

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 29 November 2013

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Friday, 29 November 2013 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Douglas Mobsby (External Member)
Roger Chadwick	Graham Packham
Deputy Robin Eve	Elizabeth Rogula
Brian Harris	Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (External Member)	

Officers:

Gemma Stokley	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Michael Bramwell (co-opted), Alderman Peter Hewitt, Michael Hudson, Hugh Morris, Alderman Dr Andrew Parmley, Judith Pleasance and Gillian Yarrow (co-opted).

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

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

3. MINUTES

The public minutes and summary of the meeting held on 1 October 2013 were considered and approved as a correct record.

MATTERS ARISING

City of London Freemen’s School Bursary Fund – 2012/13 Report and Financial Statements (page 2) – The Chamberlain reported that, following the Board’s request, a surplus of £129,000 had now been transferred to charitable units.

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

The public minutes and summary of the Finance, General Purposes and Estates Sub Committee meeting held on 15 November 2013 were received.

RECEIVED.

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

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

RECEIVED.

6. **REVIEW OF TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

The Board considered a report of the Town Clerk requesting that Governors review the Board’s Terms of Reference and Frequency of Meetings.

In response to a question, the Chairman stated that the Board’s very broad terms of reference were intended to provide a degree of flexibility.

The Board commented that they were content with their current frequency of meetings.

RESOLVED – That, the terms of reference of the Board of Governors of the City of London Freemen’s School are approved for submission to the Court of Common Council in May 2014.

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

There were no questions.

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

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

9. **EXCLUSION OF THE PUBLIC**

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

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

13	3
14	1 & 2
15	1 & 3
16	1 & 3
17	3
18	2
19	1
20	-
21	-
22	1, 2, 3 & 4
23	2, 3 & 4

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 1 October 2013 were considered and approved as a correct record.

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

The non-public minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 15 November 2013 were received.

12. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The non-public minutes of the Academic and Education Sub Committee meeting held on 15 November 2013 were received.

13. **REVIEW OF FOUNDATION SCHOLARSHIPS**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School regarding the Foundation Scholarship Scheme Award Scale.

14. **HEADMASTER'S REPORT**

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School matters including staffing matters, the ISI Interim Inspection of Boarding, Prize Day 2014 and Marketing and Admissions.

15. **DEVELOPMENT OFFICE**

The Board considered and approved a report of the Headmaster regarding the Development Office.

16. **PUBLIC BENEFIT/OUTREACH**

The Board received a joint report of the Headmaster and the Chaplain providing Governors with an up to date overview of activities in 2012-13 the School has been involved with which, in addition to benefitting the education of pupils, are also of 'public benefit'.

17. BURSAR'S REPORT

The Board received a report of the Bursar regarding various issues including the School's financial position, arrears of fees and catering.

18. RESULTS REPORT 2013

The Board received a report of the Deputy Head, Academic, of the City of London Freemen's School regarding the School's 2013 public examination results.

**** IN ACORDANCE WITH STANDING ORDER NO. 40, THE BOARD
AGREED, AT THIS POINT, TO EXTEND THE MEETING BEYOND THE
ALLOTTED 2 HOUR TIME FRAME ****

19. HEAD OF JUNIOR SCHOOL REPORT

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

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

There were no questions in the non-public session.

21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration in the non-public session.

22. CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 1 October 2013 were considered and approved as a correct record.

23. TEACHING STAFF PAY CLAIM - 2013

The Board received a report of the Director of Human Resources regarding the 2013 Teaching Staff Pay Claim.

The meeting ended at 1.20 pm

Chairman

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