



## Board of Governors of the City of London School

**Date:** MONDAY, 2 DECEMBER 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	Sir Michael Snyder (ex-officio)
Sheriff & Alderman Sir Paul Judge	Deputy James Thomson
Ronel Lehmann (co-opted)	Prof. Whitehouse (co-opted)

**Enquiries:** Gemma Stokley  
tel. no.: 020 7332 1427  
[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)

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 3 October 2013.

**For Decision**  
(Pages 1 - 8)

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

Report of the Town Clerk.

**For Decision**  
(Pages 9 - 12)

5. **CLEANING STANDARDS AT THE CITY OF LONDON SCHOOL**

Report of the City Surveyor.

**For Information**  
(Pages 13 - 16)

6. **HEADMASTER'S REPORT**

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

**For Information**  
(Pages 17 - 22)

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**

MOTION - 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.

**For Decision**

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

### **10. NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 3 October 2013.

**For Decision**  
(Pages 23 - 24)

### **11. REPAIRS AND MAINTENANCE AND IMPROVEMENTS FUND**

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

**For Decision**  
(Pages 25 - 34)

### **12. REVENUE BUDGET 2012/13 AND 2013/14**

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

**For Decision**  
(Pages 35 - 52)

### **13. HEADMASTER'S NON-PUBLIC REPORT**

Report of the Headmaster of the City of London School.

**For Decision**  
(Pages 53 - 62)

### **14. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

### **15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

## **Part 3 - Confidential Agenda**

### **16. CONFIDENTIAL MINUTES**

To agree the confidential, Governor only, minutes of the meeting held on 3 October 2013.

**For Decision**

### **17. 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 SCHOOL Thursday, 3 October 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 Thursday, 3 October 2013 at 11.00 am

### Present

#### Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken (External Member)
Ian Seaton (Deputy Chairman)	Christopher Martin (External Member)
Sophie Fernandes	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
Deputy the Revd Stephen Haines	Dame Mary Richardson (External Member)
Sheriff & Alderman Sir Paul Judge	Prof. Whitehouse (External Member)
Ronel Lehmann (External Member)	

#### Officers:

Gemma Stokley	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Andrew Wild	- 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
Charles Fillingham	- Assistant Headmaster, City of London School

The Chairman opened the meeting by welcoming Sophie Fernandes to her first Board of Governors meeting.

#### 1. APOLOGIES

Apologies for absence were received from Deputy Billy Dove, Edward Lord and Deputy James Thomson.

#### 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 26 June 2013 were considered and approved as a correct record.

#### MATTERS ARISING

**Child Protection Report** (page 3) – 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.

The Chairman reported that he had now signed off the final version of the School's Child Protection Policy following some additional amendments made by the Second Master.

**Improvements to the School's Upper Playground** (page 5) – The Director of Finance reported that the works on the Upper Playground had been completed within budget and that the School were extremely pleased with the outcome. Governors were informed that contractors were due to finish on site tomorrow and that they would be welcome to view the new Upper Playground at the conclusion of the next Board meeting.

**4. THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES 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 School Bursary Fund incorporating the City of London School Scholarships & Prizes Fund.

The Chairman highlighted the generous £135,000 received from the late Mr. FitzGerald which had been earmarked for supporting sporting activities. The Director of Finance reported that a pupil was now in receipt of this Scholarship and had started in the first form last month. The Board were informed that Mr. FitzGerald's family had been involved in selecting the recipient.

The Chairman went on to highlight that no bursary awards had been made in the last financial year as none of the applicants had fulfilled the criteria. He underlined that the School were keen to continue to do all that they could to engage worthy applicants. In response to a question, the Director of Finance reported that the Bursary guidelines were last reviewed in June 2012. The Chairman commented that the City's Education Working Party might also be setting strategies for the way forward in this area soon.

A Governor commented on the recent joint advertisement placed in the Evening Standard encouraging those with sufficient academic ability to apply for financial assistance. The Headmaster clarified that this was a joint advertisement between CLS and 26 other Schools and had also been placed in free local papers, in bus shelters and on the tube in and around central London. The Headmaster confirmed that the advertisement was jointly funded by all of the Schools involved and had proved very worthwhile.

The Chairman reported that the City's Education Strategy was to be presented to the Policy and Resources Committee later this month and then to the Court of Common Council. He added that a separate briefing on the impact of the Strategy would then be provided to the School's Senior Management team.

**RECEIVED.**

**5. CITY OF LONDON SCHOOL EDUCATION TRUST - 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 School Education trust (charity number: 1118571).

The Chairman reminded Governors that this fund had initially been created to receive a substantial donation from Mr Winterflood. He added that the Trust now remained open as a vehicle for any future donations of this sort.

The Director of Finance highlighted that one donation of £1,000 had been received in the last financial year from the parents of a former pupil.

**RECEIVED.**

**6. REVENUE OUTTURN 2012/13**

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

The Chairman highlighted that, before any transfer to the Capital Reserve Fund, total net income during the year was £60,000. He also clarified that the figures quoted within the report with regard to employee expenses represented variances as opposed to costs.

In response to a question, the Director of Finance reported that savings that had arisen from an on-going review of the 'Schools Pupil Visits Programme' had in no way diminished the pupils' educational experiences. He added that the aim of the review was, in fact, to provide the same educational experience for all but in a more economical way.

In response to further questions, the Director of Finance reported that financial assistance was available to Bursary pupils at Sixth Form level if a visit were deemed to be relevant to their studies. He added that any mandatory visits across all year groups were not charged for but that recreational trips were self-funded.

**RECEIVED.**

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

The Board received a report of the City Surveyor providing Governors with an update on the Assistant Property Facilities (APFM) role across the three City of London Schools.

The City Surveyor stated that this was simply a 'holding' report for the time being and that he was happy to take on board any comments from Governors.

The Chairman reported that he and the Chairman of the Board of Governors of the City of London School for Girls had met with the City Surveyor to discuss various points and that a fuller report was now expected to be submitted to the next Board meeting.

The Chairman stated that he had made clear to the City Surveyor that it was essential that the School retain an on-site Facilities Manager going forward.

## **RECEIVED.**

### **8. HEADMASTERS REPORT**

The Board received a report of the Headmaster of the City of London School relative to various School issues such as Public Examination Results, Unoversity places for leavers, Summer Works and Health and Safety.

#### **Public Examination Results**

The Director of Studies, Noeleen Murphy provided Governors with some results analysis for A Level and GCSE/IGCSE for August 2013.

Governors were also provided with cumulative percentage grades for both A Level and GCSE/IGCSE from 2000-2013.

In response to a question regarding pupil numbers for A-Level classes, the Director of Studies reported that certain creative arts classes such as Art or Drama would continue to be run with a cohort of just 2 or 3 pupils.

A Governor stated that it now seemed that the School should be able to predict various results going forward with relative accuracy. It was suggested that it would be useful for Governors to see this sort of predictive data in the future.

Next, the Governors received short presentations from several pupils from various different year groups concerning recent sporting, academic and extra-curricular activities and successes. Presenters included the current Deputy Editor for the School's in-house magazine, 'The Citizen', pupils who had formed part of the winning team at this year's National Maths Challenge finals and a member of the England under-18 handball squad.

In response to questions, the Second Master reported that the School currently held 24 different prospective pupil meetings each year and that these took place during a school day so that visitors were able to see the School in operation.

In response to a separate question, the Second Master stated that, whilst individual boys' achievements could be publicised on the School's public website, it was not possible to have an image of the pupil alongside their name for safeguarding reasons.

#### **Scholarships Awarded**

The Headmaster reported that he and his successor, Sarah Fletcher, were set to meet with The Wolfson Foundation later this afternoon to provide them with



further information and reassurance as to how their funding was being and would continue to be spent on both bursaries and other outreach activities. The Headmaster stated that he would be briefing the Chairman and Deputy Chairman on the outcome of this meeting.

The Headmaster added that, as of September 2013, HSBC were no longer providing funding to enable pupils to enter the School at age 11. He reminded the Board that this funding had previously been secured with the assistance of Dame Mary Richardson and that HSBC scholars were still working their way through the School at present and would continue to do so for the next 6-7 years. HSBC were still providing funding to enable pupils to enter the School's Sixth Form.

Finally, the Headmaster reported that he had been asked to stay on the City of London School Bursary Trust and to assist with preparations for the forthcoming Gala Dinner after stepping down as Headmaster. He clarified that this was separate to the management of the School itself and was also a role that his successor was keen for him to continue with.

### **Health and Safety Public Report October 2013**

In response to questions, the Second Master was pleased to report that issues around pest control had improved in recent weeks as this contract was now 'settling in'.

With regard to the MITIE cleaning contract, the Board were informed that a large number of absences continued to be reported every evening with, on average 6 of the 25 cleaning staff absent each day. The Director of Finance highlighted that the City's new Property Facilities Manager (PFM) had been very helpful in attempting to address issues with the cleaning contract to date and that certain procedures had now been changed with individual cleaners now assigned to specific areas. However, the Director of Finance added that, despite the PFM's attempt to raise some of the on-going issues with Senior representatives of MITIE, the company did not appear to be making any real effort to address the continuing high levels of absenteeism and low levels of productivity of some of the evening cleaning staff.

The City Surveyor highlighted that the newly appointed PFM had previously been employed at Smithfield Market and was therefore particularly conscious of the need to maintain standards and to react to situations rapidly.

The Chairman stated that he had raised the Board's concerns on the cleaning contract with Members of the City's Policy and Resources Committee and more widely within the organisation. He added that he believed that similar issues might also have been experienced with MITIE elsewhere across the City of London Corporation.

In response to questions, Governors were informed that this contract was now in its second year. Governors questioned what penalties or fines could or had been issued to the contractor.

A Governor commented that any issues regarding recruitment or retention of staff was an issue for the contractors. He added that, given the length of time that these issues had persisted and, in some cases, worsened, the City of London as an organisation should be seeking legal advice as to the possibility of terminating this contract.

The Board were of the view that a resolution should be sent to both the Policy and Resources and the Finance Committee underlining their concerns and seeking an immediate remedy for these. It was also suggested that the Chairman and Deputy Chairman of the Board should raise this matter directly with the Chairmen of both the Policy and Resources and the Finance Committee.

Governors went on to underline the huge reputational risks to both the School and the City of London as an organisation if this matter were not to be resolved in the near future.

In response to a question as to how any current risks were being mitigated, the Director of Finance reported that it often fell to the School's day cleaners to cover the shortcomings of their evening counterparts.

Governors requested that a senior representative of MITIE be invited to attend the next scheduled Board meeting to directly address the concerns of the Board.

### **Charity Appeal 2012-13**

The Board were informed that the total now raised for the pupils' annual charitable appeal for the 2012/13 academic year in aid of Water Aid had now reached approximately £123,000 following additional money raised by the Headmaster's recent two long-distance swims in the Atlantic. The Headmaster stated that the total amount raised was a school record and would be enough to provide 11,000 Zambians with access to fresh water for life.

### **Primary School Academies**

The Headmaster reported that it was now proposed that the Second Master take on the role of Chairman of Governors of Ark Bentworth Academy as his successor. The Board were informed that the Headmaster, his successor (Sarah Fletcher) and the Second Master were all content with this proposal as was the CEO of ARK.

The Board were supportive of this proposal and stressed that it would be important to maintain these links going forward.

### **Air Quality**

A Governor stated that he was currently working alongside an organisation called 'Change London' who were embarking on a project to significantly extend air quality monitoring across the UK. It was recommended that the City of London School should be put forward to receive some monitoring equipment to participate in the project. The Second Master stated that he would be happy to discuss this matter in more detail outside of the meeting.

**RESOLVED** – That, a resolution be sent to both the Policy and Resources and the Finance Committee underlining the Board’s concerns and seeking available options, including immediate enforcement, penalty for non-performance or removal of the School from the contract and how the City of London were proposing to mitigate any risks in the interim.

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

There were no questions.

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

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

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

**12. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 26 June 2013 were considered and approved as a correct record.

**13. REVIEW OF THE FINANCE OFFICE**

The Board considered and approved a report of the Headmaster of the City of London School regarding a review of the Finance Office.

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

The Board received a report of the Headmaster of the City of London School detailing the School Development Plan 2013 – 2014.

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

There were no questions in the non-public session.

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

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

17. **CONFIDENTIAL MINUTES**

**\*\* ALL OFFICERS WITH THE EXCEPTION OF THE TOWN CLERK AND THE HEADMASTER OF THE CITY OF LONDON SCHOOL WITHDREW FROM THE MEETING WHILST ITEMS 17 AND 18 WERE CONSIDERED \*\***

The confidential minutes of the meeting held on 26 June 2013 were considered and approved as correct record.

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

The Board received a report of the Town Clerk providing Governors with details of decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Board's last meeting on 26 June 2013.

**The meeting ended at 12.40 pm**

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Chairman

**Contact Officer: Gemma Stokley  
tel. no.: 020 7332 1427  
gemma.stokley@cityoflondon.gov.uk**

# Agenda Item 4

<b>Committee:</b> Board of Governors of the City of London School	<b>Date:</b> 2 December 2013
<b>Subject:</b> Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London School	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b><u>Summary</u></b>	
<ol style="list-style-type: none"><li>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.</li><li>2. The terms of reference of the Board of Governors of the City of London School are attached as an appendix to this report for your consideration.</li></ol>	
<b><u>Recommendations</u></b>	
<ol style="list-style-type: none"><li>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.</li></ol> <p>The Board are also asked to consider the frequency of their meetings going forward.</p>	

**Contact:**

Gemma Stokley

Telephone: 020 7332 1427

Email: [gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)

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## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

### 1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 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 for Girls
  - the Chairman of the Board of Governors of City of London Freeman's School
- up to five co-opted non-City of London Corporation Governors with experience relevant to the Board

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**

#### ALDERMAN

2 Sir Paul Judge

#### COMMONERS

8 (4) The Revd. Stephen Decatur Haines, M.A, Deputy  
5 (4) Ian Christopher Norman Seaton  
5 (3) Marianne Bernadette Fredericks  
1 (1) Sylvia Doreen Moys, *for two years*  
15 (2) William Harry Dove, M.B.E., J.P., Deputy  
11 (2) Joyce Carruthers Nash, O.B.E., Deputy

together with:-

Mr. R. Lehmann  
Lord Levene of Portsoken  
Mr. C. S. Martin, M.A.  
Dame Mary Richardson  
Professor J.M.A. Whitehouse

together with the ex-officio Members referred to in paragraph 1 above and four 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 Director of Finance.

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<b>Committee(s):</b>	<b>Date(s):</b>
Board of Governors City of London School	2 December 2013
<b>Subject:</b> Cleaning standards at the City of London School	<b>Public</b>
<b>Report of:</b> City Surveyor <b>(CS 441/13)</b>	<b>For Information</b>
<p><b>Summary</b></p> <p>At the last Board of Governors meeting on Thursday, 3 October 2013 issues were raised concerning the standard of cleaning at the school and the performance of the City's corporate cleaning contractor MITIE Cleaning. This report provides Members with an update on the actions taken by the City Surveyor's Department in collaboration with officers from the school to ensure that the service meets the required standard and that MITIE Cleaning provide a service commensurate with the scope of the contract specification.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Note the report</li> </ul>	

## Main Report

### Background

1. The cleaning at the City of London School has been provided by MITIE Cleaning since 1 September 2011, under Lot 2 of the corporate cleaning contract. Lot 2 covers the City of London School for Boys and the City of London School for Girls.
2. The contract is based on an output specification whereby success is measured by the needs of the client rather than how the contractor achieves this. This has been successful across the other property covered by the contract; however, at the Boy's school this method has not been achieving the desired results. Issues of absenteeism, weak supervision and lack of training have been identified as causing cleaning levels in some areas which do not meet our specification.
3. Attempts have been made to ensure that the service improves, including reviewing the specification in November 2011 and increasing shift length over summer 2013 and introducing zoned cleaning to identify problem areas. However, continuity of service often is affected by school holidays and at the

start of this autumn term it became clear that standards were again below-par in some areas. Marks on walls and staircases were building up and the fifth floor corridor and laboratories were not being cleaned to specification.

4. There was significant debate at the last Board of Governors meeting surrounding the level of cleaning at the City of London School, which resulted in Members raising concerns about the possible health and safety and reputational implications the drop in service could have for the school. Members asked for immediate action.

### **Current Position**

5. There has been a concerted effort, both by the School officers and the City Surveyor's Department to rectify the situation. The following steps have been taken to ensure that the service is brought back up to the required standard, and a consistent standard is delivered going forward:
  - At MITIE Cleaning's expense a special 'spring clean' was carried out by MITIE Cleaning on the 12/13 October which helped to bring the poorest areas of the cleaning up to better standard, particularly in corridors and specific problem flooring areas.
  - The Operations Group Director and the Corporate Property Director met with the Second Master and the Director of Finance at the School to discuss the cleaning performance concerns in more detail. After discussing the alternatives it was agreed that (i) the current specification was appropriate (ii) current working hours would be retained and (iii) focus would be on MITIE Cleaning improving attendance and performance of the output approach contract.
  - The Operations Group Director met with a senior Director of MITIE Cleaning to address the performance issues. The key issues causing the below-par standard of cleaning, namely a lack of strong supervision and management and a high level of absenteeism were conveyed and an action plan was drawn up to urgently address these issues.
  - The action plan is currently being managed and addresses absenteeism, training and supervision issues. This is having a positive effect and cleaning standards are improving as reported by school officers. This is being monitored on a daily basis and joint reports, from the school officers and City Surveyor's Facilities Management team, are being collated and a weekly senior sign off by the Second Master at the School.
  - The communication lines between the School, MITIE Cleaning and the City Surveyor's have been improved and a logging system has been developed between the School and the City Surveyor's Property Service Desk. The issues highlighted with the current Key Performance Indicator audit system, which suggest that the audit scores do not reflect the actual standards of cleaning at the School, are being addressed by site specific training for school officers and a review of the suitability of the current system.

- In order to reinforce the seriousness of the situation with MITIE Cleaning, and to protect the City of London if standards fall in the future, the City Surveyor has instigated the Dispute Resolution clause in the contract and issued a default notice to MITIE Cleaning. The formal notice cites specific failures and areas of concern, namely failure to employ sufficient personnel; failure to provide adequate supervision and management; failure to provide cover for absence and failure to provide a high quality service with the scope. The notice requires MITIE Cleaning to rectify these contractual failures by 22 November 2013.

### **Contract Procedures**

6. Legal advice from the Comptroller and City Solicitor has been sought. At present it is considered that there is no need to alter the contract or the cleaning specifications. If, however, there are future failures the City will action the next stage of the Dispute Resolution clause in the contract.
7. If MITIE Cleaning have not reached the required standard by 22 November 2013 the next stage of the Dispute Resolution clause will be instigated and a second default letter issued which could lead to a termination of this part of the cleaning contract. The current corporate cleaning contract, however, expires in August 2014 and is, therefore, in any case part of a new tender process.
8. Whilst the retendering process takes place, officers will, subject to the standard of work being satisfactory, continue to work with MITIE Cleaning, to the current specifications and working hours in the current contract. The focus will be on working collaboratively, with both the City Surveyor's and School teams managing the action plan and monitoring standards to ensure that the School is cleaned to the City's satisfaction. This will cause least disruption to the School and ensure that future services are delivered in the most effective way. Officers will feedback regularly to the Board of Governors on the progress.
9. Lessons drawn from the situation above will benefit not only the next corporate cleaning contract but also other corporate contracts approaching renewal in 2014. These include more transparency of the supplier's labour input to deliver the desired output, weighted Key Performance Indicators, the possibility of amended quality/price tender assessment criteria together with a school specific assessment of quality and additional contractual tools to raise concerns with the supplier when under-performing, all of which will strengthen the City's management of these corporate wide contracts.

## **Conclusion**

10. The above actions should ensure that the School is cleaned satisfactorily and is not at risk of closure due to health and safety concerns, as well as addressing the potential reputational issues which could arise from regular below-par cleaning standards.
  
11. The cleaning at the City of London School has been of great concern to members and officers, but through a joint effort of School officers, City Surveyor's officers and the cleaning provider the service is showing signs of improvement in the areas of concern. To ensure service continuity, close management and communication will continue to deliver a clean school.

## **Appendices**

- None

### **Karyn Ramsay**

Senior Corporate Property Facilities Manager

T: 0207 332 1145

E: [karyn.ramsay@cityoflondon.gov.uk](mailto:karyn.ramsay@cityoflondon.gov.uk)

# Agenda Item 6

<b>Committee(s):</b> City of London School	<b>Date(s):</b> 2 December 2013	<b>Item no.</b>
<b>Subject: Headmaster's Report</b>		
<b>Report of:</b> Mr David Levin, Headmaster	<b>Public For Information</b>	
<p><b><u>Summary</u></b></p> <p>The Headmaster reports to the Governors on the following items:</p> <ul style="list-style-type: none"><li>• Rodney Fitzgerald Deceased</li><li>• Means Tested Sponsored Award Campaign.</li><li>• Recruitment progress for September 2013 during Autumn Term.</li><li>• Health and Safety</li><li>• John Carpenter Club Alumni Relations Officer (ARO) Update.</li><li>• Professional Development.</li><li>• In-Service Training (INSET) – Appendix 1</li></ul>		

## **Main Report**

### **1. Rodney Fitzgerald Dec'd**

As reported at previous meetings Mr Fitzgerald – a former Governor of the School – bequeathed a share of his estate to fund a bursary to provide financial support for a student or students with sporting ability. An interim distribution from his Estate of £135,000 was received in September 2012 and the final distribution of £14,086 was received in October 2013 making a total of £149,086. The first recipient of the "Fitz Scholarship" joined the School's First Form in September 2013.

In addition to the bursary the "Rodney Fitzgerald Prize for Cricket" has been established and will be awarded annually to the Senior Sixth pupil who has made the greatest contribution to cricket during his time at the School. The first award was made for the 2012/13 academic year.

The School intends to plant a tree at Grove Park in memory of Mr Fitzgerald next summer during a sports fixture. A date will be agreed in due course and Governors and the Fitzgerald family will be invited to attend.

### **2. Means Tested Scholarship Campaign**

A total of 16 full fee means tested scholarships are currently available to pupils joining the School in September 2014 or September 2015. Eight of these will be available at 11+ and eight at 16+. These awards are available to pupils from poorer backgrounds following an assessment of parental financial circumstances. These scholarships are available due to the generosity of:

HSBC  
Man Group Charitable Trust  
John Carpenter Club  
Chart Group (Mr G Granter)  
The Edward Charles Lawrence Horners' Award – a legacy to the School  
being administered by the Worshipful Company of Horners  
The Worshipful Company of Innholders  
The Ogden Trust

Four individuals who wish to remain anonymous.

The School is very grateful to all of the above for their most generous support.

**3. Recruitment progress for September 2013 during Autumn Term**

**OPEN AFTERNOONS FOR PARENTS OF PROSPECTIVE PUPILS**

**AUTUMN TERM 2012**

25 September	109
27 September	101
11 October	108
16 October	109
18 October	103
1 November	119
8 November	110
15 November	108
20 November	108
22 November	48
27 November	45
4 December	68
	<b>1136</b>

**AUTUMN TERM 2013**

24 September	89
26 September	104
10 October	129
15 October	75
17 October	112
5 November	114
7 November	99
14 November	121
19 November	126 booked

21 November	104 booked
3 December	74 booked

**1147**

**NB: NUMBERS REFER TO FAMILY UNITS**

- There were 12 PPMs in Autumn 2012 covering 10+/11+/13+ & 13+ Pre Test.
- There will have been 11PPMs Autumn 2013 covering 10+/11+ & 13+ Pre Test.

**4. Health & Safety**

- There has been a major campaign by the City Surveyors and MITIE, in conjunction with four members of the School Staff (Facilities Manager, Head School Keeper, Finance Director and Second Master) to improve the standard of cleaning in the building. Progress is being made.
  - The School Nurse has arranged two training sessions for Staff on epilepsy (8/10/13 for beginners and 14/11/13 for Staff who needed to update their existing skills).
  - The Head of CPD arranged a two-day Inset on Pupils' Mental Health for five members of Staff which was well received and will consider offering similar opportunities to other colleagues next term.
  - A Security Alert Practice (Internal evacuation) was undertaken on Tuesday 12 November which generally went well, but revealed some deficiencies in our Public Address system, which had been the subject of maintenance during the Summer Works programme. The School had to wait several weeks to have the system further repaired which is why the Practice could not have been carried out earlier.
  - The School Nurse has reported seven accidents where boys have needed emergency first aid and hospital treatment (2 anaphylaxis, two fractures, two ligaments and one facial injury , the last five all occurring during sporting activity on site or and Grove Park).
- The next Health & Safety committee meeting is planned for 3 December

**5. John Carpenter Club Alumni Relations Officer (ARO) Update**

The relationship between the old boys' association – the John Carpenter Club – and the School remains extremely strong, and the Club currently provides four bursaries. The Club also provided a new electronic cricket scoreboard for Grove Park, the first use of which was marked by a lively match between the Old Citizens and the 1<sup>st</sup> XI.

Through its Alumni Relations Officer, based at the School, the Club continues to improve its communications with members, including the introduction of online payments, email newsletters and an online survey, in addition to its traditional thrice-yearly print publication *The Gazette*.

This year some of the many successes we count among our alumni are Peter Higgs' Nobel Prize, Bart Layton's BAFTA, Danny Cohen becoming Director of BBC Television and, amongst our more recent leavers, Jack Crawford playing for Oakland Raiders and Adam Barr winning University Challenge.

Of course, countless more Old Citizens excel in their fields, and the JCC enables current City boys to benefit from this: numerous Old Citizens provide work experience, speak at workshops and exhibit at our Careers Fair, and Sixth Formers are invited to attend JCC professional networking events.

Under this year's President, Prof. Bernard Silverman, the JCC has enjoyed a varied programme of events, ranging from the formal splendour of the Annual Dinner at the Honourable Artillery Company, to the vibrant 2008 Leavers' Reunion at the Cheshire Cheese pub. Perhaps the most successful occasion, though, was the reception to mark the retirement of Jonathan Keates. Over 150 Old Citizens from across Jonathan's four decades at City turned out to honour this most memorable of teachers. The longevity of his service was neatly illustrated through the attendance of a number of father and son duos where both generations had been taught by Jonathan.

The event which looks set to be the most memorable of 2014 is the School Bursary Trust's Gala Dinner at the Tate Modern, to be held on Tuesday 10<sup>th</sup> June. I launched the Scholarship Campaign back in November 2000 to enable boys from financially disadvantaged backgrounds to attend the School on means tested scholarships, and since that time over 150 boys have benefited from full fee sponsored awards.

The School is delighted with the rich contribution these boys continue to make to the life of the community, with exemplary behaviour, academic achievement and successful participation in sport, music and extra-curricular activities. We are grateful to the Corporation for their generous match-funding which continues to motivate our supports to give more. I look forward to attending the 2014 Gala Dinner in my new capacity as a Trustee of the City of London School Bursary Trust, and the organisers assure me that a sparkling evening of celebrity entertainment awaits.

## **6. In-Service Training (INSET)**

Developments this term:

- 'Twilight' INSETs have started, the first of which was on Interactive Whiteboards
- INSET delivered at City on 'Mental Health First Aid' was very well received. This will be offered to more staff next term
- The 'Professional Development Library' is now in place and the collection is growing
- A 'bank' of likely/possible questions is now in place
- 4 staff are making progress on the ISQAM (Independent Schools Qualification in Academic Management) course
- INSET log in APPENDIX 1

**Contact: David Levin**  
**Headmaster**  
**020 7489 0291**  
[headmaster@clsb.org.uk](mailto:headmaster@clsb.org.uk)



# CLS Teaching Staff Inset

All Teaching Staff Inset requests for the current academic year are shown below.

Teacher	Start Date	End Date	Course Title	Provider Name
Mapstone	11/09/2013		University of London Information Days	UCAS
Pattinson	23/09/2013		ISQAM	HMC Independent Professional Development
Marshall PS	23/09/2013		ISQAM	HMC Independent Professional Development
Dobson SH	23/09/2013		ISQAM	HMC Independent Professional Development
Chataway, M C	24/09/2013		New To Teaching Edexcel AS Politics and American Poliitcs	Philip Allan
Edmundson R	27/09/2013	28/09/2013	Annual Conference of the Robert Taylor Society	Cambridge University
Laidlaw AT	27/09/2013	28/09/2013	Annual Conference of the Robert Taylor Society	Cambridge University
Murphy NH	01/10/2013		National Chinese Teaching Conference	Brighton College
Silvester JT	02/10/2013	03/10/2013	ISQAM	HMC Independent Professional Development
Harrison J	03/10/2013		Diploma in Professional Photography	Photography Institute
Saunt KA	07/10/2013		Dealing Confidently with Sex and Relationships in PSHE	Creative Education
Kerr MP	11/10/2013		Essentials of School Marketing	HMC Independent Professional Development
Weller C	16/10/2013		RYA Level Sailing Course	Docklands Sailing Center
Bracken AJ	16/10/2013		Edexcel AS Poltitcs and A2 Political Ideologies	Philip Allan
Bennett FN	17/10/2013		Edexcel Politics and A2 Political Ideologies	Philip Allan
McBroom AJ	22/10/2013		ISQAM Mentoring	Istip
Murphy NH	05/11/2013		Appraisal and Pay for Independent Schools	Veale Wasborough Vizards
Wratten KE	06/11/2013		HMC University Admissions Conference	HMC Independent Professional Development
Whitcomb E	06/11/2013		Firefly Users Group	Firefly Solutions
Dobson SH	08/11/2013		Outstanding Achievement at AQA A Level Drama	AQA
Biltcliffe MC	08/11/2013		Outstanding Achievement in A Level Drama	AQA
Fountaine	08/11/2013		JCQ Examinatiuon Access Arrangements	Communicate-ed
Easingwood J	19/11/2013		Expedition Assessors Course	Duke of Edinburgh

Teacher	Start Date	End Date	Course Title	Provider Name
Norman RA	19/11/2013		Expedition Assessors Accreditation Course	Duke of Edinburgh
Edmundson R	19/11/2013		masterclass: high impact use of ICT in the MFL classroom	Philip Allan
Pile JE	20/11/2013		AS A Level Conference: Outstanding Teaching and Learning in AS/A Latin	Keynote Educational
Jones HRS	20/11/2013		Learning Across Disciplinary Divides	University of Westminster
Gill AE	20/11/2013		Learning Across Disciplinary Divides	University of Westminster
Eteson PR	22/11/2013		Outstanding A Level Teaching for MFL	OSIRIS Educational
Wacey MJ	25/11/2013		Troubled Teens	OSIRIS Educational
Robin VJ	25/11/2013		Trauma Free Transition from Primary to Secondary School	Creative Education
Giannarou A	26/11/2013		Questions, Questions, Questions	OSIRIS Educational
MacDonagh AM	05/12/2013		The Future of Computing in Schools Conference 2013	OSIRIS Educational
Davies OJ	05/12/2013		Talk Less Teaching	OSIRIS Educational
Silcock BJ	09/12/2013	14/11/2013	Mountain Leaders Course	Mountain Training
Apaloo CE	29/01/2014		Childhood and the Internet: Safety Education and Regulation	Westminster Education Forum
Wacey MJ	26/02/2014		State of the Economy	Institute of Economic Affairs
Giannarou A	18/06/2014		Talk-Less Teaching	OSIRIS Educational

# Agenda Item 10

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

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# Agenda Item 11

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# Agenda Item 12

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# Agenda Item 13

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