



Board of Governors of the City of London School for Girls

Date: FRIDAY, 1 FEBRUARY 2013

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,
BARBICAN, EC2Y 8BB

Members:

Sylvia Moys, Acting Chairman	Alderman David Graves
Deputy John Bennett, (ex-officio)	Tom Hoffman
Professor John Betteridge, (co-opted)	Clare James
Ray Catt	Henrika Priest
Deputy Dennis Cotgrove	Deputy Richard Regan
Deputy Stella Currie	Mary Robey, (co-opted)
Martin Day	Virginia Rounding
Revd Dr Martin Dudley	Richard Sermon, (co-opted)
Dr. Stephanie Ellington, (co-opted)	Deputy Dr Giles Shilson, (ex-officio)
Caroline Garnham, (co-opted)	Deputy Sir Michael Snyder

Enquiries: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Lunch will be served at the conclusion of the Board meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. APOLOGIES

The Chairman welcomed Mr Day to his first Board meeting following his appointment by the Court of Common Council in January 2013.

Apologies for absence were received from Professor John Betteridge (co-opted), Dr Stephanie Ellington (co-opted), Caroline Garnham (co-opted), Clare James and Henrika Priest.

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

There were no declarations.

3. MINUTES

To agree the public minutes and summary of the meeting held on 16 November 2012 (copy attached).

For Decision
(Pages 1 - 4)

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 5 - 6)

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 7 - 8)

6. RE-APPOINTMENT OF CO-OPTED GOVERNORS

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

For Decision

7. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Information
(Pages 17 - 22)

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 Schedule 12A of the Local Government Act.

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

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 16 November 2012 (copy attached).

For Decision
(Pages 23 - 28)

12. **CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND & CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

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

For Information
(Pages 29 - 40)

13. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 41 - 50)

14. **PRESENTATION FROM THE DEPUTY HEAD, MR. ANDREW DOUGLAS - PASTORAL TRENDS AND CONCERNS INCLUDING CHILD PROTECTION MATTERS**

The Deputy Head to brief Governors.

For Information

15. **REORGANISATION OF ENGLISH AND DRAMA - CITY OF LONDON SCHOOL FOR GIRLS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 51 - 56)

16. **2013 TEACHING STAFF PAY CLAIM**

Report of the Director of HR (copy attached).

For Decision
(Pages 57 - 60)

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

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

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Friday, 16 November 2012

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 16 November 2012 at 1.45 pm

Present

Members:

Alderman John White (Chairman)
Sylvia Moys (Deputy Chairman)
Professor John Betteridge
Ray Catt
Deputy Dennis Cotgrove

Alderman David Graves
Clare James
Deputy Richard Regan
Mary Robey
Virginia Rounding

Officers:

Gemma Stokley
Daniel Hooper
Steven Reynolds
Howard Hillier-Danes
Nicky Johnson
Diana Vernon

- Town Clerk's Department
- Town Clerk's Department
- Chamberlain's Department
- City Surveyor's Department
- Head of Corporate HR Services
- Headmistress, City of London School for Girls
- Head of Prep, City of London School for Girls
- Bursar, City of London School for Girls

Jane Rogers

Ned Yorke

1. APOLOGIES

Apologies for absence were received from Deputy Jon Bennett (ex-officio), Deputy Stella Currie, Revd. Dr. Martin Dudley, Dr. Stephanie Ellington (co-opted), Tom Hoffman, Henrika Priest, Richard Sermon (co-opted) and Deputy Sir Michael Snyder.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 17 October 2012 were approved and agreed as a correct record.

MATTERS ARISING

Appointment of Co-opted Governor (page 1) – In response to a question, the Chairman stated that the matter of co-opting Governors to fill current vacancies on the Board was still under review.

Review of the Governance Arrangements Implemented in 2011 (page 2) – In response to a question, the Town Clerk assured the Board that their comments on the Governance Arrangements implemented in 2011 had been fed into the Governance Review Working Party for consideration.

The Town Clerk went on to report that the recommendations of the Governance Review Working Party had been discussed at yesterday's informal Court meeting and that a full report would now be put to the Court of Common Council in December. With reference to the ruling whereby a Member could sit on more than one City School Board at the same time, Governors were informed that the Working Party had decided that this was beneficial and would continue to be recommended going forward.

4. **CRIMINAL RECORD 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 Head of Corporate HR Services highlighted that the recommendations had already been approved by both the Policy and Resources and the Community and Children's Services Committee to date. She went on to comment that the Board of Governors of the City of London School had considered the report earlier this week but had expressed some reservations with regard to the 'self-assessment' element of the checks referred to within the paper.

The Head of Corporate HR Services went on to address the concerns expressed by the City of London School Board by underlining the fact that it would be the responsibility of both the City of London Corporation and the relevant School to ensure that all adequate checks were in place. The self-assessment element had been introduced to allow Members to notify Officers of any change in the role/level of activity between checks.

In response to a question, the Head of Corporate HR Services stated that the 'enhanced' checks previously required for the Chairmen of the City of London School Boards would no longer be necessary.

RESOLVED – That, the Board:

- i) notes 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.

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

7. 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 Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
8	2
9	1, 3 & 4
10	1 & 3
11	2
12	-
13	-

8. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 17 October 2012 were approved and agreed as a correct record.

9. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND

The Board considered and approved a late, separately circulated joint report of the Chamberlain, the Headmistress of the City of London School for Girls and the City Surveyor providing 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.

10. REVENUE BUDGETS 2012/13 AND 2013/14

The Board considered and approved a late, separately circulated joint report of the Chamberlain and the Headmistress of the City of London School for Girls presenting the proposed 2013/14 revenue budget for review and, subject to the decisions of the Board, subsequent submission to the Finance Committee.

11. PRESENTATION FROM JANE ROGERS - HEAD OF PREP

The Head of Prep, City of London School for Girls, gave a presentation on developments in the Prep School over the past two years and future plans.

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

There were no questions raised in the non-public session.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chairman raised various issues relative to the Membership and Chairmanship of the Board.

The meeting ended at 2.55 pm

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

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 SCHOOL FOR GIRLS

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 Freemen's School
- 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

- 5 John Richard Cottam White
- 1 David Andrew Graves,

COMMONERS

- 16 (4) Dennis Cotgrove, B.A. , Deputy
- 11 (4) The Revd. Dr. Martin Dudley
- 5 (4) Clare James, M.A.
- 5 (3) Raymond Michael Catt
- 26 (3) Stephanie Ella Maureen Currie, M.B.E., Deputy
- 3 (3) Henrika Priest
- 11 (2) Tom Hoffman
- 11 (2) Sylvia Doreen Moys
- 2 (2) Virginia Rounding
- 8 (1) Robert William Duffield, B.A., M.Litt.(Oxon)
- 2 (1) Richard David Regan, Deputy
- 23 (1) Sir Michael Snyder, Deputy

together with :-

Prof. J. Betteridge
Dr. S. Ellington
Mrs. C. Garnham
Ms. Mary Robey
Mr R. Sermon MBE

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.

Duffield

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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 School for Girls	Date(s): Friday 1 February 2013	Item no.
Subject: Re-appointment of Co-opted Governors		
Report of: Town Clerk	Public For Decision	
<p style="text-align: center;"><u>Summary</u></p> <p>This report requests that Governors consider the re-appointment of Caroline Garnham and Richard Sermon as co-opted Governors of the Board for further three year-terms.</p> <p><u>Recommendation</u></p> <p>Governors are asked to agree the re-appointment of both Caroline Garnham and Richard Sermon onto the Board for a further term of three years each.</p>		

Main Report

Background

1. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after they had completed 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 current three year term of office for both Richard Sermon and Caroline Garnham will come to an end later this month. Both have expressed a willingness to stand for re-election as co-opted Governors on the Board.
3. At the Board of Governors meeting in February 2010, the Chairman proposed that, rather than awaiting the expiration of a co-opted Governors term of office, re-appointments should be put to the Board of Governors, along with supporting papers, at their meeting immediately preceding the expiry of the three year term of appointment of any co-opted Governor willing to be considered for re-appointment in order to ensure continuity of service.

4. In accordance with this proposal, Governors are asked to consider the re-appointments at this meeting.
5. Following a discussion at the December 2011 Board meeting, the Town Clerk has also been asked to provide the attendance details of co-opted Governors when asking the Board to consider their re-appointment.

I can report that, since her last appointment to the Board in February 2010, Ms Garnham has attended 4 out of a possible 11 Board meetings.

Mr Sermon has attended 6 out of a possible 11 Board meetings since he was first appointed in February 2010.

6. Governors are now asked to consider both candidates re-appointments for further full three year terms.

Contact:
Gemma Stokley
020 7332 1427
gemma.stokley@cityoflondon.gov.uk

FINAL DRAFT:

RICHARD SERMON

Hon. FCGI, FCIS



Richard Sermon first became involved with the City of London and the Livery at the age of sixteen when he was apprenticed to the Master of The Wheelwrights' Company, Sir Murray Fox \Who served as Lord Mayor in 1974/75. Richard became a Freeman and Liveryman in 1969 and served as Master Wheelwright in 2000/01. Having qualified as a Chartered Secretary in 1972, he also became one of the first Liverymen of The Chartered Secretaries' and Administrators' Company upon its formation in 1978 and served as Master in 2006.

After training as a Chartered Secretary at Trust Houses Group Limited and an early career as Company Secretary of Crest Hotels Limited, the hotel division of Bass plc, Richard became Finance Director and Company Secretary of Good Relations Holdings Limited, a public relations group, in 1974. Later he became co-founder of Shandwick Consultants Limited in the City of London in 1979 and was one of the two vendors to the market at the flotation of Shandwick plc in 1985. Over the next ten years Shandwick became a global market leader in the public relations sector, Richard was successively Chief Executive of the group's UK and European businesses and subsequently became Chief Executive of Shandwick International with responsibility for handling international clients. From 1992 to 1996, he served additionally as Public Relations Advisor at Goldman Sachs International. He formed Gryphon Corporate Counsel Limited in 1996 and started to develop a portfolio of non-executive interests and charitable involvements, serving as non-executive Chairman of Shandwick Consultants Limited until 2000.

Richard is a former non-executive member of the Management Board of The Defence Academy of the United Kingdom and non-executive Chairman or director of a number of private companies. He previously served as Senior Independent Director of Jardine Lloyd Thompson Group plc, a non-executive director of China Eastsea Business Software Limited, Newmond plc and of The Defence Storage and Distribution Agency.

Richard is also actively involved in the charitable and not-for-profit sector. He is currently a Vice President of Providence Row, Joint Honorary Secretary of The City and Guilds of London Institute and Chairman of The Home Improvement Trust. He is a Trustee of The League of Remembrance and of The Face Trust. He previously served for twelve years as Chairman of The Federation of London Youth Clubs.

He became a Fellow of The Institute of Chartered Secretaries and Administrators in 1972 and was awarded an Honorary Fellowship of The City and Guilds of London Institute in 2003. He is a Visiting Professor at the Cass Business School.

Elsewhere in the City, he is a member of the Royal Society of St George, a Board Member of The London Chamber of Commerce and Industry, a member of The City of London Club, The City Livery Club (and Livery Lounge Party) and The Walbrook. He is a Churchwarden of St Mary-at-Hill.

Richard and his wife, Rosemary, were married in 1970, live in the Barbican and at Aynho in Northamptonshire and have two adult children and two grandsons.

Promoted and published by Ian Richardson, 90 Montagu Mansions, Marblebone, London W1U 6LF on behalf of Richard Sermon, 45 Andrewes House, Barbican, London EC2Y 8AX

Current Appointments:

**Gryphon Corporate Counsel Limited
Chairman**

(1996- to date)

Private holding company for personal Consultancy and business interests providing Board level advice on strategic management issues and business development. Also Chairman of a portfolio of subsidiary, associated and related private companies involved in communications, corporate governance, executive search and international trade development and including three "start ups", a "buy and build" and a "management buy-in".

The PBN Company

Non-Executive Director

(2004 -to date)

A non executive director of the US holding company of The PBN Group a leading government and trade relations consultancy with operations in the US, UK, Russia, Khazakstan, Latvia, Moldova, and Ukraine.

The Defence Academy

Non-executive Member of the Management Board

(2007 to date)

The Defence Academy is responsible for post graduate education for members of the UK Armed Forces and MoD civil servants. It is the MoD's primary link with UK universities and international military education.

Previous Non-executive Appointments:

China Eastsea Business Software Limited

Non Executive Director

(2008 - 2009)

China Eastsea Business Software Limited is an AIM listed company providing information technology and business process outsourcing services, IT consulting and project services to clients in the petrochemical, petroleum, power and telecommunications industries, as well as to Ministries, State Authorities, Municipalities, agencies and other organisations throughout the government sector in China.

Jardine Lloyd Thompson Group plc
Senior Independent Director
(1995-2005)

One of the world's largest insurance broking firms, quoted on The London Stock Exchange, a top FTSE 250 company. Member of the Audit & Compliance, Remuneration and Nominations Committees.

The Defence Storage and Distribution Agency
Non-Executive Director
(1999 – 2006)

A Ministry of Defence Agency responsible for logistical support services for all three services and munitions. Member of the Audit and Assurance Committee.

Newmond plc
Non-Executive Director
(1996 – 2000)

Holding Company for £300m management buy out of Williams Holdings building products businesses, including Rawlplug, Heatrae and Valor. Successfully reorganised and merged to form Baxi Group as a European market leader in the water heating sector.

Previous Executive
Appointments:

Shandwick International plc
Chief Executive : International
(1979-1996)

Non-Executive Chairman of Subsidiary
(1996-2000)

Co-founder and Chief Executive of Shandwick Consultants in 1979.

A main board director of Shandwick plc and one of the two "vendors to the market" upon the group's flotation in 1985. Successively appointed as Chief Executive of the UK, European and International divisions prior to a successful £100m sale of group to Interpublic in 1998.

Goldman Sachs International

Public Relations Advisor

(1992 – 1996)

Seconded to report to the Chairman initially to manage the firm's exposure to the Maxwell issue and subsequently to establish a Europe-wide corporate communications function.

Good Relations Group Limited

Deputy Chairman

(1974-1979)

Group Finance Director, Managing Director of financial public relations subsidiary and subsequently Deputy Chairman of the Group.

Crest Hotels Limited

Company Secretary

(1969-1974)

Assistant and later Company Secretary of the international hotels division of Bass plc (now Intercontinental Hotels Group).

Trust Houses Group Limited

Company Secretarial Assistant

(1968 – 1969)

Trainee in the Company Secretarial department.

Other Interests:

London Youth

Chairman

(1996 - 2008)

Deputy Chairman

(2008 to date)

London Youth is a network of almost 400 youth clubs serving 75,000 young people across the Capital providing training for around 700 youth workers each year, funding opportunities for more than 1000 volunteers and giving over 13,000 young people a challenge at its training and outdoor centres.

The Home Improvement Trust

Chairman

(1997 to date)

A founding director of this 'not for profit' company, (supported initially by The Office of the Deputy Prime Minister), formed to assist elderly homeowners to obtain equity release funding for repairs and improvements to enable them to stay in their own homes, working in partnership now with 106 local authorities throughout the UK.

The City and Guilds of London Institute

Joint Honorary Secretary

(2004 to date)

Councillor, Member of the Executive Committee

(1996 to date)

An internationally respected educational awarding body specialising in vocational qualifications.

Honours:

Honorary Fellow of The City and Guilds of London Institute (Hon FCGI)

Academic Appointments:

The Cass Business School

Visiting Professor in Corporate Governance
(2008 to date)

The Cass Business School is a leading UK business school based in the City of London

Education:

Nottingham High School

(1955 -1963)

Fellow of the Institute of Chartered Secretaries and Administrators (1972)

Fellow of the Chartered Management Institute

Fellow of the Chartered Institute of Public Relations

Member of the Investor Relations Society

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Agenda Item 7

Committee: Board of Governors of the City of London School for Girls	Date: 1 st February 2013	Item no:
Report of: The Headmistress	Public:	
	For Discussion	

Forthcoming Events for Remainder of Spring Term

- | | |
|--|--|
| 5 th February | 7+ Offer Holders Open Morning |
| 5 th February | Higher Education Evening |
| 6 th February | Years 10 -13 Linguistic Olympiad |
| 7 th February | Maths Challenge |
| 7 th February | Prep Valentines Disco |
| 12 th February | Mission Casino Night |
| 13 th February | Sing and Swing Concert |
| 18 th – 25 th February | Half Term |
| 26 th February | U2 and CLS Social |
| 2 nd – 3 rd March | Year 12 Afternoon Teas, Oxford & Cambridge |
| 7 th March | Benefactors Reception |
| 12 th March | Year 10 City Girls in the City |
| 13 th March | Prep Parents' Evening |
| 13 th March | Year 13 Parents' Evening |
| 14 th March | Year 8 Problem Solving Day |
| 14 th March | Prep Parents' Breakfast and Poetry Performance |
| 19 th March | House Debating Final/ Colton Memorial Lecture |
| 19 th March | Joint Concert with CLS |
| 20 th March | Prep Concert and Art Exhibition |
| 20 th March | Year 9 & CLS Social |
| 21 st March | Prep Parents' Evening |
| 21 st March | Year 8 Parents' Evening |
| 27 th March | Interhouse Music Competition |
| 27 th March | Term Ends |

Educational Visits

- | | |
|--|--|
| 2 nd February - 16 th February | Year 9 Immersion Exchange. De la Salle |
| 7 th February | Year 13 Day Trip to British Museum |
| 11 th – 14 th February | U2 Trip to France |
| 15 th - 18 th | Year 10 and 11 Trip to Berlin |
| 15 th - 23 rd February | Ski Trip to Canada |
| 16 th – 22 nd February | Year 10 Trip to Beijing |
| 4 th – 7 th March | U2 Grove Trip |
| 16 th March – 30 th March | Year 9 Immersion Exchange, de la Salle |
| 20 th March | Year 8 Day Trip to Hampton Court |
| 22 nd – 25 th March | Year 8 Barcelona Trip |

Governors' Visiting Days

- The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

Health & Safety

4. An emergency evacuation drill took place on 4th December 2012.

An external fire safety inspection was carried out on the 6th December 2012.

There have been 4 reportable incidents during the period of 31st September to 11th January 2013. One incident involving a pupil's fingers which were squashed by a door and 3 incidents in the science department. None were reportable to RIDDOR.

The minutes of the Health and Safety Committee meeting held on 7th January 2013 are at Annex A.

Lettings

5.	London Philharmonic Choir	2nd, 9th, 16th & 28th Jan, 6th, 13th & 20th Feb, 27th Mar and 3rd & 24th Apr	Committee Room
	London Symphony Chorus	10th & 24th Jan, 9th, 14th & 28th Feb, 25th & 28th Mar and 4th, 10th, 18th, 25th & 27th Apr	New Hall
	Oxford Philomusica	22 nd Feb	New Hall
	The Voice Festival	15 th -17 th Mar	Main Hall, New Hall & Music Rooms

Regular Hirers

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Elim Pentecostal Church	Every Sunday	Main Hall
Go Mammoth	Every Monday and Thursday	Gymnasium
Royal Choral Society	Every Monday	Main Hall
Nanuk Swimming	Every Thursday and Saturday	Swimming Pool
St Paul's Cathedral School	Every Thursday	Swimming Pool
Traditional Taekwondo Assoc	Every Tuesday	Gymnasium
Tri for Fitness	Every Monday and Tuesday	Swimming Pool

Clean City Awards Scheme

6. For the fourth consecutive year we have been awarded a gold award in the Clean City Awards Scheme. Launched in 1994, the scheme recognises organisations that foster a clean and waste efficient environment. The gold award acknowledges that the school meets and exceeds all the requirements of the scheme and in particular the success of the food waste and battery recycling schemes introduced last year. General awareness has been raised within the school over the last year through presentations at assemblies and information bulletins on display screens. The Premises Manager will represent the school at the Awards Ceremony and Luncheon in Mansion House on 8th February.

Corporate Projects Board – Main Hall Extension

7. Accepting the inherent risk in the planning validation/process, the project remains on course with the applications for planning and listed building consent to be determined by 5th February 2013. The City Planning Officer, English Heritage and the Barbican Association are either supportive of the application or have no significant objections. Those that have been raised, and notified to the Project Board by the Barbican Association and the Mountjoy House Group, concern the colour of paintwork to be used and plant noise levels.

It is intended to submit the Gateway 5 (Authority to Start Work) report to the Board at its meeting on 26th April either for approval or to seek approval for delegated authority for the Project Sub Committee.

List of Annexes:

Annex A: Health and Safety Minutes

Background Papers:
None

Contact:
Ned Yorke
020-7847-5524
bursar@clsq.org.uk

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City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 7th January 2013

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, Ena Harrop, Andrew Douglas, David Libby, Jane Rogers, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Julian Murray, Andy Hill, Geraldine Walshe, Vicky Pyke (Secretary)

In Attendance: Diana Vernon

Apologies

- Mary Robey, Sharon McCarthy, Carolyn Cole and Emily Herbert

Item 1 Previous Minutes

No matters arising from previous minutes.

Item 2 Matters Arising (not elsewhere on Agenda)

- NR advised that on previous inspections the Staff Room quiet area has been very untidy and asked if this has been improved. NY asked AD what the status was on this and he advised that this issue has not been resolved –AD advised that he had been liaising with MGR and the Staffroom Committee to establish whether it should stay the responsibility of the Staffroom Committee or be passed back to SMT and that once this decision had been made action would be taken. JM as Deputy Staff Chairman advised that the responsibility should stay with the Staffroom Committee. DV advised that once a new staff chairperson had been elected they should have a meeting with AD to discuss the best action to take. JC asked if extra storage was an option – DV and NY advised that extra storage would be available if necessary.
- Item 9 (AOB) GW advised that Defibrillator training isn't really necessary as it's fully automatic but advised that she could arrange to do internal training if anyone really wanted it. JV advised that Evac Chair training is to be arranged as soon as suitable dates come through from Guildhall.

Item 3 Health and Safety Assurance Inspection November 2012 Update and 2013 Dates (JV)

- JV advised that there were no matters arising.
- New dates for 2013:
 - 18th January
 - 26th April
 - 5th July
 - 11th October

Item 4 Oxford Safety & Risk Management Inspection

Fire Safety Inspection

- NY Advised that a fire safety inspection was carried out in December 2012 and asked JV to comment further. JV is in the process of correcting these issues, please see attached at Annex A.

Health and Safety Inspection – 13th February 2013

- NY advised that a Health and Safety Inspection is to be carried out in February and that he would be emailing all Heads of Department prior to this to advise on what will be needed.

Item 5 First Aider Training and Provisions (NY)

- NY advised that NY, AD and GW met in November to discuss first aid training and provisions. He advised that there was no mandatory ratio and that currently we have sufficient number of first aiders split between teachers and support staff. He advised that GW is responsible for informing staff when their certificates are due to expire, updating all lists and organising refresher training. AM advised that in-house training had recently been used and GW advised that this was a very cost effective way for training. NY advised that he was happy to use in future.

Item 6 Any Other Business

- No other business.

Next Meeting

- The next Health and Safety Committee Meeting will be held Tuesday 16th April 2013.

Agenda Item 11

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

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Agenda Item 12

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

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Agenda Item 13

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

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Agenda Item 15

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

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Agenda Item 16

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

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