



Board of Governors of the City of London Freemen's School

Date: FRIDAY, 29 NOVEMBER 2013
Time: 11.00 am
Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members:

Stuart Fraser (Chairman)	Douglas Mobsby (co-opted)
Deputy John Bennett (Deputy Chairman)	Hugh Morris
Michael Bramwell (co-opted)	Graham Packham
Roger Chadwick	Alderman Dr Andrew Parmley
Deputy Robin Eve	Judith Pleasance
Brian Harris	Elizabeth Rogula
Alderman Peter Hewitt	Deputy Dr Giles Shilson (ex-officio)
Michael Hudson	Sir Michael Snyder (ex-officio)
Vivienne Littlechild	Chris Townsend (co-opted)
Sir Clive Martin (co-opted)	Philip Woodhouse
Andrew McMillan (co-opted)	Gillian Yarrow (co-opted)

Enquiries: Gemma Stokley
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Lunch will be served at the conclusion of the meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 1 October 2013.

For Decision
(Pages 1 - 6)

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

To receive the public minutes and summary of the meeting held on 15 November 2013.

For Information
(Pages 7 - 10)

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

To receive the public minutes and summary of the meeting held on 15 November 2013.

For Information
(Pages 11 - 14)

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

Report of the Town Clerk.

For Decision
(Pages 15 - 18)

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

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

9. **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 Section 12A if the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 1 October 2013.

For Decision
(Pages 19 - 26)

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

To receive the non-public minutes and summary of the meeting held on 15 November 2013.

For Information
(Pages 27 - 32)

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

To receive the non-public minutes and summary of the meeting held on 15 November 2013.

For Information
(Pages 33 - 38)

13. **REVIEW OF FOUNDATION SCHOLARSHIPS**

Joint report of the Chamberlain and the Headmaster of the City of London Freemen's School.

For Decision
(Pages 39 - 44)

14. **HEADMASTER'S REPORT**
Report of the Headmaster of the City of London Freemen's School.
For Information
(Pages 45 - 86)
15. **DEVELOPMENT OFFICE**
Report of the Headmaster of the City of London Freemen's School.
For Decision
(Pages 87 - 90)
16. **PUBLIC BENEFIT/OUTREACH**
Joint report of the Headmaster of the City of London Freemen's School and the Chaplain.
For Information
(Pages 91 - 96)
17. **BURSAR'S REPORT**
Report of the Bursar.
For Information
(Pages 97 - 100)
18. **RESULTS REPORT 2013**
Report of the Deputy Head (Academic).
For Information
(Pages 101 - 116)
19. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School, City of London Freemen's School.
For Information
(Pages 117 - 122)
20. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 3 - Confidential Agenda

22. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 1 October 2013.

For Decision

23. **TEACHING STAFF PAY CLAIM - 2013**

Report of the Director of Corporate HR.

For Decision

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Tuesday, 1 October 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 Tuesday, 1 October 2013 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Hugh Morris
Michael Bramwell (External Member)	Graham Packham
Brian Harris	Judith Pleasance
Alderman Peter Hewitt	Elizabeth Rogula
Michael Hudson	Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (External Member)	Gillian Yarrow

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Sarah Port	- 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
Richard Alton	- Deputy Head, Academic, City of London Freeman's School

The Chairman opened the meeting by welcoming Philip Townsend to his first Board of Governors meeting following his recent appointment to the Board by the Court of Common Council.

1. APOLOGIES

Apologies for absence were received from Roger Chadwick, Deputy Robin Eve, Douglas Mobsby (co-opted), Alderman Dr. Andrew Parmley and Vicky Buckman (Deputy Head).

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 3 June 2013 were considered and approved as a correct record.

4. **CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL - 2012/13 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2012/13 Report and Financial Statements for the Charities Administered in connection with (ICW) The City of London Freeman's School (charity number: 312120).

RECEIVED.

5. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - 2012/13 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2012/13 Report and Financial Statements for the City of London Freeman's School Bursary Fund (charity number: 284769).

The Deputy Chairman commented that the amount of cash held in the fund seemed excessive. He suggested that the Board should look to increase the income level of the fund and transfer some of the cash held to the Charities Pool.

Governors agreed that this was a sensible proposal. It was recommended that £100,000 should be retained in cash in the Fund going forward.

In response to a question, the Chamberlain reported that the annual distribution from the charities pool had been considerably more than interest earned on cash balances in recent years.

RESOLVED – That £100,000 cash be retained in the fund with the remainder being invested in the City's Charities Pool.

6. **REVENUE OUTTURN 2012-13**

The Board received a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School comparing the 2012/13 revenue outturn with the budget for the year.

In response to a question regarding the two new funds established this year, the Headmaster reported that the School would now be able to fund some of the suggestions brought forward by the School Council via the School Committee Fund. He clarified that these often tended to be relatively small funding requests.

RECEIVED.

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

There were no questions.

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

A Governor commented on the success of the School Chaplain in the Parish. The Headmaster commented that it had been an inspired decision of the Board of Governors to fund this post which had, to date, fulfilled all of the School's hopes.

Governor Safeguarding Training

The Town Clerk informed Governors that a Safeguarding Training session, provided by an external agent, would be offered to Governors of all three City Schools and the Guildhall School of Music and Drama. Governors were informed that the session would take place on Thursday, 5 December 2013 at Guildhall from 10am – 12 noon and that further information regarding content would be circulated to all nearer the time.

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, 3 & 4
11	3 & 4
12	2 & 3
13	3
14	3
15	1
16	1
17	-
18	-
19	2, 3 & 4
20	1, 2, 3 & 4

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 3 June 2013 were considered and approved as a correct record.

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

The Board received a report of the Town Clerk providing Governors with the details of decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Board's last meeting on 3 June 2013.

12. **REVIEW OF FOUNDATION SCHOLARSHIP SCHEME**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School asking that Governors reconsider how the net income of applicants for Foundation Scholarships is assessed following a request at the last meeting of the Board of Governors.

13. **MASTER PLAN - GATEWAY 6 PROGRESS REPORT**
The Board considered a late, separately circulated joint report of the City Surveyor and the Headmaster of the City of London Freemen's School regarding Gateway 6 of the City of London Freemen's School Masterplan Phase 1 works.
14. **BURSAR'S REPORT**
The Board considered and approved a report of the Bursar of the City of London Freemen's School.
15. **HEADMASTER'S REPORT**
The Board received a report of the Headmaster of the City of London Freemen's School relative to various School matters including Public Examination Results, the CCF, Prize Day and the School Roll.
16. **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.
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions in the non-public session.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
Phase 2 Planning – Request to Proceed
With the Chairman's permission, the Bursar tabled a report regarding Phase 2 of the Master Plan works.
19. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 3 June 2013 were considered and approved as a correct record.
20. **BOARDING HOUSE STRUCTURE AND MANAGEMENT**
The Board considered and approved a late, separately circulated, joint report of the Director of Corporate HR and the Headmaster of the City of London Freemen's School.

The meeting ended at 12.50 pm

Chairman

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**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 15 November 2013**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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, 15 November 2013 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)
Deputy John Bennett (Deputy Chairman)
Douglas Mobsby (External Member)

Officers:

Gemma Stokley	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Roger Adams	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, 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 Brian Harris, Vivienne Littlechild and Vicky Buckman (Deputy Head).

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 4 March 2013 were considered and approved as a correct record.

MATTERS ARISING

OFA Clubhouse (page 2) – The Sub Committee was informed that both the Chairman and the Headmaster had received a report from Rob Austen of the Old Freeman's Association. The Chairman stated that he had been in conversation with the OFA and had made it clear that the School was not currently in a position to discuss any concrete proposals for the Clubhouse. He

stated that the OFA seemed to accept that the needs of the School were paramount.

In response to questions, the City Surveyor informed Governors that the lease on the current Clubhouse would expire in March 2017. The City Surveyor undertook to report back to Governors as to any break options. The City Surveyor stated that there was an expectation within the Conservation Management Plan that the Clubhouse would be removed from its current site.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

6. EXCLUSION OF THE PUBLIC

RESOLVED – That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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.

Item No	Exempt Paragraph(s)
7	1, 3 & 4
8	1, 3 & 4
9	3
10	3
11	2, 3 & 4
12	1 & 3
13	1 & 3
14	4
15	2 & 3
16	-
17	-

7. MINUTES

The non-public minutes of the meeting held on 4 March 2013 were considered and approved as a correct record.

8. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND

The Sub-Committee considered and approved a joint report of the Chamberlain, the Headmaster of the City of London Freeman's School and the City Surveyor providing Governors with an updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

9. REVENUE BUDGETS - 2013/14 AND 2014/15

The Sub-Committee considered a joint, tabled report of the Chamberlain and the Headmaster of the City of London Freeman's School regarding the 2013/14 and 2014/15 Revenue Budgets.

10. **FOUNDATION SCHOLARSHIP SCHEME - AWARD SCALE**
The Sub-Committee 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.
11. **MASTER PLAN UPDATE**
The Sub-Committee considered and approved a late, separately circulated report of the City Surveyor updating Governors on the progress of the Master Plan works.
12. **THE DEVELOPMENT OFFICE**
The Sub-Committee considered and approved a report of the Headmaster of the City of London Freeman's School regarding the Development Office.
13. **ARREARS OF FEES**
The Sub-Committee considered and approved a tabled report of the Headmaster of the City of London Freeman's School which provided Governors with an update on the current fee debt.
14. **JUNIOR SCHOOL DEVELOPMENT**
The Sub-Committee considered and approved a report of the Head of the City of London Freeman's Junior School regarding the future development of the Junior School.
15. **2014: 160 YEARS' ANNIVERSARY**
The Headmaster was heard regarding the School's plans to mark its 160th Anniversary in 2014.
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions in the non-public session.
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Matters regarding the 2014 Chairman's Dinner, Prize Day and Future Sub Committee meetings were raised.

The meeting ended at 12.55 pm

Chairman

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Agenda Item 5

**ACADEMIC & EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 15 November 2013**

Minutes of the meeting of the Academic & Education Sub Committee 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, 15 November 2013 at 2.00 pm

Present

Members:

Stuart Fraser (Chairman)
Deputy John Bennett (Deputy Chairman)
Sir Clive Martin (External Member)
Chris Townsend (External Member)

Officers:

Gemma Stokley	- Town Clerk's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Matthew Close	- Head of Sixth Form, City of London Freeman's School
Evelyn Guest	- Head of Senior School, 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 Vivienne Littlechild and Vicky Buckman (Deputy Head).

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 4 March 2013 were considered and approved as a correct record.

MATTERS ARISING

Governor Training (page 2) – The Chairman reported that all Governors would be offered the opportunity to observe various Enrichment activities across the School after the November Board of Governors meeting.

The Sub Committee was reminded that a joint 'Safeguarding Training Session' was being held on Thursday, 5 December 2013 for all Governors at the Guildhall.

The Headmaster stated that he would seek the views of the full Board of Governors later this month as to whether or not it would be worthwhile scheduling a joint, three City Schools training session in January 2014.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

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

6. **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.

Item No.	Exempt Paragraph(s)
7	3 & 4
8	2
9	4
10	2
11	2 & 3
12	-
13	-

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 4 March 2013 were considered and approved as a correct record.

8. **RESULTS REPORT 2013**

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

9. **JUNIOR SCHOOL DEVELOPMENT**

The Sub-Committee considered and approved a report of the Head of the City of London Freemen's Junior School regarding the future development of the Junior School.

10. **BOARDING INSPECTION FEEDBACK**

The Headmaster tabled the Independent Schools Inspectorate (ISI) Boarding Welfare Intermediate Inspection report.

11. **2014 - 160 YEARS' ANNIVERSARY**

The Headmaster was heard regarding the School's plans to mark its 160th Anniversary in 2014.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions in the non-public session.

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

Matters regarding the 2014 Chairman's Dinner and Future Sub Committee meetings were raised.

The meeting ended at 3.20 pm

Chairman

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Agenda Item 6

Committee: Board of Governors of the City of London Freemen's School	Date: 29 November 2013
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London Freemen's School	Public
Report of: Town Clerk	For Decision

Summary

1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.
2. The terms of reference of the Board of Governors of the City of London Freemen's School are attached as an appendix to this report for your consideration.

Recommendations

3. That, subject to any comments, the terms of reference of the Board be approved for submission to the Court as set out in the appendix.

The Board are also asked to consider the frequency of their meetings going forward.

Contact:

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2013/14**

ALDERMEN

- 1 Dr Andrew Charles Parmley, Mus.M., Hon. F.S.G.
- 1 Peter Hewitt

COMMONERS

- 8 (4) Brian Nicholas Harris
- 5 (4) Elizabeth Rogula
- 9 (3) John Alfred Bennett, Deputy
- 5 (3) Michael Hudson
- 31 (2) Robin Anthony Eve, O.B.E., Deputy
- 2 (2) Stuart John Fraser, C.B.E.

together with :-

Mr. F. M. Bramwell
Sir Clive Martin O.B.E., T.D., D.L.
Mr. Douglas Mobsby M.B.E.
Mr. C. Townsend

Together with the ex-officio Members referred to in paragraph 1 above and six Members to be appointed this day.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Agenda Item 10

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

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Agenda Item 11

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of the Local Government Act 1972.

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Agenda Item 12

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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Agenda Item 14

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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Agenda Item 15

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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Agenda Item 18

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Agenda Item 19

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of the Local Government Act 1972.

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