



## Board of Governors of the City of London School for Girls

**Date:** FRIDAY, 26 APRIL 2013

**Time:** 12 noon

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**\*\* MEMBERSHIP SUBJECT TO APPROVAL AT THE COURT OF COMMON COUNCIL  
ON THURSDAY, 25<sup>TH</sup> APRIL 2013 \*\***

<b>Members:</b>	Sylvia Moys, Acting Chairman	Mary Robey, (co-opted)
	Deputy John Bennett (ex-officio)	Virginia Rounding
	Professor John Betteridge (co-opted)	Richard Sermon, (co-opted)
	Ray Catt	Deputy Dr Giles Shilson, (ex-officio)
	Dr. Stephanie Ellington (co-opted)	Deputy Sir Michael Snyder
	Alderman David Graves	<i>Vacancy</i>
	Alderman Robert Hall	<i>Vacancy</i>
	Tom Hoffman	<i>Vacancy</i>
	Henrika Priest	<i>Vacancy</i>
	Deputy Richard Regan	<i>Vacancy</i>

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**Lunch will be served in Guildhall Club at the conclusion of the meeting.**

**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. **ORDER OF THE COURT OF COMMON COUNCIL**

Order of the Common Council of 25 April 2013, appointing, the Board and setting its terms of reference (TO BE TABLED).

**For Information**

4. **ELECTION OF CHAIRMAN**

To elect a Chairman pursuant to Standing Order No. 29.

**For Decision**

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman pursuant to Standing Order No. 30.

**For Decision**

6. **MINUTES**

To agree the public minutes and summary of the meeting held on 1 February 2013 (copy attached).

**For Decision**  
(Pages 1 - 6)

7. **APPOINTMENT OF BURSARY COMMITTEE**

To appoint the Bursary Committee for the year ensuing – to comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

**THE BURSARY COMMITTEE IN 2012/2013 COMPRISED:**

Alderman John White (as the then Chairman)

Sylvia Moys (as the then Deputy Chairman)

Dennis Cotgrove

Revd. Dr. Martin Dudley

Clare James

Deputy Richard Regan

**For Decision**

8. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

To appoint a Reference Sub Committee to consider arrears of School fees, sabbatical leave and Estimates (including fee increases and other such matters as the Board may from time to time decide).

The Reference Sub Committee comprises the Chairman and Deputy Chairman of the Board and up to five other Governors.

**THE REFERENCE SUB COMMITTEE IN 2012/2013 COMPRISED:**

Alderman John White (as the then Chairman)  
Sylvia Moys (as the then Deputy Chairman)  
Dennis Cotgrove  
Revd. Dr. Martin Dudley  
Tom Hoffman  
Clare James  
Deputy Richard Regan

**For Decision**

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

**For Decision**

10. **REPORT OF THE HEADMISTRESS**

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

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

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

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

13. **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>
14	1 & 3
15	-
16	-

## **Part 2 - Non-Public Agenda**

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 1 February 2013 (copy attached).

**For Decision**  
(Pages 9 - 14)

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

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

# Agenda Item 6

## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Friday, 1 February 2013

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London School for Girls - St Giles Terrace, Barbican, EC2Y 8BB on Friday, 1 February 2013 at 11.00 am

### Present

#### Members:

Sylvia Moys  
Deputy John Bennett  
Ray Catt  
Dennis Cotgrove  
Deputy Stella Currie  
Martin Day  
Revd Dr Martin Dudley

Tom Hoffman  
Deputy Richard Regan  
Mary Robey  
Virginia Rounding  
Richard Sermon  
Deputy Sir Michael Snyder

#### Officers:

Gemma Stokley  
Daniel Hooper  
Steven Reynolds  
Libby Grant  
Diana Vernon

Andrew Douglas

Ned Yorke

- Town Clerk's Department
- Town Clerk's Department
- Chamberlain's Department
- Head of Strategic HR Services
- Headmistress, City of London School for Girls
- Deputy Head, City of London School for Girls
- Bursar, City of London School for Girls

### 1. APOLOGIES

The Chairman welcomed Mr Martin Day to his first Board meeting since being appointed at the Court of Common Council in January.

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

The public minutes and summary of the meeting held on 16 November 2012 were approved and agreed as a correct record.

### MATTERS ARISING

**Criminal Record Bureau Checks for Members** (page 2) – The Chairman reported that Corporate HR had carried out further checks subsequent to this Board’s last meeting and had now confirmed that enhanced checks with the Department for Education would still be required for Chairmen.

4. **TERMS OF REFERENCE**

The Board took the opportunity to review their terms of reference prior to their submission to the Court of Common Council at its meeting in April 2013.

**RESOLVED** – That, the Board approve their existing Terms of Reference for submission to the Court of Common Council in April 2013.

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

The Board received an Order of the Court of Common Council of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements, particularly those matters which were of direct relevance to them.

The Board noted that it had been decided that no action was to be taken to limit the number of Governors who can serve on each Board. The Town Clerk reported that the acting Chairman of this Board, Mrs Moys, was now the first Governor to be appointed on to more than one City School Board following her successful election to the Board of Governors of the City of London School at last month’s Court of Common Council meeting.

A Governor expressed concern that no compromise had been reached on this matter in terms of limiting the number of Governors who might be able to serve on more than one City School Board at any given time. He stated that his main concern was that this move was now ‘paving the way’ for the re-introduction of just one Board of Governors to oversee the work of all three City Schools. Another Governor reminded the Board that this matter had been fully discussed by the Policy and Resources Committee and that all Common Councilmen had also been given the opportunity to comment on this further at an informal meeting ahead of the reports formal submission to the Court of Common Council. He stated that at no point had he heard any suggestions regarding the re-introduction of just one Board to oversee the three City Schools.

**RECEIVED.**

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

The Board considered a report of the Town Clerk asking Governors to consider the re-appointment of Caroline Garnham and Richard Sermon as co-opted Governors of the Board for further three year terms.

Mr Sermon stated that his attendance had been adversely affected during his Shrieval year but that he hoped to continue to serve as a co-opted Governor for a further term.

**\*\* MR SERMON WITHDREW FROM THE MEETING WHILST THIS ITEM WAS CONSIDERED \*\***

The Town Clerk reported that, since the time of writing this report, Ms Garnham had indicated that she would not now be standing for re-appointment and would therefore be stepping down from the Board.

A Governor referred the Board to agenda Item 4 which also detailed their current constitution. He referred specifically to the wording on co-opted, non-corporation Governors which stated that these individuals should have 'relevant experience of education'. On this basis, he suggested that Mr Sermon's co-opted membership be extended by a few meetings only in order to allow the Board's new Chairman and Deputy Chairman to review this matter in totality.

Another Governor stated that, whilst he was broadly in agreement with this point, he felt that Mr Sermon was a good candidate who was well connected and had the City at heart. He stated that he therefore felt that he should be appointed for another full term with a full review of all co-opted Governors carried out in due course.

The Chairman referred to Mr Sermon's work with 'London Youth' and stated that this was of particular relevance to the School in terms of outreach. She went on to report that Mr Sermon had also played an important role at the School Leavers Service during his year as Sheriff.

The Deputy Chairman stated that he felt that the Board could also use other skills besides academic expertise to complement the skills set of the City Corporation Governors.

A Governor suggested that, in future, it might be helpful for those seeking re-appointment to submit a piece detailing what they had done and how they had contributed to the Board/School life over the past three years.

Governors suggested that the constitution should therefore be amended to state that the School would look to appoint co-opted Governors with 'experience relevant to the Board'.

Governors were of the view that those who were putting themselves forward to assist with the governance of the School should be encouraged and that the Board should be grateful for their contributions. It was suggested that the Chairman and Deputy Chairman should be expected to deal with any co-opted Governor who was perceived not to be contributing adequately.

**RESOLVED – That:**

- The wording of the Board's constitution be amended to state that '...co-opted, non-City of London Corporation Governors with experience relevant to the Board'.

- Governors approve the re-appointment of Richard Sermon onto the Board for a further term of three years and that a full review of co-opted Governors be carried out in due course.

**\*\* MR SERMON RE-JOINED THE MEETING AT THIS POINT \*\***

**7. REPORT OF THE HEADMISTRESS**

The Board received a report of the Headmistress relative to various School matters including Forthcoming Events, Educational Visits, Health and Safety and Lettings.

**Lettings**

Governors congratulated the School on recent lettings. The Bursar commented that the School's Premises Manager had done a lot of work around increasing lettings and, consequently, income.

**Clean City Awards Scheme**

The Headmistress reported that the School's Premises Manager had also been instrumental in the School being awarded a gold award in the Clean City Awards Scheme for the fourth consecutive year.

**RECEIVED.**

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

There were no questions.

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

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

**10. 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>
11	3
12	3
13	1 & 3
14	2
15	2, 3 & 4
16	2, 3 & 4
17	-
18	-

**11. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 16 November 2012 were approved and agreed as a correct record.



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

The Board received a report of the Comptroller and City Solicitor summarising the advice of the Charity Commission regarding awards to persons connected with members of the Board of Governors of the relevant School and made from the City of London's independent Schools' Bursary Fund charities and, in relation to the City of London School for Girls, their Scholarships and Prizes Fund charities.

**13. REPORT OF THE HEADMISTRESS**

The Board considered and approved a report of the Headmistress relative to various School issues including Admissions, Staffing Matters and a Sabbatical Leave Application.

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

The Deputy Head gave a presentation covering the 'Headlines' of Child Protection Arrangements at the School.

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

The Board considered and approved a report of the Headmistress relative to the proposed reorganisation of the School's English and Drama departments.

**16. 2013 TEACHING STAFF PAY CLAIM**

The Board considered a report of the Director of Human Resources relative to this year's Pay Claim for Teaching Staff.

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

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

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

The Chairman raised issues relating to a recent School leaver, a current pupil and the resignation of a Board member.

**The meeting ended at 1.00 pm**

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Chairman

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# Agenda Item 10

<b>Committee:</b> Board of Governors of the City of London School for Girls	<b>Date:</b> 26 <sup>th</sup> April 2013	<b>Item no:</b>
<b>Report of:</b> The Headmistress	<b>Public:</b>	
	<b>For Decision</b>	

## **Corporate Projects Board – Main Hall Extension**

1. The project remains on course for the construction of the Main Hall extension in the sunken garden. The plan is for the works to commence at the start of the school summer holidays for completion in November.

At this stage in the process, conditional planning permission has been granted and the application is with the Government Central Birmingham unit for Listed Building approval which is expected at the beginning of May. To tie in with this, tender invitations have been issued to four contractors with a deadline for return of 24<sup>th</sup> May leading to detailed assessment.

As previously reported, the next formal stage is for the approval of the tenders by the Board and by the Project Sub Committee on the 19<sup>th</sup> June, Gateway 5 (Authority to Start Work). Because of the timing of this, it is **recommended** that approval is given for the Chairman and Deputy Chairman to be given delegated authority to accept the preferred tender and recommend the appointment of the contractor to the Projects Sub-Committee.

## **Future Capital Project**

2. In accordance with the School Development Plan 2012-2017 (Strategic Priority G), it is intended to develop a proposal to extend the gymnasium above the swimming pool in the 2014 summer holidays at an estimated project works cost in the region of £500,000 plus fees and costs. Following the Corporate Project Procedure introduced in 2011, we hope to submit the Gateway 1 report (Authority to Submit Project Proposal) to the Corporate Projects Board on 28<sup>th</sup> May 2013. Subject to approval being granted, it is anticipated that the Gateway 2 report (Project Proposal) will be submitted to Project Sub Committee and our Chairman and Deputy Chairman on 19<sup>th</sup> June prior to the Board meeting on 28<sup>th</sup> June.

Background Papers:

None

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# Agenda Item 14

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

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