, Staples Printers Limited.
- 1961-72 Staples Printers Limited (Group Production Director).
- 1958-61 Heinemann Publishers Limited (Production Engineer).
- 1956-58 Royal Engineers National Service, BAOR.

Academic qualifications

Mathematics, physics and chemistry A levels 1953, passed.

Cambridge, Mechanical Sciences Tripos Qualifying Exam, passed 1954.

Management Diploma, London School of Printing and Graphic Arts 1956.

Institute of Chartered Secretaries and Administrators, Fellow 1994.

Institute of Global Chartered Management Accountants, Fellow 1973.

Pension Regulator Trustee Certificate 2007.

Education

- 1940-45 7 assorted schools (London wartime experience)
- 1945-48 St Albans School.
- 1948-54 Haileybury and Imperial Service College
- 1954-56 London School of Printing and Graphic Arts.
- 2011- Open University student, BEng(Hons).

Honorary

Doctor of Laws, City University London 2000.

Doctor, University of the Arts London 2001.

National Recognition

Territorial Decoration 1973.

ADC to HM The Queen 1980-83.

Officer of the British Empire (military division) 1981.

Knight Bachelor 2001.

International

Commander 1st degree Order of Dannebrog (Denmark) 2000.

Voluntary sector

Member, City of London Corporation 1985-2005.

Alderman of Aldgate 1985-2005.

Queen's Sheriff 1996-97.

Lord Mayor of the City of London 1999-00.

Vice President, Greater London Reserve Forces and Cadets Association
2003-2012.

Commanding Officer, Honourable Artillery Company 1978-80.

Regimental Colonel, Honourable Artillery Company 1981-83.

Master Gunner, HM Tower of London 1981-83.

Honorary Colonel, 135 Geographic Squadron RE 1998-2003.

Honorary Colonel, The London Regiment 2001-2006.

Sapper, Army Emergency Reserve, Royal Engineers 1955-56.
Elected Chairman, City of London Magistrates' Courts 1994-96.

Trustee, Barnardos, 1973-04.

Trustee, Morden College, 1999-11.

President, Jubilant Trust (rowing for the disadvantaged) 2001-

Governor, Haileybury 2001- .

Governor, City of London Freeman's School 1985-1987, 2004-5, 2007- .

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Agenda Item 11

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 12

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of the Local Government Act 1972.

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Agenda Item 14

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of the Local Government Act 1972.

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Agenda Item 15

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of the Local Government Act 1972.

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Agenda Item 16

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