



Board of Governors of the City of London School

Date: THURSDAY, 3 OCTOBER 2013

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken, (co-opted)
Ian Seaton (Deputy Chairman)	Edward Lord
Deputy Billy Dove	Christopher Martin, (co-opted)
Sophie Fernandes	Sylvia Moys
Stuart Fraser, (ex-officio)	Deputy Joyce Nash
Marianne Fredericks	Dame Mary Richardson, (co-opted)
Deputy the Revd Stephen Haines	Deputy Sir Michael Snyder, (ex-officio)
Alderman Sir Paul Judge	Deputy James Thomson
Ronel Lehmann, (co-opted)	Prof. Whitehouse, (co-opted)

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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**

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 26 June 2013.

For Decision
(Pages 1 - 8)

4. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - 2012/13 REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

For Information
(Pages 9 - 32)

5. **CITY OF LONDON SCHOOL EDUCATION TRUST - 2012/13 REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

For Information
(Pages 33 - 48)

6. **REVENUE OUTTURN 2012/13**

Joint report of the Chamberlain and the Headmaster of the City of London School.

For Information
(Pages 49 - 56)

7. **UPDATE ON ASSISTANT PROPERTY FACILITIES MANAGER ROLE AT CITY OF LONDON SCHOOL**

Report of the City Surveyor.

For Information
(Pages 57 - 58)

8. **HEADMASTER'S REPORT**

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

For Information
(Pages 59 - 74)

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

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

11. **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.

For Decision

Part 2 - Non-Public Agenda

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 26 June 2013.

For Decision
(Pages 75 - 78)

13. **REVIEW OF THE FINANCE OFFICE**

Report of the Headmaster of the City of London School.

For Decision
(Pages 79 - 82)

14. **SCHOOL DEVELOPMENT PLAN 2013 - 2014**

Report of the Headmaster of the City of London School.

For Information
(Pages 83 - 86)

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

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

Part 3 - Confidential Items

17. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 26 June 2013.

For Decision

18. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

For Information

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Wednesday, 26 June 2013

Minutes of the meeting of the Board of Governors of the City of London School held at City of London School, Queen Victoria Street, EC4V 3AL on Wednesday, 26 June 2013 at 11.00 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Christopher Martin
Marianne Fredericks	Sylvia Moys
Ronel Lehmann	Deputy Joyce Nash
Lord Levene of Portsoken	Deputy James Thomson
Edward Lord	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Sarah Port	- Chamberlain's Department
Chris Hartwell	- Departmental PFM Manager, City Surveyor's Department
David Levin	- Headmaster, City of London School
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Director of Finance, City of London School

The Chairman began by welcoming Deputy James Thomson to his first Board of Governors meeting following his appointment in April 2013.

1. APOLOGIES

Apologies for absence were received from Ian Seaton (Deputy Chairman), Deputy Billy Dove, Sophie Fernandes, Stuart Fraser (ex-officio), Deputy the Reverend Stephen Haines, Alderman Sir Paul Judge, Dame Mary Richardson (co-opted), Sir Michael Snyder (ex-officio) and Professor Whitehouse (co-opted).

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 May 2013 were considered and approved as a correct record.

4. **APPOINTMENT OF BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2013/14.

RESOLVED - that the following Governors be appointed to the Bursary Committee for the ensuing year:

Deputy Dr. Giles Shilson (Chairman)
Ian Seaton (Deputy Chairman)
Deputy the Reverend Stephen Haines
Edward Lord
Deputy Joyce Nash
Dame Mary Richardson
Deputy James Thomson

5. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2013/14.

RESOLVED - that the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Dr. Giles Shilson (Chairman)
Ian Seaton (Deputy Chairman)
Deputy the Reverend Stephen Haines
Edward Lord
Deputy Joyce Nash
Dame Mary Richardson
Deputy James Thomson

6. **APPOINTMENT OF AGBIS REPRESENTATIVE**

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

RESOLVED – That, Edward Lord be re-appointed as the Board's AGBIS representative for the ensuing year.

7. **CHILD PROTECTION REPORT**

The Board considered a joint report of the Town Clerk, the Headmaster of the City of London School and the Headmistress of the City of London School for Girls relative to the School's Child Protection Policy.

The Town Clerk reported that the Board of Governors of the City of London School for Girls had approved the amended policy at their meeting last week. The Chairman highlighted that the policy was reviewed by the Board annually.

The Second Master reported that he had recently suggested several amendments to the printed and circulated policy which the Town Clerk went on to highlight. The Town Clerk stated that the Policy had now been updated to include 2013 guidance from the Department for Education. He highlighted that the policy made clear that criminal records checks, now carried out by the DBS, were also carried out for all contracted staff in accordance with the views of this Board when the policy was last reviewed.

The Board were informed that the Town Clerk had recently commissioned a review of safeguarding arrangements at the City schools by a consultant called Keith Fossey. The Town Clerk reported that, in accordance with Mr Fossey's recommendations, the name of the Deputy Child Protection Liaison Officer would also now be included at the end of the document for both the City of London School and the City of London School for Girls. It was also highlighted that Mr Fossey had recommended that each City school should have its own Child Protection Policy. However, the City Corporation had expressed a preference to retain a 'core policy' for the City of London School and the City of London School for Girls with each School then able to produce additional annexes to this to reflect their particular needs/practices.

The Town Clerk went on to report that relevant training on 'safeguarding' was currently being progressed with the City's Community & Children's Services Committee.

A Governor questioned the advice on the School's proprietor within the policy and stated that she had been led to believe by the DfE that this was the Chairman of the Board of Governors. The Town Clerk stated that he had previously sought advice on this matter and had been assured that the City of London was the proprietor but that he would be happy to follow up on this once more.

With regard to the necessary checks required for sub-contractors, a Governor warned that sub-contractors could often engage additional staff at relatively short notice in order to meet deadlines. She therefore suggested that the School should look to address this point in their contracts to overcome this potential 'loophole'.

A Governor questioned the use of the phrase 'reasonable force' under the heading 'Physical Intervention' and suggested that this could be open to interpretation. The Town Clerk reported that examples of what constituted 'reasonable force' were provided within the Department for Education's guidance.

RESOLVED - That, the Board delegate authority to the Chairman to sign off the final version of the Child Protection Policy subject to the inclusion of the additional amendments made by the Second Master as Child Protection Liaison Officer.

8. **HEADMASTER'S REPORT**

The Board considered a report of the Headmaster of the City of London School relative to various School issues such as Curriculum Matters, September 2013 Admissions and Long Term Medical Conditions.

September 2013 Admissions

The Headmaster reported that the School now seemed to have become a 'victim of its own success' in that the pupil population of the School was expected to be higher than ever next year. He added that an ideal figure for the School in the long-term would be around 910 and that approximately 950 pupils were expected in the new academic year following an overwhelming number of acceptances.

The Headmaster went on to report that, in order to address this, it was now proposed that Sixth Form recruitment was reduced with the exception of those receiving bursaries. Each year a few pupils choose to leave the School after their GCSE studies and it was not thought necessary to make certain that these were replaced by new entrants to the Sixth Form. The Board were also reminded of the new, 2 year, screening process for those entering the School at 13+. The Headmaster highlighted that 83 places had been accepted to date but, with the major deposit not having to be paid until September 2014, it was difficult to judge how many would actually want to take up the places.

The Director of Finance highlighted that the uncertainties regarding 13+ recruitment had now been referenced within the School's Risk Register. He assured the Board that contingency plans were in position if places were either under or oversubscribed. The Director went on to report that, with the School's pupil population set to reach approximately 950 in the next academic year, this would constitute a 'windfall' in terms of resources which he proposed should be retained for future capital projects – something which would be addressed in this year's Estimates proposals. He added that the School were confident that this would then fall to around 925 in the following academic year if a more conservative approach was taken to making offers and less emphasis placed on Sixth Form recruitment.

The Chairman reminded the Board that the School was already intending to introduce an additional Form in Year 7 in September 2013 as a result of the growing pupil population. He also reminded Governors of a recent presentation given by the School's Head of Admissions and the fact that all present had been very sympathetic to problems around accommodating additional pupils at the School going forward.

Curriculum Matters

In response to a question regarding the introduction of Mandarin, the Headmaster reported that each pupil in the First Form will have a one hour lesson per week which will extend their day by twenty minutes on the day they have their Mandarin lesson. He added that this would also be complemented by extensive follow up homework.

Improvements to the School's Upper Playground

The Chairman highlighted that this would be a short contract period and that he was to be kept informed of the works progress.

The Second Master reported that the works had commenced earlier this week and that Officers were hopeful that these would be completed by the end of September 2013.

Health and Safety Matters

In response to a question, the Second Master reported that the previous problems with drainage on the North side of the School building had now been remedied in the short term. He added that contractors would be re-visiting the School in the future to ascertain if there were likely to be any further problems here. Governors were informed that the School was still awaiting the findings of a camera survey of the drains which had been undertaken at half term.

Educational Strategy Working Party

The Headmaster reported that he had recently given a presentation to the City's Educational Strategy Working Party on the School and its contributions to the Corporations Aims and Values. He tabled the notes from his presentation for Governors' information.

The Headmaster went on to highlight the School's suggestions as to how it might contribute to a future City of London Corporation Educational Strategy and Vision. He mentioned the School's desire to run a joint CPD programme with Stepney Green and that this could, potentially, be run between CLS and one of the City Academies in the future.

The Headmaster commented that CLS would also be keen to take the lead for the Corporation in running a Teaching School – something that the Government were currently looking for Independent Schools to champion. He added that the City of London School for Girls had suggested that they would also consider joining this venture.

The Chairman who is also a member of the City's Educational Strategy Working Party thanked the Headmaster for his very comprehensive presentation to the group.

Long-Term Medical Conditions

Governors considered and approved the School policy on Long-Term Medical Conditions.

RESOLVED – That, the Board approve the School policy on Long-Term Medical Conditions.

9. RISK REGISTER 2013

The Board considered a report of the Headmaster of the City of London School relative to the School's Risk Register.

The Chairman stated that he felt satisfied that the School was doing all it could to mitigate its notable risks. He added that he felt it was sensible to include reference to the City's Educational Strategy Working Party within the amended register.

In response to questions around 'failure to maintain adequate maintenance and cleaning standards in the School', the Director of Finance highlighted that Cleaning and Repairs and Maintenance were two separate contracts.

Governors requested that the direction of travel of some risks and the 'traffic light' system assigned to each risk could be presented more clearly in future versions.

RESOLVED – That, Governors approve the School's current Risk Register.

10. **PRESENTATION FROM THE SECOND MASTER - THE SCHOOL'S PASTORAL SYSTEM**

The Second Master was heard relative to the School's Pastoral System.

The Second Master tabled the contents page of the School's current 'Pastoral Handbook' along with an extract from the School's most recent ISI Inspection Report of 2011.

He began by summarising the current 'reporting lines' in terms of pastoral issues and explained that the complete Pastoral Handbook had been circulated to both existing and prospective parents and Governors last term.

The Second Master highlighted that the system functioned most efficiently when pupils, parents and staff worked together to deliver outcomes. He added that the pastoral system was, and would continue to be, at the heart of CLS. Governors were informed that Form Tutors were often at the 'centre' of the system and that they then had the ability to 'report up' to Heads of Year, the Second Master and, ultimately, the Headmaster.

In response to a question, the Second Master reported that there were 6 Year Heads and that each had a Deputy.

The Second Master went on to outline the scope of pastoral activities within the School and referred to the following:

- the increasing importance and prevalence of mental health issues and role of counselling in this area;
- bullying – both verbal and physical (although physical bullying was very rare at CLS)
- drug and alcohol abuse;
- pupils struggling academically and/or socially;
- family problems – family 'breakups' etc.;
- disciplinary matters;
- the CLS mentoring programme and prefect system – sometimes boys preferred to talk through problems with their peers;
- Child Protection and Safeguarding;

- detentions;
- commendations;
- complaints from pupils, staff and parents;
- learning support systems;
- medical problems and the role of the School Nurse;
- PSHE programme.

The Chairman stated that he felt that pastoral issues were managed particularly well by the School and that the ISI Inspection report recognised that pupils generally felt safe and happy at CLS.

In response to a question, the Second Master reported that all new staff immediately undertook an Induction and that this included information on the School's Pastoral system. He added that, where a member of teaching staff was newly qualified, they were not made a Form Tutor immediately but were often assigned an experienced tutor to 'shadow'. In terms of training for existing members of teaching staff, the Second Master referenced 'Teachmeet' twilight sessions, Head of Year meetings and various external training. He reported that he was confident that the School provided all of its teaching staff with adequate training in this area and that all were trained in how to identify potential problems and when to refer these upwards.

In response to further questions, the Second Master reported that an average Form in the Lower School consisted of 24 pupils and estimated that tutors would probably have to deal with around 4-5 pastoral issues each week. He added that Sixth Form Forms were smaller and that tutors could therefore expect to deal with fewer pastoral issues but that these were possibly more severe when they did arise. The Second Master went on to report that there were, on average, 2-3 more serious cases referred to him from across the School each week.

In response to a question regarding parents, the Second Master reported that the majority of parents were pleased that the School made contact with them regarding pastoral issues and that they were keen to be kept informed and appreciated that this was for the benefit of their son.

The Second Master went on to highlight that boys were also able to self-refer to the School counsellors who were not part of the teaching staff. He reported that the counsellors were on-site for two and a half days each week and that there was an anonymous box outside their room for booking appointments confidentially. The Second Master reported that only the School counsellors had access to this box. He added that there was also a comments box opposite the counsellors' room where pupils were encouraged to leave feedback.

RECEIVED.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
A Governor commented that she had recently attended the School's production of 'Great Expectations' which she described as superb. She wished to place on record her congratulations to all staff and pupils involved in the production.

13. **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>
14	1, 3 & 4
15	1, 2 & 3
16	-
17	-

14. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 16 May 2013 were considered and approved as a correct record.

15. **HEADMASTER'S REPORT**
The Board considered a report of the Headmaster of the City of London School relevant to various School matters.

16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions in the non-public session.

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Board received a late, separately circulated report of the Headmaster of the City of London School. A confidential, Governors Only item was also raised.

The meeting ended at 12.40 pm

Chairman

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Agenda Item 4

Committee(s):	Date(s):	Item no.
Board of Governors of City of London School	Thursday, 3 October 2013	
Subject: The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund - 2012/13 Report and Financial Statements		Public
Report of: The Chamberlain		For Information
<p>The purpose of this report is to provide Members with a copy of the 2012/13 Report and Financial Statements for The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund. It should be noted that the governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School Scholarships & Prizes Fund (charity number: 276654-1) shall be treated as forming part of The City of London School Bursary Fund (charity number: 276654) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.</p> <p>The key points for the year ended 31 March 2013 for The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund are as follows:</p> <ul style="list-style-type: none"> i) during the year ended 31 March 2013 total funds increased by £454,862 (2011/12: total funds increased by £48,598). This movement comprised the following:- ii) a net gain on the value of investments of £302,971 (2011/12: a net gain of £52,036); iii) income of £220,288 (2011/12: £84,585) relating to voluntary income of £136,780 (2011/12: £1,645) and investment income and interest of £83,508 (2011/12: £82,940); partly offset by iv) expenditure of £68,397 (2011/12: £88,023) comprising 279 scholarship and prizes amounting to £63,055 (2011/12: 259 scholarship and prizes amounting to £43,640) and no bursary awards but contributions to school uniforms and trip expenses totalling £5,342 (2011/12: £44,383 including four bursary awards). 		

Recommendations

It is recommended that Members receive this report for information.

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ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

of

THE CITY OF LONDON SCHOOL BURSARY FUND

(charity number: 276654)

INCORPORATING

THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND

(charity number: 276654-1)

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

**Trustee's Annual Report and Financial Statements
for the year ended 31 March 2013**

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Balance Sheet	11
Notes to the Financial Statements	12-20

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND
Trustee's Annual Report for the year ended to 31 March 2013**

1. Reference and Administration Details

Charity Names:	The City of London School Bursary Fund 'charity 1' incorporating: The City of London School Scholarships & Prizes Fund 'charity 2'.
Registered Charity Numbers:	The City of London School Bursary Fund: 276654 The City of London School Scholarships & Prizes Fund: 276654-1
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 3 Victoria Square Victoria Street St Albans AL1 3TF

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The administration of The City of London School Bursary Fund (charity registration: 276654 – "charity 1"), incorporating The City of London School Scholarships & Prizes Fund (charity registration: 276654-1 "charity 2") is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011. This Scheme replaced the previous charitable trust deed dated 22 September 1978 for The City of London School Bursary Fund, and the various individual governing documents of The City of London School Scholarships & Prizes Fund.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND
Trustee's Annual Report (continued)**

2. Structure, Governance and Management (continued)

This scheme further directs that The City of London School Scholarships & Prizes Fund (charity number: 276654-1 "charity 2") shall be treated as forming part of The City of London School Bursary Fund (charity registration: 276654 "charity 1") solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.

Trustee

The body corporate known as The City of London Corporation is the Trustee of The City of London School Bursary Fund (charity registration: 276654 "charity 1") and The City of London School Scholarships & Prizes Fund (charity number: 276654-1 "charity 2"), acting through the Board of Governors of the City of London School.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund.

Organisational structure and decision making process

The charity is administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Trustee's Annual Report (continued)

3. Objectives and Activities for the Public Benefit

Object of Charity 1 – The City of London School Bursary Fund (charity registration: 276654)

The object of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

Object of Charity 2 – The City of London School Scholarships and Prizes Fund (charity number: 276654-1)

The object of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of this Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

4. Achievements and Performance

Targets for 2012/13 and review of achievement

- 1) The City of London School Bursary Fund (charity 1) will continue to contribute towards the fees payable to the School of pupils who but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. No bursaries were awarded during the year (2011/12: four bursaries). The Fund also contributed a total of £5,342 during 2012/13 towards the costs of uniforms, school trips etc. for pupils at the School who are in receipt of bursaries from other sources which cover all of their school tuition fees; and
- 2) The City of London School Scholarships and Prizes Fund (charity 2) will continue to assist children to study various subjects at the School and to assist in further education. The school allocated 279 prizes and scholarships during the year (2011/12: 259 prizes and scholarships).

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Trustee's Annual Report (continued)

5. Financial Review

During the year ended 31 March 2013 total funds increased by £454,862 (2011/12: £48,598). This movement comprised the following:-

- i) a net gain on investments of £302,971 (2011/12: a net gain of £52,036). The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio. The investments are managed by Artemis Investment Management Limited and in the year ended 31 December 2012 achieved a total return of 13.3%, which was a relative outperformance of 1.4% compared to its benchmark, the WM Unconstrained Charity Universe;
- ii) donations of £136,780 (2011/12: £1,645) and investment income of £83,508 (2011/12: £82,940); and
- iii) expenditure from charitable activities of £68,397 (2011/12: £88,023) which was largely made up of 279 scholarships & prizes (2011/12: four bursary awards and 259 scholarships and prizes).

Going Concern

The Trustee considers the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 (b).

Reserves Policy

The Reserves Policy is to maintain the endowment funds of the charity in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charity. The income arising from these investments is distributed in accordance with the objectives outlined in paragraph 3.

Investment Policy

The charity's investments are held in units of The City of London Charities Pool. The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Trustee's Annual Report (continued)

6. Plans for Future Periods

The targets for 2013/14 are:

- i) for The City of London School Bursary Fund (charity 1) to continue to contribute towards pupils' fees, where financial hardship would cause the pupils to be unable to continue at the school, and to contribute to the cost of uniforms, school trips etc. for pupils from disadvantaged backgrounds; and
- ii) for The City of London School Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the school, or to assist in further education.

7. The Financial Statements

These consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the Trust.
- **Balance Sheet** setting out the assets, liabilities and funds of the Trust.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Trustee's Annual Report (continued)

8. Statement of Trustee's Responsibilities (continued)

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 23 July 2013.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND

We have audited the financial statements of The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes 1 to 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON
SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL
SCHOLARSHIPS AND PRIZE FUNDS**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Deloitte LLP

Deloitte LLP
Chartered Accountants and Statutory Auditor
St Albans, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

20 June 2013

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND**

Statement of Financial Activities for the year ended 31 March 2013

	Note	Unrestricted Fund	Endowment Fund	Total 2012/13	Total 2011/12
		£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income		135,000	1,780	136,780	1,645
Investment income		-	75,239	75,239	70,247
Interest receivable		-	8,269	8,269	12,693
Total incoming resources	3	<u>135,000</u>	<u>85,288</u>	220,288	<u>84,585</u>
Resources expended					
Charitable activities					
Bursaries awarded		-	5,342	5,342	43,500
Scholarships & prizes awarded		-	63,055	63,055	43,640
Support costs	5	-	-	-	883
Total resources expended	4	<u>-</u>	<u>68,397</u>	68,397	<u>88,023</u>
Net incoming/(outgoing) resources before Other recognised gains		135,000	16,891	151,891	(3,438)
Other recognised gains					
Net gains on revaluation	7	-	302,971	302,971	52,036
Net movement in funds		<u>135,000</u>	<u>319,862</u>	454,862	<u>48,598</u>
Reconciliation of funds					
Total funds brought forward	9	-	2,472,374	2,472,374	2,423,776
Total funds carried forward	9	<u>135,000</u>	<u>2,792,236</u>	2,927,236	<u>2,472,374</u>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND**

Balance Sheet as at 31 March 2013

	Note	2013	2012
		£	£
Fixed Assets			
Managed Investments	7	<u>2,632,884</u>	<u>1,829,921</u>
Current Assets			
Cash at bank and in hand		307,683	659,853
Creditors: amounts falling due within one year		<u>(13,331)</u>	<u>(17,400)</u>
Net Current Assets		294,352	642,453
Total Assets less Current Liabilities	8	<u>2,927,236</u>	<u>2,472,374</u>
The funds of the charity			
Unrestricted Designated Fund		135,000	-
Expendable Endowment Fund		2,537,495	2,258,230
Permanent Endowment Fund		<u>254,741</u>	<u>214,144</u>
Total funds	9	<u>2,927,236</u>	<u>2,472,374</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 12 to 20 form part of these accounts.

CBilsland

Chris Bilsland
Chamberlain of London
23rd July 2013

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charity's financial statements.

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules modified to include the revaluation of investments, and in accordance with applicable United Kingdom accounting standards and Charities Act 2011.

The administration of The City of London School Bursary Fund (charity registration: 276654 – “charity 1”), incorporating The City of London School Scholarships & Prizes Fund (charity registration: 276654-1 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England & Wales on 1 December 2011. This scheme directs that The City of London School Scholarships & Prizes Fund (charity 2) shall be treated as forming part of The City of London School Bursary Fund (charity 1) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.

(b) Going Concern

The Trust is considered a going concern for the foreseeable future as the Trustee has due regard to maintaining the capital base and only the investment income is generally used in furtherance of the objectives of the Trust.

(c) Managed Investments

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain on investments at the balance sheet date is included in the Trust's funds.

(d) Investment Income

Investment income consists of distributions from The City of London Charities Pool and interest receivable on cash balances.

The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies (continued)

(e) Resources Expended

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Trust.

Scholarships and Prizes are recognised as resources expended as soon as there is a legal or constructive obligation committing the Trust to the expenditure.

(f) Fund accounting

The funds of the charities consist of an Unrestricted Designated Fund, and an Endowment Fund which comprises permanent and expendable funds.

(g) Cash Flow Statement

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

2. Tax Status of the Charity

The City of London School Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

The City of London School for Boys Scholarships and Prize Funds is a registered charity and as such its income and gains are potentially exempt from income tax to the extent that they are applied to its charitable purposes.

3. Incoming Resources from Generated Funds

Incoming resources are analysed as follows for The City of London School Bursary Fund (*charity 1*) incorporating The City of London School Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2012/13	Total 2011/12
	£	£	£	£
Voluntary Income	135,000	1,780	136,780	1,645
Investment Income				
Managed Investment Income	56,761	18,478	75,239	70,247
Interest Receivable	6,461	1,808	8,269	12,693
Total Incoming Resources	198,222	22,066	220,288	84,585

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

3. Incoming Resources from Generated Funds (continued)

Voluntary Income:

Donations totalling £136,780 were received during the year (2011/12: £1,645). During 2012/13 the City of London School Bursary Fund received a single bequest from the estate of Rodney FitzGerald amounting to £135,000.

Investment Income:

Income for the year derived from the investments in The City of London Charities Pool noted in 1 (d) and interest received on cash balances.

4. Resources Expended

Resources expended are analysed as follows, for The City of London School Bursary Fund (*charity 1*) incorporating The City of London School Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2012/13	Total 2011/12
	£	£	£	£
Charitable Activities				
Scholarships & Prizes Awarded	44,315	18,740	63,055	43,640
Bursaries Awarded	5,342	-	5,342	43,500
Support Costs	-	-	-	883
Total Resources Expended	49,657	18,740	68,397	88,023

Charitable activities consist of:

- i) 279 scholarships and prizes awarded amounting to £63,055 (2011/12: 259 scholarships and prizes amounting to £43,640). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) no bursaries were awarded during the year, however the fund contributed £5,342 towards the cost of uniforms, school trips etc. for pupils at the School (2011/12: four bursaries amounting to £43,500). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) no support costs were charged by the City of London Corporation during the year as there were no new bursary applications (see note 5 below) (2011/12: £883).

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

5. Support and Governance Costs

Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. There are however some specific administration services concerned with Bursary Administration which are charged directly to the charities. However, no such costs were charged to the Fund in 2012/13 (2011/12: £883).

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

6. Other Items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

7. Investment Assets

The value and cost of investments for The City of London School Bursary Fund (*charity 1*) incorporating The City of London Scholarships & Prizes Fund (*charity 2*) comprises:

	Endowment Fund	Total 2012/13	Total 2011/12
	£	£	£
<u>Charity1 – Bursary Fund</u>			
Market Value 1 April	1,419,427	1,419,427	1,076,090
Transfer of Assets (1)	-	-	296,569
Purchase of Charities Pool Units (2)	272,680	272,680	-
Net Investment Gains	225,152	225,152	46,768
Market Value 31 March	1,917,259	1,917,259	1,419,427
Units in Charities Pool	265,181	265,181	224,238
<u>Charity 2 – Scholarships and Prizes Fund</u>			
Market Value 1 April	410,494	410,494	701,795
Transfer of Assets (1)	-	-	(296,569)
Purchase of Charities Pool Units (2)	227,312	227,312	-
Net Investment Gains	77,819	77,819	5,268
Market Value 31 March	715,625	715,625	410,494
Units in Charities Pool	98,980	98,980	64,849
Total Market Value 31 March	2,632,884	2,632,884	1,829,921
Total Cost when purchased	1,786,880	1,786,880	1,263,550
Units in Charities Pool	364,161	364,161	289,087

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

7. Investment Assets (continued)

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

- (1) The scheme governing The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 54 scholarships and prizes funds be transferred from The City of London Scholarships & Prizes Fund (*charity 2*) to The City of London School Bursary Fund (*charity 1*). These 54 scholarships and prizes funds included 49,264 Charities Pool units that were transferred at a value of £6.02 per unit on the Scheme's effective date of 1 December 2011.
- (2) As agreed by the Board of Governors of the City of London School Board at their meeting on 10 October 2012, cash of £500,000 in The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund be invested in The City of London Charities Pool. Accordingly, a total of 75,074 units were purchased (*charity 1*: 40,943 units and *charity 2* – 34,131 units) at £6.66 per unit.

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

8. Analysis of Net Assets by Fund at 31 March 2013

The net assets for The City of London School Bursary Fund (*charity 1*) incorporating The City of London School Scholarships & Prizes Fund (*charity 2*) comprises:

	Unrestricted Fund	Endowment Funds		Total 2012/13	Total 2011/12
		Permanent	Expendable		
	£	£	£	£	£
<u>Charity 1 – Bursary Fund</u>					
Investments as at 31 March 2013	-	373,336	1,543,923	1,917,259	1,107,586
Investments transferred from charity 2 on 1 Dec 2011 (1)	-	-	-	-	296,569
Net gain on units transferred on 1 Dec 2011 to 31 Mar 2012	-	-	-	-	15,272
Fixed Assets	-	373,336	1,543,923	1,917,259	1,419,427
Current Assets	135,000	-	185,620	320,620	152,800
Current Assets transferred from Charity 2 on 1 Dec 2011	-	-	-	-	303,934
Total Current Assets	135,000	-	185,620	320,620	456,734
Current Liabilities	-	-	(11,508)	(11,508)	(17,400)
Net Current Assets	135,000	-	174,112	309,112	439,334
Total Net Assets	135,000	373,336	1,718,035	2,226,371	1,858,761
<u>Charity 2 – Scholarships & Prizes Fund</u>					
Investments as at 31 March 2013	-	-	715,625	715,625	707,063
Investments transferred to charity 1 On 1 Dec 2011 (1)	-	-	-	-	(296,569)
Fixed Assets	-	-	715,625	715,625	410,494
Current Assets	-	-	(12,937)	(12,937)	507,053
Current Assets transferred to Charity 1 on 1 Dec 2011	-	-	-	-	(303,934)
Total Current Assets	-	-	(12,937)	(12,937)	203,119
Current Liabilities	-	-	(1,823)	(1,823)	-
Net Current Assets	-	-	(14,760)	(14,760)	203,119
Total Net Assets	-	-	700,865	700,865	613,613
Total Net Assets (charity 1 and 2)	135,000	373,336	2,418,900	2,927,236	2,472,374

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

8. Analysis of Net Assets by Fund at 31 March 2013 (continued)

(1) The Scheme governing The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 54 scholarships and prizes funds be transferred from The City of London Scholarships & Prizes Fund (*charity 2*) to The City of London School Bursary Fund (*charity 1*).

The value of the 54 Scholarships and Prize funds amounted to £600,503 and comprised cash of £303,934 and 49,264 Charities Pool Units, which were valued at £296,569 when transferred on 1 December 2011. The Scheme directs that the permanent endowment of 11 of the 54 transferred scholarships and prizes funds be maintained by The City of London School Bursary Fund (*charity 1*) as a Permanent Endowment.

9. Movement of Funds during the year to 31 March 2013

The total movement in funds is shown below and separately for each charity:

Total Movement in Funds

	Balance at 1 April 2012	Net Incoming Resources	Transfer between funds	Net gains on revaluation	Balance at 31 March 2013
	£	£	£	£	£
Income Fund:					
Unrestricted - designated (1)	-	135,000	-	-	135,000
Expendable Endowment (2)	2,258,230	16,891	-	262,374	2,537,495
Permanent Endowment (3)	214,144	-	-	40,597	254,741
Total Funds	2,472,374	151,891	-	302,971	2,927,236

Movement in Funds of Charity 1 – The City of London School Bursary Fund

	Balance at 1 April 2012	Net Incoming Resources	Transfer between funds	Net gains on revaluation	Balance at 31 March 2013
	£	£		£	£
Income Fund:					
Unrestricted - designated (1)	-	135,000	-	-	135,000
Expendable Endowment (2)	1,644,617	13,565	-	184,555	1,842,737
Permanent Endowment (3)	214,144	-	-	40,597	254,741
Total Funds	1,858,761	148,565	-	225,152	2,232,478

**THE CITY OF LONDON SCHOOL BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2013

9. Movement of Funds during the year to 31 March 2013 (continued)

Movement in Funds of Charity 2 –The City of London School Scholarships & Prize Fund

	Balance at 1 April 2012	Net Incoming Resources	Transfer between funds	Net gains on revaluation	Balance at 31 March 2013
	£	£		£	£
Expendable Endowment (2)	613,613	3,326	-	77,819	694,758
Total Funds	613,613	3,326	-	77,819	694,758

Notes to the funds:

1. Unrestricted Designated Fund

During 2012/13 the City of London School Bursary Fund received a single bequest from the estate of Rodney FitzGerald amounting to £135,000 which is to be held as an unrestricted designated fund.

2. Endowment Fund - Expendable

The Charity's governing Scheme provides that all funds, other than those held as a permanent endowment as noted below, be held as expendable endowment.

3. Endowment Fund - Permanent

The Charity's governing Scheme identified that of the 54 scholarships & prizes funds to be transferred from The City of London School Scholarships & Prizes Fund to The City of London School Bursary Fund, 11 of these scholarships and prizes funds be preserved by The City of London School Bursary Fund in a Permanent Endowment Fund. The permanent endowment of the 11 scholarship and prize funds comprises 33,830 Charities Pool units as transferred on 1 December 2011. The new Charities Pool units purchased in the year of 17,807 from these 11 funds are not held as permanent.

10. Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Trusts do not undertake transactions with the City of London School Bursary Fund. A full list of these Trusts is available on application to the Chamberlain of London.

The Trust has investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee.

Agenda Item 5

Committee(s):	Date(s):	Item no.
Board of Governors of City of London School	Thursday, 3 October 2013	
Subject: City of London School Education Trust – 2012/13 Report and Financial Statements		Public
Report of: The Chamberlain		For Information
<p>The purpose of this report is to provide Members with a copy of the 2012/13 Report and Financial Statements for the City of London School Education Trust (charity number: 1118571).</p> <p>The key points for the year ended 31 March 2013 are as follows:-</p> <ol style="list-style-type: none"> 1. during the year ended 31 March 2013 total funds decreased by £8,172 (2011/12: total funds decreased by £6,905). This movement comprised the following:- 2. expenditure of £9,535 (2011/12: £7,463) relating to expenditure on new recording and electrical equipment for the school's theatre; and 3. income of £1,363 (2011/12: £558) relating to one donation of £1,000 and investment income of £363. <p>Recommendations</p> <p>It is recommended that Members receive this report for information.</p>		

Contacts:

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***THE CITY OF LONDON SCHOOL
EDUCATION TRUST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013***

Charity Number: 1118571

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Trustee's Annual Report and Financial Statements for the year ended 31 March 2013

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Balance Sheet	9
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THE CITY OF LONDON SCHOOL EDUCATION TRUST

Trustee's Annual Report for the year ended 31 March 2013

1. Reference and Administrative Details

Charity Name:	The City of London School Education Trust
Registered Charity Number:	1118571
Principal Address:	Guildhall, London, EC2P 2EJ
Trustees:	The Mayor, Commonalty and Citizens of City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer and Banker:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 3 Victoria Square Victoria Street St Albans AL1 3TF

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The constitution of this Trust is set out in the governing document dated 27 March 2007.

Trustee selection methods

The Finance Committee of the City of London Corporation administers the Trust on behalf of the Trustee. This committee comprises Aldermen and Common Councilmen elected to the City of London Corporation who are appointed to this committee in accordance with the usual procedures of committee membership of the City of London Corporation.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning The City of London School Education Trust.

Organisational structure and decision making process

The charity is administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London at the principal address.

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Related Parties

Details of any related party transactions are disclosed in note 9 to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of their strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The objects of the Trust are:

(1) To advance the education of pupils of the City of London School (the School), children and young people who are not pupils of the School, in particular but not exclusively by providing or assisting in the provision of facilities for education, including social and physical education and education in music and arts; and

(2) To provide or assist in the provision, in the interests of social welfare, of facilities for recreation and other leisure-time occupation for individuals who have the need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, or for the public benefit at large, with the aim of improving their condition of life.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

4. Achievements and Performance

During the year, new recording and electrical equipment was purchased for the School's Theatre at a cost of £9,535 (2010/11: £7,463 on new LED lights and other equipment).

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Trustee's Annual Report (continued)

5. Financial Review

During the year ended 31 March 2013 total funds decreased by £8,172 (2011/12: a decrease of £6,905) to £15,187 (2011/12: £23,359). This was due to expenditure on new recording and electrical equipment for the School's Theatre of £9,535, which was partly offset by a donation of £1,000 and investment income of £363 (2011/12: expenditure of £7,463 partly offset by investment income of £558).

Going Concern

The Trustees consider the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 b).

Reserves Policy

The Trust currently has only a restricted fund relating to the refurbishment of the School's theatre which will be applied towards expenditure as it is incurred. Future expenditure will be dependent upon the nature of the income received by the Trust.

Investment Policy

The charity's funds are currently held in cash. Funds which are not required for immediate use (including those which will be required for use at a future date) are placed in interest earning deposits.

6. The Financial Statements

These consist of the following and include comparative figures from the previous year.

- **Statement of Financial Activities** showing all incoming resources and all expenditure incurred and reconciling all changes in the funds of the Trust.
- **Balance Sheet** setting out the assets, liabilities and funds of the Trust.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Trustee's Annual Report (continued)

7. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the governing document. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Adopted and signed for on behalf of the Trustees on 23 July 2013.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON SCHOOL EDUCATION TRUST CHARITY

We have audited the financial statements of The City of London School Education Trust for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes 1 to 9. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's Trustee in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to the Trustee in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2013 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE CITY OF LONDON
SCHOOL EDUCATION TRUST CHARITY (CONTINUED)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Deloitte LLP

Chartered Accountants and Statutory Auditor
St Albans, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

24 June 2013

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Statement of Financial Activities for the year ended 31 March 2013

	Notes	Restricted Fund	
		2012/13 £	2011/12 £
Incoming Resources			
Incoming resources from generated funds			
Investment income		363	558
Donations		1,000	-
Total incoming resources	3	1,363	558
Resources expended			
Charitable activities	4	9,535	7,463
Total resources expended		9,535	7,463
Net movement in funds		(8,172)	(6,905)
Reconciliation of funds			
Total funds brought forward	8	23,359	30,264
Total funds carried forward	8	15,187	23,359

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Balance Sheet as at 31 March 2013

	Notes	2013 £	2012 £
Current Assets			
Cash at bank and in hand		18,717	23,359
Current Liabilities			
Creditors		(3,530)	-
Net Current Assets		<u>15,187</u>	<u>23,359</u>
The funds of the charity:			
Restricted fund	8	15,187	23,359
Total Funds		<u>15,187</u>	<u>23,359</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 10 to 12 form part of these financial statements.

CBilsland

Chris Bilsland
Chamberlain of London
23rd July 2013

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) *Basis of Preparation*

The financial statements have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*, under the historical cost accounting rules and in accordance with applicable United Kingdom accounting standards.

(b) *Going Concern*

The Trust's future funding will arise from interest receivable on cash balances and donations. The Trust is considered a going concern for the foreseeable future because the Trustees have due regard to the level of cash balances invested and the infrequent nature of voluntary donations and plan activities accordingly.

(c) *Investment Income*

Investment income consists of interest on cash balances, which are invested by the City of London Corporation as set out in Section 5 of the Annual Report.

(d) *Fund Accounting*

The funds of the charity consist of a restricted donation and interest earned on the cash balance. The restricted fund holds the original donation of the charity and any undistributed annual income carried forward for use in future years.

(e) *Cash Flow Statement*

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

2. Tax Status of the Charity

The City of London School Education Trust is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

3. Incoming Resources

Incoming resources consist of income derived from interest received on cash balances of £363 (2011/12: £558) and one donation of £1,000 (2011/12: nil).

4. Resources Expended

Expenditure of £9,535 was incurred during 2012/13 on new recording and electrical equipment for the School's Theatre (2011/12: £7,463 on new LED lights and other equipment).

THE CITY OF LONDON SCHOOL EDUCATION TRUST

Notes to the Financial Statements for the year ended 31 March 2013 (continued)

5. Support and Governance Costs

Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. It is consequently not possible to quantify this assistance in the Statement of Financial Activities.

Auditors' remuneration and fees for external financial services

The City of London Corporation's external auditor audits this charity as one of the numerous charities administered by the City Corporation. The City Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Trust during the year or in the previous year.

6. Other Items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustees received no remuneration or reimbursement of expenses during the current or previous year.

7. Analysis of Net Assets by Fund at 31 March 2013

	Restricted Fund 2013	Restricted Fund 2012
	£	£
Current Assets	18,717	23,359
Creditors: amounts falling due within one year	(3,530)	-
Total Net Assets	15,187	23,359

8. Movement of Funds during the year to 31 March 2013

	Balance at 1 April 2012	Net Outgoing Resources	Net gains/(losses) on revaluation	Balance at 31 March 2013
	£	£	£	£
Restricted Fund	23,359	(8,172)	-	15,187
Total Funds	23,359	(8,172)	-	15,187

Notes to the Funds

Restricted Fund

The restricted fund was set up with a donation towards the refurbishment of the School's theatre. It is intended that the Trust will use remaining funds to assist in similar projects in the future.

Notes to the Financial Statements for the year ended 31 March 2013 (continued)

9. Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. These Trusts do not undertake transactions with the City of London School Education Trust.

A full list of these Trusts is available on application to the Chamberlain of London.

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Committee(s):	Date(s):	Item no.
Board of Governors City of London School	Thursday, 3 October 2013	
Subject: Revenue Outturn 2012/13		Public
Report of: The Chamberlain The Headmaster		For Information
<p><u>Summary</u></p> <p>This report compares the 2012/13 revenue outturn for the City of London School with the budget for the year. Before any transfer to the Capital Reserve Fund, total net income during the year was £60,000 compared to a net income budget of £50,000, representing an increase in net income of £10,000 (20%). Overall, this better than budget position is mainly due to a small increase in tuition fee income.</p> <p>The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £598,000 for 2012/13, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the transfer to the Capital Reserve was £60,000. Following this transfer, and after taking account of expenditure funded from the reserve during the year, the balance in the Capital Reserve Fund as at 31 March 2013 was £1,361,022 (31 March 2012: £1,381,492).</p> <p>Recommendations</p> <p>It is recommended that this revenue outturn report for 2012/13 is noted.</p>		

Main Report

2012/13 Budget Position compared to Revenue Outturn

1. Overall, net revenue income for 2012/13 was £60,000 compared to an agreed net income budget of £50,000, representing an increase in net income of £10,000 *before* allowing for any transfer to the Capital Reserve Fund. The table below provides a detailed comparison between the budget and outturn.

TABLE 1 CITY OF LONDON SCHOOL			
Analysis of Service Expenditure	Budget	Actual	Variation Increase/ (Decrease)
	2012/13 £'000	2012/13 £'000	2012/13 £'000
EXPENDITURE			
Employees	8,596	8,731	135
Premises Related Expenses (see note i)	1,575	1,542	(33)
Transport Related Expenses	299	249	(50)
Supplies & Services (see note ii)	2,422	2,384	(38)
Staff Subsidy	35	35	-
Sibling Subsidy	11	11	-
Scholarship Subvention Awards	638	638	-
Match Funding Awards	303	305	2
Support Services (Annex C)	668	676	8
Total Expenditure	14,547	14,571	24
INCOME			
School Meals	(313)	(326)	(13)
Bookshop	(137)	(139)	(2)
School tuition fees	(12,206)	(12,216)	(10)
Other tuition fees	(207)	(215)	(8)
Registration and Examination fees	(260)	(249)	11
Other	(22)	(20)	2
Interest	(40)	(45)	(5)
City Support (Annex C)	(1,412)	(1,421)	(9)
Total Income	(14,597)	(14,631)	(34)
TOTAL NET INCOME BEFORE TRANSFER TO CAPITAL RESERVE	(50)	(60)	(10)
Transfer to Capital Reserve	50	60	10
TOTAL NET EXPENDITURE/ (INCOME) AFTER TRANSFER TO CAPITAL RESERVE	-	-	-
BALANCE B/FWD 1 APRIL	(598)	(598)	-
BALANCE C/FWD 31 MARCH	(598)	(598)	-

Notes - Examples of types of service expenditure:-

- (i) Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies and the contribution to the Repairs, Maintenance and Improvements Fund.
- (ii) Supplies and Services – includes equipment, furniture, materials, books, uniforms, printing, stationary, professional fees, grants & subscriptions, advertising and the contributions to the Self-Funded Scholarship Fund, IT Replacement Fund and Organ Repair Fund.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £598,000 for 2012/13, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the budget included a transfer to the Capital Reserve Fund of £50,000. However, due to the school benefiting from additional net income of £10,000 during the year, the transfer to the Capital Reserve was increased to £60,000. Following this transfer, and after taking account of expenditure funded from the reserve during the year, the balance in the Capital Reserve Fund as at 31 March 2013 was £1,361,022 (31 March 2012: £1,381,492).
3. The main reasons for the variations summarised in Table 1, resulting in additional net income of £10,000, were:-

An increase in expenditure of £24,000 mainly due to:-

- i) higher than anticipated employee expenses of £135,000 predominantly due to:
 - a) the PAYE Settlement Agreement (PSA) following a review of the taxable benefit of staff provided accommodation paid for two years (i.e. 2011/12 and 2012/13) but only budgeted for one year - £45,000;
 - b) maternity cover for two members of staff - £40,000;
 - c) costs of covering long-term and short-term sickness - £27,000;
 - d) short-term administrative support to the learning support and admissions departments to cope with increased workloads - £10,000; and
 - e) an increase in peripatetic music teacher expenses of £8,000 as a consequence of a greater number of pupils taking individual music lessons – this overspend is offset by increased music lesson charges as detailed at paragraph v); partly offset by
- ii) lower than anticipated transport expenses of £50,000 arising from the on-going review of the ‘Schools Pupil Visits Programme’, which aims to provide the same educational experience in a more economical way, for example through the use of new venues for the Junior School residential trip and some Geography field trips;

- iii) an underspend on supplies and services expenditure of £38,000, which was largely as a result of an underspend of £39,000 on books as a consequence of greater use of Information Technology (IT) as teaching methodologies adapt; and
- iv) lower than anticipated premises related expenses of £33,000 largely due to an underspend of £30,000 on energy and water costs following the continued efforts to reduce consumption and corporate contracts being renewed at lower than budgeted rates.
- v) Additional income of £34,000 principally due to £13,000 from increased take-up of school meals; a small increase in tuition fees of £10,000; and additional income of £8,000 from an increase in pupils taking individual music lessons. This additional income is offset by increased employee costs as noted at paragraph i).

Unrestricted, Designated and Restricted Funds

4. A summary of unrestricted, designated and restricted funds showing the movements in 2012/13 is attached at Annex B. Overall, total funds have decreased by £186,002 to £4,466,644 at 31 March 2013. The main movements are:-
- i) a reduction in the Retirement Fund of £89,871 in accordance with the planned programme of expenditure;
 - ii) a reduction in the Information Technology (IT) Fund of £68,672 due to the planned replacement of IT and Audio Visual equipment at a cost of £194,791, partly offset by the agreed annual contribution from revenue of £125,000; and
 - iii) expenditure from the Boys' Own Scholarships Fund exceeding income by £24,787 as part of a planned utilisation of part of this reserve to provide additional means tested scholarships.

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**SUPPORT SERVICES AND
CITY SUPPORT**

	Budget	Actual	Variation Increase/ (Decrease)
	2012/13 £'000	2012/13 £'000	2012/13 £'000
Support Services			
Information Systems (IS)	74	102	28
Staff Insurance	55	58	3
Other Insurance	80	74	(6)
Chamberlain	97	98	1
Comptroller & City Solicitor	10	6	(4)
Town Clerk	113	119	6
City Surveyor	55	36	(19)
Corporate - see note i	18	15	(3)
Corporate & Democratic Core (CDC)	71	66	(5)
City Surveyor's Employee Recharge	95	102	7
TOTAL SUPPORT SERVICES	668	676	8

City Support			
Scholarships			
General - see note ii	(638)	(638)	-
2.5% Match Funding - see note iii	(303)	(305)	(2)
Total Scholarships	(941)	(943)	(2)
Support Services			
Information Systems	(74)	(102)	(28)
Staff Insurance	(55)	(58)	(3)
Support Services	(365)	(341)	24
PP2P savings - see note iv	23	23	-
Total Support Services	(471)	(478)	(7)
TOTAL CITY SUPPORT	(1,412)	(1,421)	(9)

Notes:

- i) Various services including corporate training, corporate printing, occupational health union costs and environmental and sustainability sections.
- ii) City's Cash finances the equivalent of 48 full fee scholarships per annum.
- iii) The funding guidelines, as agreed by Policy & Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.

SUPPORT SERVICES AND
CITY SUPPORT

Notes continued

- iv) As a result of new contracts procured by the City's PP2P Team, expenditure by City Schools should generally be reduced. However, as agreed by the Chief Officer's Group in January 2012, such savings are to benefit the City Corporation centrally to help achieve balanced revenue budgets on City's Cash over the medium term. In order to move these savings from the Schools to the centre, an adjustment has been made to the City's support to the Schools. This will leave the Schools in a neutral resource position as the reduction in costs from the PP2P savings will be offset by a reduction in income through the City's Support. Should a contract procured by the PP2P Team result in an increase in a School's costs then a compensatory increase will be made to the City's support to retain the neutrality principle.

City of London School
2012/13 Movement of Funds

	Balance 1st April 2012	Interest	Income	Expenditure	Transfer between funds	Balance 31st March 2013
	£	£	£	£	£	£
<u>Unrestricted</u>						
Revenue Surplus	(597,901)	(45,212)	(14,586,024)	13,345,318	-	(1,883,819)
Capital Reserve Fund	-	-	-	-	59,918.00	59,918
Boy's Own Scholarships	-	-	-	-	363,000.00	363,000
Repairs & Maintenance	-	-	-	-	703,000.00	703,000
Information Technology	-	-	-	-	125,000.00	125,000
Organ Replacement	-	-	-	-	10,000.00	10,000
Vehicle Replacement	-	-	-	-	25,000.00	25,000
	(597,901)	(45,212)	(14,586,024)	13,345,318	1,285,918	(597,901)
<u>Designated</u>						
Capital Reserve	(1,381,492)	(25,234)	-	105,622	(59,918)	(1,361,022)
Boys' Own Scholarships	(351,392)	(6,559)	(2,117)	396,463	(363,000)	(326,605)
CoL Scholarships	-	-	(638,000)	638,000	-	-
Match-Funded Scholarships	-	-	(305,091)	305,091	-	-
Parents Bursary Scheme fundraising	1,171	-	(52,096)	51,252	-	327
Repairs & Maintenance	(1,764,972)	(28,193)	-	734,781	(703,000)	(1,761,384)
Bookshop	(14,410)	(272)	-	3,513	-	(11,169)
Information Technology	(186,319)	(1,119)	-	194,791	(125,000)	(117,647)
Retirement	(165,934)	(2,745)	-	92,616	-	(76,063)
Sailing	(6,790)	-	-	6,790	-	-
Organ Replacement	(30,597)	(589)	-	-	(10,000)	(41,186)
Vehicle Purchase	(90,118)	(1,615)	(4,000)	19,711	(25,000)	(101,022)
Grove Park Sports	(52,195)	(1,014)	(6,800)	4,530	-	(55,479)
	(4,043,048)	(67,340)	(1,008,104)	2,553,160	(1,285,918)	(3,851,250)
<u>Restricted</u>						
External scholarships	(11,697)	-	(579,218)	573,422	-	(17,493)
	(11,697)	-	(579,218)	573,422	-	(17,493)
Total Funds	(4,652,646)	(112,552)	(16,173,346)	16,471,900	-	(4,466,644)

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Agenda Item 7

Committee(s):	Date(s):
Board of Governors of the City of London School	Thursday 3 October 2013
Subject: Update on Assistant Property Facilities Manager role at City of London School	Public
Report of: City Surveyor (CS 332/13)	For Information
Summary	
<p>This report provides Members with an update on the Assistant Property Facilities Manager (APFM) role across the 3 City of London Schools.</p> <p>The City Surveyor has met with the Chairmen of the City of London School (COLS) and the City of London School for Girls (COLSG). There is now a clearer understanding of the schools' concerns with regard to the funding of the APFM role, and the City Surveyor is currently in discussion with the Chamberlain to confirm a way forward. A further report will be presented to the Board of Governors in due course to update Members about funding and all APFM roles across the whole operational property portfolio when these discussions have been concluded.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none">• Note the contents of this report.	

Main Report

Background

1. The report to the Board of Governors on 26 June 2013 recommended each of the 3 schools to part-fund the APFM role. The Freeman's School have approved the expenditure for their contribution to the Schools APFM role. However, queries were raised by the other two schools as to why this funding was being sought from school local risk budgets when savings had been made centrally from the BRM procurement exercise.
2. On 21 August 2013 the City Surveyor met with the Chairmen of the COLS and COLSG to discuss the City's new Facilities Management operating model, the

necessary changes to the City Surveyor's Department structure that have already occurred and how further efficiencies in FM service delivery will be explored. The discussion also reviewed the funding for the APFM role for the 3 schools and whether this should be from the school local risk budgets or be centrally funded from procurement savings.

Current Position

3. The City Surveyor is currently discussing the APFM role funding with the Chamberlain and a further report will be issued in due course.

Conclusion

4. A future report will address the funding of the Schools APFM role. The confirmation of the permanent Facilities Management structure will further support the Corporation, and individual departments, to progress from a predominantly locally served departmental approach to the more corporate and consolidated maintenance approach across all properties, so creating greater economies of scale, resilience, consistency of standards and further efficiencies.

Background Papers:

Appendix 1 - Notes on the APFM Role for the 3 Schools. Report to Board of Governors of the City of London School, Wednesday, 26 June 2013.

Karyn Ramsay

Senior Property Facilities Manager, City Surveyor's Department

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Agenda Item 8

Committee(s): City of London School	Date(s): Thursday 3 October 2013	Item no.
Subject:		
Headmaster's Report		
Report of: Mr David Levin, Headmaster	Public For Information	
<u>Summary</u>		
<ul style="list-style-type: none">• The School has had its second best ever A levels results with 73.9% graded A* or A, with a hugely impressive 37% at A*• The school has had its best ever GCSE results with 90.5% A* and A and 68.5%% of these were A*. 56 boys got 9 A*s or better.• University places for 2013 Leavers recorded and enclosed.• 88% of Leavers who secured a place at University will be attending Russell Group Universities and if St. Andrews/Bath/Sussex are included this rises to 91%• A summary of achievements 2012 - 2013 is included• New teachers commencing employment at the School are listed.• Completed Summer Works recorded.• A total of 953 boys were enrolled for the new academic year. This is over full and compares with the 875-885 average admitted up to 2008. Last year the total was 922• Forty two Scholarships awarded by category are listed.• Summary of Health & Safety Public Report tabled.• Professional Development Report• Sports Report for 2012-2013• Charity Appeal 2012-2013• Headmaster to be heard on the subject of Bentworth Primary School Academy.		

Main Report

1. Public Examination Results

The A Level and GCSE results at both A Level and GCSE are listed by subject below. Statistical highlights of our achievements are included.

As you can see from this and the subject lists, this has been the second best ever A Level and the best ever GCSE year for the School. The percentage of A* - B Grades at A Level was 95% of all subjects taken. The A* was secured in 37% of all subjects taken. The percentage A* and A at GCSE was 90.5%, the best ever results for GCSE. Significantly, 73.9% of all A Level subjects taken at A Level were awarded A or A* grades.

64.8% of all IGCSE grades were A*. The School continues to take IGCSE in all subjects except Latin, Greek, Classical Civilisation, RE, PE, Art and Russian.

Statistical highlights of Summer 2013 public examination results

A & AS level

Second best ever % A* - B. 94.5% (Summer 2010 saw the introduction of the A*).

2012: 97% 2011: 90.6 2010: 93.1 2009: 92.6 2008: 91.8
2007: 93.9 2006: 90.4 2005: 90.1

Hugely impressive % A/A* grades - 73.9% – THIS NOW INCLUDES 36.6% A* - first awarded 2010, up from 29.3% in 2012

2012: 78.6 2011: 66.1 2010: 75.2 2009: 72.5 2008: 74.7
2007: 74.9 2006: 64.4 2005: 64.7

Superb A/AS points per candidate (454.3)

2012: 446.4 2011: 444 2010: 446.3 2009: 435.4 2008: 417.7
2007: 435.8 2006: 407.7

NB. There are 116 candidates this year, compared to 130 in 2012.

I boy has 3A*s and 2 As. He goes to Cambridge to read Maths.

I boy has 4 A*s – he goes to read Medicine

I boy got 3A*s, 1A and 1B and goes to Oxford.

7 boys all got 4 A*s and an A at AS. They go to Cambridge, Cambridge, Medical School, Oxford, Oxford, Oxford and Oxford respectively!

1 boy got 5 As.

10 boys all got 3 A*s and 1A at A Level and an A at AS

2 boys got 3 A*s.

13 boys got 2 A*s and 2 As.

6 boys got 2 A*s and 1A.

1 boy got 1A* and 4 As and another got 1A* and 3As.

8 boys got 1 A* and 2 As.

22 boys got 3A*s or more. 17 in 2012.
57 boys (out of 116) got straight A/A* grades
40 took 4 or more A Levels.
103 boys got at least ABB.

GCSE 2013

August 20th – Subject to change

90.5%% A* + A Highest ever on actual results day – EARs still increasing this.

**(2012 – 84.3% 2011 – 85.5 2010 – 90.4 2009 – 83.1 2008 – 80.9 2007 – 82.2
2006 – 82.8, 2005 79.3)**

Highest ever A* at 68.4%

(2012 55.6% 2011 – 54.3 2010 – 61.1% 2009 – 49.2 2008 – 48.6%)

99.5% A*-C grades

10.3 was the average number of GCSEs taken (10.3 in 2012)

56 boys gained 9A* grades or better (27 in 2012, 39 in 2011 and 41 in 2010)

12A* - 5 boys

11A* and 1A – 2 boys

11A* 11 boys

10 A*S, 1A and 1B 1 boy

10 A* and 1A – 2 boys

10A*s and 1B – 2 boys

10A* - 21 boys

9A*, 2As and 1B – 1 boy

9A* and 1A – 10 boys

9A*s and 1B 1 boy

1 boy got 8 A*s and 3 As

5 boys got 8 A*s and 2 As

1 boy got 8A*s and 1A

78 boys got straight A* and A grades – 64% (54 in 2012, 63 in 2011 and 77 in 2010)

2. University Places for Leavers 2013

125 in cohort

OXBRIDGE 20 offers

OXFORD	14 offers	14 places
CAMBRIDGE	6 offers	<u>5 places</u>
	Total	<u>19 places</u>

MEDICINE

MEDICINE	15 applicants, 9 offers	9 places confirmed
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RUSSELL GROUP

99 out of the 125 boys in the year have been placed through UCAS. 3 have opted for an overseas university (1USA, 1 Canada, and 1 Ireland) bringing the total to 102. 9 boys did not make an application. This leaves 14 who were not placed through UCAS. Of these, in light of their very high results, 5 withdrew from their offers to apply (or re-apply) to Oxbridge in 2013. 2 boys withdrew from their insurance offers to re-apply to preferred alternatives in 2013. 2 are intending to reapply for Medicine in 2014. A further 5 boys will re-apply (and take some re-sits) in 2013.

Of the 99 boys placed through UCAS, there are 87 places (87/99, 88%) secured at Russell Group Universities. However when places at other top rank institutions such as St Andrews/Bath/Sussex are included this number rises to 90 (90/99, 91%), thus making this again a very successful year on record for boys who received offers being placed at Russell and Premier Group universities. The average (at Premier Group) over the last 12 years is 80% so 2013 is notable for the remarkably high levels achieved at top ranking institutions.

LONDON

25 (25/99, 25%) placed at London institutions (2012 22%, 2010 31%, 2009 29%, 2008 27%, 2007 30%, 2006 27%). CITY 2, IMP 4, KLC 4, LSE 2, QMUL 2, SGEO 1, UCL 9

UNIVERSITY CHOICE

	<u>2013</u>	<u>2012</u>	<u>2011</u>
FIRM (1 st choice)	90 (91%)	100 (91%)	86 (86%)
INSURANCE (2 nd choice)	4 (4%)	7 (6%)	10 (10%)
CLEARING	5 (5%)	5 (4%)	4 (3%)

DESTINATION BY SUBJECT TYPE

ARCHITECTURE	4
ARTS and HUMANITIES	46
LAW	3
MATHEMATICS / FINANCE	6
SCIENCE and ENGINEERING	38
SOCIAL SCIENCE	9
APPLYING 2013	9
RE-APPLYING 2013	9
POSITION NOT YET KNOWN	1
Year total	125

A Level Results 2013

Results A2 2013														
	No. of	Grades						No of	%	Ave	% A* - A	% A* - B	% A* - C	% A* - D
	Entries	A*	A	B	C	D	E	passes	pass	Score*			2012	2012
		A*	A	B	C	D	E	A*-E						
English Literature	18	14	4					18	100.0	135.6	100.00	100.00	95.65	100.00
English Language	18	2	8	8				18	100.0	113.3	55.56	100.00	66.67	83.33
History	39	9	15	13	1	1		39	100.0	115.4	61.54	94.87	81.48	100.00
Geography	9	6	1	2				9	100.0	128.9	77.78	100.00	73.68	100.00
French	23	6	12	5				23	100.0	120.9	78.26	100.00	71.43	95.24
German	4	1	3					4	100.0	125.0	100.00	100.00	100.00	100.00
Spanish	9	3	5	1				9	100.0	124.4	88.89	100.00	83.33	91.67
Russian	7	6	1					7	100.0	137.1	100.00	100.00	100.00	100.00
Religious Studies	22	4	9	9				22	100.0	115.5	59.09	100.00	78.95	100.00
Latin	4	1	3					4	100.0	125.0	100.00	100.00	80.00	100.00
Classical Greek	4	1	1	2				4	100.0	115.0	50.00	100.00	66.67	100.00
Classical Civilisation	5	1	3	1				5	100.0	120.0	80.00	100.00	66.67	83.33
Government & Politics	11	2	6	2	1			11	100.0	116.4	72.73	90.91	83.33	100.00
Economics	20	5	10	3	2			20	100.0	118.0	75.00	90.00	74.19	90.32
Mathematics	75	38	16	13	7	1		75	100.0	122.1	72.00	89.33	71.64	94.03
Further Mathematics	24	13	5	5	1			24	100.0	125.0	75.00	95.83	87.50	100.00
Physics	39	11	15	8	3	2		39	100.0	115.4	66.67	87.18	69.44	97.22
Chemistry	35	9	17	7	2			35	100.0	118.9	74.29	94.29	78.95	100.00
Biology	23	10	10	3				23	100.0	126.1	86.96	100.00	85.19	100.00
Music	4	1	3					4	100.0	125.0	100.00	100.00	100.00	100.00
Drama	4		2	1	1			4	100.0	105.0	50.00	75.00	66.67	100.00
Art & Design	6	5	1					6	100.0	136.7	100.00	100.00	100.00	100.00
TOTAL	403	148	150	83	18	4	0	403	100.0	120.8	73.95	94.54	78.90	97.00
No. of candidates	116													
% 2013		36.70	37.20	20.60	4.50	1.00	0.00	100						
(% 2012)		29.3	49.5	18.2	2.3	0.5	0.2	100.0						
2012 No. of Candidates	130	129	218	80	10	2	1	440						
% Overall pass rate:	100.0													
% of A* and A grades:	73.9	78.9												
% of A* to B grades:	94.5	97												
Average score per A	120.8													
Ave. score per A/A	454.3													
121														
448														
* For A Level	Grade	A*	A	B	C	D	E							
	Score	140	120	100	80	60	40							

Fifth Form GCSE Summer 2013

Fifth Form GCSE Summer 2013													
Subject	No. of Entries	Grades									No. of passes	% pass	% A* and A 2013
		A*	A	B	C	D	E	F/G	U	A* - C			
English Language	128	77	40	8	3						128	100.0	91.41
English Literature	128	104	18	4	2						128	100.0	95.31
History	106	75	23	7	1						106	100.0	92.45
Geography	58	41	12	4	1						58	100.0	91.38
Religious Studies	28	21	6	1							28	100.0	96.43
Latin 2013	26	20	4	2							26	100.0	92.31
Latin 2012	29	22	7	0							29	100.0	100.00
Greek	28	14	4	5	1	1	1	2			24	85.7	64.29
Classical Civilisation	15	8	5	2							15	100.0	86.67
French 2013	97	68	20	5	3	1					96	99.0	90.72
French 2012	16	15	1	0							16	100.0	100.00
German	26	19	5	1	1						26	100.0	92.31
Russian	18	17	1								18	100.0	100.00
Spanish	29	20	9								29	100.0	100.00
Mathematics	128	92	30	6							128	100.0	95.31
Physics	117	83	22	11	0	1					116	99.1	89.74
Chemistry	117	69	31	13	4						117	100.0	85.47
Biology	117	87	19	11							117	100.0	90.60
Double Award Science*	22	2	6	9	5						22	100.0	36.36
Physical Education	17	7	5	4	1						17	100.0	70.59
Drama & Th. Studies	28	12	15	1							28	100.0	96.43
Art & Design	26	17	6	3							26	100.0	88.46
Music 2013	9	8	1								9	100.0	100.00
Music 2012	3	3									3	100.0	100.00
TOTAL	1316	901	290	97	22	3	1	2	0		1310	99.5	90.50
No. of candidates	128												0.00
% 2013	100	68.5	22.0	7.4	1.7	0.2	0.1	0.2	0.0		99.5		
2012%	100	56.5	28.2	11.6	3.3	0.2	0.1	0.0	0.0		99.6		
*11 candidates													
Bold denotes IGCSE													
% Overall pass rate:		99.5											
% of A* and A grades:		90.5	84.7										

Fifth Form Additional Subject Summer 2013

Fifth Form Additional Subjects Summer 2013									
Subject	No. of Entries	Grades (A* not awarded in these subjects)							
		A	B	C	D	E	F/G	U	
Additional Mathematics	59	48	6	3	2				
TOTAL	59	48	6	3	2	0	0	0	
No. of candidates									
% 2013		81.4	10.2	5.1	3.4	0.0	0.0	0.0	
2012%		71.9	21.1	3.5	0.0	3.5	0.0	0.0	

Fourth Form GCSE Summer 2013

Fourth Form GCSE Summer 2013											
Subject	No. of Entries	Grades								No. of passes	% pass
		A*	A	B	C	D	E	F/G	U		
French	20	18	2							20	100.0
Italian	1	1								1	100.0
Latin	54	36	14	4						54	100.0
Spanish	1	1								1	100.0
Russian	1	1								1	100.0
Music	12	11	1							12	100.0
TOTAL	89	68	17	4	0	0	0	0	0	89	100.0
No. of candidates											
% 2013	100	76.4	19.1	4.5	0.0	0.0	0.0	0.0	0.0	100.0	
2012%	100	83.7	16.3	0.0	0.0	0.0	0.0	0.0	0.0	100.0	

3. SUMMARY OF ACHIEVEMENTS 2012-13

Mathematics

- UK Junior Team Maths Challenge: National Champions
- UK Senior Team Maths Challenge National Final Runners-Up
- National Cypher Challenge: Winners

Languages

- EU Translation Competition *Juvenes Translatores* National Winner
- Vocab Express: National Champions, French section

The Citizen

- School Media Awards, National Winners, Best Front Cover and Best Magazine

- Heythrop Essay**
 - National Winner and additionally a fifth place award.
- Erasmus Essay**
 - National Runner-Up
- Charity**
 - Total raised for WaterAid over £70,000
- Drama**
 - LAMDA examination results: 23 Distinction, 33 Merit, 10 Pass.
- Football**
 - First XI London Independent School 6-a-side Champions 2012
 - London Independent School 8-a-side Champions 2012
- Basketball**
 - Under 14 LISBA League Winners 2013
 - Under 15, Under 16 and Under 18 LISBA Cup runners-up
- Water-polo**
 - Under 18 National Champions 2013
 - Under 18 London Schools League and Cup winners 2013
 - Under 16 National Plate Championships 2013
- Cricket**
 - Under 14 London School's Champions 2013
 - Under 14 Gubbay Allen Trophy Winners 2013
- Honours**
 - Ben Bolderson, football, National Team Player
 - Will Moore, handball and fencing, National Team Player

Pupils from The Citizen, the Junior Masters Challenge, LAMDA and Will Moore will present to the Governors.

4. Scholarships awarded

The following awards have been made to pupils entering the School in September 2013:

- a) 23 City of London Corporation scholarships based solely on academic ability – these scholarships are for up to half of the school tuition fees
- b) 4 City of London Corporation Music scholarships – these are for up to half of the tuition fees
- c) 3 City of London Corporation Sports scholarships – these are for up to half of the school tuition fees
- d) 12 full fee Means Tested Sponsored Scholarships – these cover all of the school tuition fees – 5 were awarded to pupils entering the Junior School and 7 to those entering the Sixth Form.

In addition 30 of last year's Fifth Form pupils have been awarded scholarships based upon their GCSE results

The Means Tested Scholarships have been awarded as a consequence of generous funding received from:

- a) The City of London Corporation
- b) The Wolfson Foundation
- c) HSBC
- d) The Man Group
- e) The John Carpenter Club
- f) PWC Risk Partners
- g) A legacy from the estate of Rodney Fitzgerald
- h) A legacy from the estate of Benson Catt

The award of 12 new Means Tested Sponsored Scholarships referred to above brings the total number of full fee scholarships awarded at the City of London School since the launch of the scholarship campaign in November 2000 to 189. In addition there are 14 scholars in receipt of substantial bursaries provided by HSBC.

5. New Teaching Appointments w.e.f. September

- Mrs Alice Fountaine MA, MSci Downing College, Cambridge to join the Learning Support Department from the Institute of Physics
- Mr Alex Wood, MSci, Imperial College, London to join the Physics Department from Caterham School.
- Mr Geoff Browne BA, Sidney Sussex College, Cambridge to join the Biology Department from Hylands School, Chelmsford
- Mr Michael Thain, BA, Keble College, Oxford, MSc, Birkbeck College, London to join biology Department (for the Autumn Term) from St Paul's School
- Dr Joanne Rush, MA, MPhil, Christ's College, Cambridge, PHD, Somerville College, Oxford to join the English Department (part-time job share two days a week).

6. Summer Works

There have been some building works this summer, amounting to £1.6m. These include:

- Refurbishment of the CCF Centre, including the creation of a new classroom
- Refurbishment of Music Recital Room (201), including heating, ventilation, AV installation and a new floor
- Installation of new stage lighting and sound systems in the Great Hall
- Complete redesign and expansion of the Medical Centre (Level 2) including a new waiting room, a new consulting room and a two bed sick bay
- New carpeting, lighting and ventilation on Level 2

- Air conditioning in the Phillips Meeting Room and Print Room
- Installation of new AV equipment in the Asquith Room
- Refurbishment of the History Staff Room and the creation of a History Bookstore
- Carpets, new LED lighting and redecoration of Corridors 3 & 4.
- Two more Physics laboratories refurbished along with the Chemistry Prep Room
- Redecoration and new furniture in the Boys' Changing Rooms
- Installation of interactive whiteboards in four classrooms
- Routine maintenance in the Sports Hall, the Swimming Pool, several classrooms, School Kitchen
- The complete refurbishment of the Upper Playground and the laying of a 3G Astroturf surface, due to be ready by mid-October.

7. Health and Safety Public Report October 2013

- 7.1 Copies of the updated Health & Safety Policy will be available for Governors at the meeting. Questions should be directed to the Second Master.
- 7.2 A whole School Fire Drill was held on Tuesday 17 September.
- 7.3 Vaccinations were arranged for Second and Fourth Formers by the School Nurse in the week beginning 9 September.
- 7.4 The last Health and Safety Committee of the last School Year was held on 17 June 2013 at which the following issues were discussed: Legionella problems, the Fire Audit report, Air Quality in the AV Department, the drains on the north side of the building and pest control.
- 7.5 The next Health & Safety Committee meeting is scheduled for October 1st.
- 7.6 As a result of the increased numbers of boys in the School, it was no longer safe to hold "whole school" assemblies, so at the start of term there had to be two – one for the boys in OG to Third Form and one for Fourths and above. On Mondays, separate assemblies were now needed for OG and First form and Seconds.
- 7.7 Continued problems with pest control have been reported and these have been exacerbated by the new Corporation contractors who have not proved reliable so far.
- 7.8 Continued problems with the MITIE cleaning contract have been reported once again.

8. Improvements to the School's Upper Playground

The project to significantly improve the School's Upper Playground has been progressing during the Summer Holidays and first few weeks of term. It will both (i) provide a high quality playground which is a safe and appropriate place for outside sport and (ii) rectify the current ingress of rain water.

A Verbal update will be given at the meeting.

9. School Roll – September 2013

	OG	1 st	2 nd	3 rd	4 th	5 th	J6	S6	Total
2011-2012	40	96	100	144	128	140	126	140	914
2012-2013	45	96	96	140	144	128	152	121	922
2013-2014	44	109	96	143	138	142	135	146	953

The School is very full.

10. Professional Development

Mr McBroom took on the role as Head of Staff Development in April 2013.

- The Best Practice Committee continues to run - the purpose of which is to court opinion from colleagues new (or relatively new) to the school about how CLS functions. A number of suggestions from the BPC have been adopted in recent years.
- The process of induction for NQTs has recently been reformed. AJVM is attending ISTIP (Independent School Induction Panel) training to keep abreast of changes.
- A professional development questionnaire was distributed to all staff in June 2013. The findings were used to help frame the School Development Plan.
- CLS continues to make excellent financial provision for INSET to teachers and support staff. The method of advertising these courses has been improved. Staff are encouraged to cascade INSET training through 'Teachmeet' (regular, informal meetings where aspects of teaching and learning and professional development are discussed) and other appropriate forums (e.g. Department Meetings).
- 'Twilight INSET', delivered by external providers, will be trialled this academic year.

- A Professional Development Library is being developed.
- A 'bank' of likely/possible questions is being compiled. This is designed to help staff prepare for middle/senior leadership interviews at other schools.

11. 2012 – 2013 Sporting Highlights

Football

Football has had yet another hugely successful year. Over 300 boys across 29 teams have represented the school in competitive fixtures against schools from all over the country.

- CLS fielded 7XI's at the senior age group
- u14 and u15 ABC and D teams
- In the lower school, CLS organise annual u12 and u13 ABCDE and F team fixtures against other independent senior and local prep schools.

Football Trips

- Pre-season trip to Brighton University
- Senior tour to Barcelona.

Football Highlights

- 1st XI and U13 teams won the prestigious London Schools 6-a-side competitions.
- **1st XI made it through to the English Schools FA Cup 6th round and were runners up in the London Independent Schools' Cup Final against Hampton.**
- U15s reached the semi-final of the Bromley and District Schools Cup
- U13s the semi-finals of the London Schools Cup.

CLS Basketball

- CLS were the only London Independent school to reach LISBA league finals in all four age groups.
- The u15 and u19 teams finished 4th in the league
- The u15, u16 and u19 teams finished runners up in the LISBA cup.
- **The u14 team were unbeaten across the whole season and went on to win the LISBA league and Cup competitions.**

Water Polo

- **The U18 team won the National Championships. This is the first time in 30 years that a City team has won this title.**

- The team also won the London Schools League for the third time in four years.
- The team capped off a phenomenal season by winning the London Schools League cup
- The U16 team won the National Schools Plate Competition

Cricket

- 1st XI made it to the semi-finals of the London Schools Cup
- The u12 team made the quarter finals and the u15 team the semi-finals of the London Schools Cup.
- **The u14 team won the prestigious Gubbay Allen Trophy and the London Schools Cricket Trophy.**

Wider Participation

- CLS offers an extensive Games programme above and beyond that available to pupils playing the major school sports. The pupils can choose from Sailing, Climbing, Fives, Kayaking, Karate, Circuit Training to name but a few.
- The Physical Education Department offer an extensive competitive sport programme to all the boys on the back of the inter-form and inter-house competitions. Nearly half of each year group gets to compete in sports such as Volleyball, Basketball, Hockey, Badminton, Short Tennis, Football and Cricket.
- The school summer sports days represent the culmination to the house sport competitions where all boys compete across all athletic activities in an attempt to win points for their form or house.

12. Charity Appeal 2012-13

The pupils' annual charitable appeal for the 2012/2013 academic year was in aid of Water Aid. The appeal was led by Leo Gundle – a sixth former – and has raised over £77,000 which is a school record.

13. Sabbatical Leave Summer 2013

Mr Martin Bitcliffe – currently Director of Drama – was granted Sabbatical leave for the Summer Term 2013. A brief report from Mr Bitcliffe is attached as an Appendix

14. Primary School Academies

Headmaster to be heard on the subject of Bentworth Primary School Academy. He will propose that Mr Gary Griffin Second Master, take on the role of Chairman of Governors of Ark Bentworth as the Headmaster's successor. Sarah Fletcher and Lucy Heller, CEO of ARK are in favour of the appointment.

Contact: David Levin
Headmaster
020 7489 0291
headmaster@clsb.org.uk

Report on my term's sabbatical.

Prepared by Martin Biltcliffe

During my sabbatical, I have made great progress with several units of study towards the *Diploma for Teaching Pupils with Specific Learning Difficulties*. This is a Level 5 Diploma run by OCR Examination board and amongst other things involves 2 blocks of teaching practice to be conducted over 20 weeks, teaching pupils from different schools at different key stages of education.

During the sabbatical term, I completed a block of 14 weeks teaching practice at Lyndhurst Primary School, Camberwell in the London Borough of Southwark. This is a typical inner London Primary with a very mixed profile of pupils from many different parts of the world and of differing abilities. It has a high profile, specialist dyslexia unit that features in a recent Government Report entitled "Dyslexia Still Matters". There were several aspects of the centre that were particularly impressive e.g. A Year One Phonics Check Programme, a KS2 grammar, punctuation and spelling programme and the importance they placed on early intervention and models of good practice.

I taught a young pupil with dyslexia in Year 5 and gained experience in assessing a pupil's learning needs, planning and delivering a 14 week programme of structured and cumulative, multi-sensory lessons addressing their literacy and numeracy needs.

Apart from the practical experience of face to face teaching, I have also made a significant start to the research projects involved in the course. I have started an analysis of a series of reports from other specialist teachers and from educational psychologists.

This leaves a summary of current legislation relating to Learning Support to complete and a second teaching practice of 6 weeks which I am hoping to complete at CLS.

Without this term of sabbatical leave, I certainly would not have been able to make such excellent progress with this qualification which I believe will be of great benefit when I join the Learning Support team at CLS.

Agenda Item 12

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

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Agenda Item 13

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 14

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

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