

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Tuesday, 28 January 2014**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 28 January 2014 at 11.00 am

**Present**

**Members:**

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

**Officers:**

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Roger Adams	- Senior Principal Surveyor, City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

The Chairman opened the meeting by welcoming the Chief Commoner to his first meeting of the Board.

**Deputy Robin Eve**

The Chairman paid tribute to Deputy Robin Eve an old boy of the City of London Freeman's School and past Chairman of the Board. The Board stood in memory of Deputy Eve.

**1. APOLOGIES**

Apologies for absence were received from Elizabeth Rogula.

**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 29 November 2013 were considered and approved as a correct record.

**4. SCHEME OF DELEGATIONS**

The Board considered a report of the Town Clerk regarding those elements of the City Corporation's Scheme of Delegations and Standing Orders for which they have responsibility.

The Town Clerk highlighted that the overall Scheme of Delegations had now been approved by the Policy and Resources Committee.

The Headmaster highlighted that the principal changes in terms of his delegations were the addition of various HR functions regarding things such as appointments and salary structure.

**RESOLVED – That:**

1. the delegations relating to the Headmaster of the City of London Freeman's School as set out in the appendix to the report be approved; and
2. Governors note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.

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

There were no questions.

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

**Governor Training**

The Board were informed that the Headmaster and Deputy Head would be hosting a Governor training session entitled 'Inspections – a Guide for Governors' from 2-3pm this afternoon.

**7. 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.

<b><u>Item No.</u></b>	<b><u>Exemption Paragraph(s)</u></b>
8	2, 3 & 4
9	1, 3 & 4
10	1 & 3
11	3 & 4
12	1
13	3
14	1, 2 & 3
15	1

16	-
17	-
18	2, 3 & 4

**8. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 29 November 2013 were considered and approved as a correct record.

**9. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The Board considered and approved a joint report of the Chamberlain, the Headmaster of the City of London Freeman's School and the City Surveyor providing the annual updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 10 years.

**10. PROPOSED 2014/15 REVENUE BUDGET**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School presenting the proposed 2014/15 revenue budget for review and subsequent submission to the Finance Committee.

**11. MASTER PLAN UPDATE**

The Board received a report of the City Surveyor providing Governors with an update on Phase 1 of the School's Master Plan works.

**12. 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 the School Roll, Staffing Matters, Sixth Form Scholarships and the recent Sports Survey.

**13. CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL FIRE**

The Board received a report of the Headmaster of the City of London Freeman's School providing Governors with an overview of the major fire that destroyed the swimming pool building on the 3<sup>rd</sup> January 2014.

**14. BURSAR'S REPORT**

The Board received a report of the Bursar of the City of London Freeman's School regarding various issues such as the School's Financial Position, Arrears of Fees, Human Resources and Marketing and Development.

**15. HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School, City of London Freeman's School, providing Governors with an overview of events in the Junior School since the last Board meeting.

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

There were no questions raised in the non-public session.

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

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

18. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 29 November 2013 were considered and approved as a correct record.

**The meeting ended at 12.35 pm**

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Chairman

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