

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 29 April 2013

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 Monday, 29 April 2013 at 11.00 am

Present

Members:

Michael Bramwell	Michael Hudson
Deputy John Bennett	Sir Clive Martin
Roger Chadwick	Douglas Mobsby
Deputy Robin Eve	Alderman Dr Andrew Parmley
Stuart Fraser	Elizabeth Rogula
Brian Harris	Chris Townsend

Officers:

Gemma Stokley	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor
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

Deputy Eve moved that Alderman Parmley take the Chair ahead of the election of Chairman.

1. APOLOGIES

Apologies for absence were received from Alderman Peter Hewitt, Vivienne Littlechild, Hugh Morris, Deputy Dr Giles Shilson (ex-officio), Deputy Sir Michael Snyder (ex-officio), Graham Packham and Judith Pleasance.

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

Deputy Eve declared a non-pecuniary interest stating that he was continuing to serve as President of the Old Freeman's Association (OFA).

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

3. **ORDER OF COMMON COUNCIL**

The Town Clerk tabled the Order of the Court of Common Council, 25 April 2013, appointing the Board of Governors of the City of London Freeman's School for 2013/14 and setting its Terms of Reference.

RECEIVED.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Stuart Fraser, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year And Took the Chair.

Mr Fraser thanked the Board for their support. He underlined that he had a lot to learn as Chairman of this Board but was looking forward to the challenges ahead.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk reported that, in accordance with Standing Order No. 30. (3) (a), the immediate past Chairman had chosen to exercise his right to serve as Deputy Chairman for the ensuing year.

Deputy John Bennett was therefore duly appointed as Deputy Chairman for the ensuing year.

VOTE OF THANKS TO THE PAST CHAIRMAN

Deputy Robin Eve paid tribute to Deputy John Bennett, the past Chairman.

RESOLVED UNANIMOUSLY:

THAT at the conclusion of his four year term of office as their Chairman, the Members of this Board wish to extend to:

JOHN ALFRED BENNETT, DEPUTY

their sincere thanks and appreciation for the manner in which he has presided over their deliberations, and also for the great care and interest he has shown in all aspects of the life of the City of London Freeman's School, which has continued to go from strength to strength during this time.

DEPUTY Bennett has been the first Chairman in over twenty years to serve an extended, 4 year term of office, after seeking special permission from the Court

of Common Council to do so. During his Chairmanship the School has undergone great change. With regard to School premises, Deputy Bennett has overseen the creation and approval of a 'Master Plan' designed to provide state-of-the art boarding, catering, music and swimming facilities over the next few years. Deputy Bennett has ably overseen and steered the approval process and negotiations at all levels and the 'Phase 1' works (the construction of a new Boarding House, Music School and changing rooms) are now well underway.

IN terms of other areas of change, Deputy Bennett has pushed for and presided over the creation of a School Development Office, the redirection of funds to help boost the existing Bursary Funds, the introduction of 'Curriculum 2012' and, more recently, the appointment of a new School Bursar.

GOVERNOR training and further developing the knowledge/expertise of the Board as a whole has also been a passion of his. Under his Chairmanship, various Governor training opportunities, examining both academic and extra-curricular aspects of School life have been introduced after each Board meeting, a hugely successful annual three City Schools training day has now been established and a Governor Training and Induction Policy is now firmly in place.

DURING his time as Chairman, he has also presided over some rather difficult and emotive issues such as the Reduction in School Fees for teaching staff and the OFA Clubhouse negotiations. He has worked closely with all concerned in both cases in order to achieve outcomes that were acceptable to all and has demonstrated his fairness, empathy and balance in his approach.

HE has performed his role as Chairman with great enthusiasm and confidence and has demonstrated a profound understanding and dedication to his duties. His unfailing support of the School at various functions and events has been very much appreciated by the Headmaster, staff, parents and pupils alike. Academically, the School has achieved some of its best ever results under his Chairmanship.

FINALLY the Members of this Board wish to thank the Chairman for his generous hospitality during his years of office and to convey to him, and to Mrs Bennett, their good wishes for their future health and happiness.

RESOLVED – That it be referred to the Mover, Deputy Robin Eve, and the Seconder, Douglas Mobsby to arrange for the Vote of Thanks to be presented in a manner acceptable to the recipient.

Deputy Bennett responded by saying that it had been a great privilege to serve as Chairman of the Board for the past 4 years and that he had found this time the most enjoyable part of his Common Council career to date. He thanked all Governors, Officers and, particularly the Headmaster, for their support during his time in office.

6. **MINUTES**

The public minutes and summary of the last meeting held on 21 January 2013 were approved and agreed as a correct record.

The Chairman wished to record his thanks to those Governors who had not returned to the Board. John Brewster, John Spanner, Sylvia Moys, Anthony Llewelyn-Davis, Alderman Alison Gowman and Alderman Alan Yarrow were all thanked for their contributions.

MATTERS ARISING

Old Freemen's Association (OFA) Clubhouse (page 2) – A Governor, also the current President of the OFA, reported that the OFA had now completed a major refurbishment of the existing Clubhouse. He reported that the buildings electrics and plumbing had been improved and it had also been redecorated at a cost of approximately £60,000.

He suggested that Officers from the Corporation's City Surveyor's Department should visit the Clubhouse in the near future to view the improvements.

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

The public minutes and summary of the Finance, General Purposes and Estates Sub Committee meeting held on 4 March 2013 were received.

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

The public minutes and summary of the Academic and Education Sub Committee meeting held on 4 March 2013 were received.

9. **APPOINTMENT OF BURSARY AND SUB COMMITTEES**

The Board considered a report of the Town Clerk relative to the appointment of the Board's Bursary Committee and two sub-committees, their composition and terms of reference.

RESOLVED – That, the composition and terms of reference of the Board’s Bursary and two sub Committees be approved and that they be appointed as follows for 2013/14:

Bursary Committee

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Deputy Robin Eve
Vivienne Littlechild
Douglas Mobsby (co-opted)

Finance, General Purposes and Estates Sub Committee:

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Brian Harris
Vivienne Littlechild
Douglas Mobsby (co-opted)

Academic and Education Sub Committee:

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Vivienne Littlechild
Sir Clive Martin (co-opted)
Councillor Chris Townsend (co-opted)

Given that there were still some vacancies remaining on all three bodies, the Chairman suggested that the Town Clerk write to all Governors informing them of this and seeking additional expressions of interest.

10. **TO APPOINT A REPRESENTATIVE TO THE ASSOCIATION OF GOVERNING BODIES OF INDEPENDENT SCHOOLS FOR THE ENSUING YEAR.**

The Board proceeded to appoint their AGBIS representative for 2013/14.

RESOLVED – That, as the only Governor expressing an interest in serving in this capacity, Mr Douglas Mobsby be re-appointed as the Board’s AGBIS representative for the ensuing year.

11. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Board considered a report of the Town Clerk proposing that two new co-opted Governors – Andrew McMillan and Gillian Yarrow be considered for appointment to the Board, both for a period of three years.

RESOLVED – That, both Andrew McMillan and Gillian Yarrow be appointed as co-opted Governors on the Board of Governors of the City of London Freemen’s School, both for a term of three years, until Spring 2016.

12. **EDUCATIONAL TRIPS AND VISITS POLICY**

The Board considered the School’s amended ‘Educational Trips and Visits Policy’.

RESOLVED – That, the City of London Freeman’s School ‘Educational Trips and Visits Policy’ be approved.

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

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

15. 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>
16	1, 2, 3 & 4
17	1, 3 & 4
18	3 & 4
19	1 & 3
20	3
21	2, 3 & 4
22	1, 2, 3 & 4
23	3
24	1 & 3
25	-
26	-

16. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 21 January 2013 were approved and agreed as a correct record.

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

The non-public minutes of the Finance, General Purposes and Estates Sub Committee were received.

18. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE

The non-public minutes of the Academic and Education Committee were received.

19. FOUNDATION SCHOLARSHIP APPLICATION

The Board considered and approved a report of the Chamberlain regarding a new Foundation Scholarship Application.

20. CITY SUPPORT

The Board received a report of the Chamberlain regarding the City of London’s financial contribution to the School.

21. **ISSUE REPORT - PROJECT PROGRESS / REQUEST FOR ADDITIONAL FUNDING BOARDING HOUSE, MUSIC SCHOOL AND SPORTS HALL EXTENSION WORKS**
The Town Clerk reported that this report had been withdrawn from the agenda. Instead, the City Surveyor was heard regarding progress on the Master Plan works to date.
22. **BURSARY UPDATE**
The Board received a report of the Bursar relative to various School matters including Arrears of Fees, Lettings 2013/13, and a Development Office update.
23. **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.
24. **HEADMASTER'S REPORT**
The Board received a report of the Headmaster relative to various School issues including Staffing Matters, Reports from Academic Departments and 11+ and 13+ Academic and Music Scholarships.
25. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions raised in the non-public session.
26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Headmaster highlighted plans for this afternoon's English Department visit and also invited Governors to view progress on the Phase I Master Plan works following a buffet lunch.

The meeting ended at 12.50 pm

Chairman

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