



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

Date: TUESDAY, 28 JANUARY 2014

Time: 11.00 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Stuart Fraser (Chairman)	Hugh Morris
Deputy John Bennett (Deputy Chairman)	Graham Packham
Michael Bramwell, (co-opted)	Alderman Dr Andrew Parmley
Roger Chadwick	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)
Douglas Mobsby, (co-opted)	

Enquiries: Gemma Stokley
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Lunch will be served in Guildhall Club at 1pm

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 29 November 2013.

For Decision
(Pages 1 - 4)

4. **SCHEME OF DELEGATIONS**

Report of the Town Clerk.

For Decision
(Pages 5 - 10)

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

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

7. **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

8. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 29 November 2013.

For Decision
(Pages 11 - 18)

9. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**
Joint report of the Chamberlain, the Headmaster of the City of London Freemen's School and the City Surveyor.
For Decision
(Pages 19 - 28)
10. **PROPOSED 2014/15 REVENUE BUDGET**
Joint report of the Chamberlain and the Headmaster of the City of London Freemen's School.
For Decision
(Pages 29 - 50)
11. **MASTER PLAN UPDATE**
Report of the City Surveyor.
For Information
(Pages 51 - 54)
12. **HEADMASTER'S REPORT**
Report of the Headmaster of the City of London Freemen's School.
For Information
(Pages 55 - 74)
13. **CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL FIRE**
Report of the Headmaster of the City of London Freemen's School.
For Information
(Pages 75 - 78)
14. **BURSAR'S REPORT**
Report of the Bursar, City of London Freemen's School.
For Information
(Pages 79 - 84)
15. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School, City of London Freemen's School.
For Information
(Pages 85 - 90)

16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
18. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 29 November 2013.

For Decision

Agenda Item 3

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

**Contact Officer: Gemma Stokley
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Agenda Item 4

Committee: Board of Governors of the City of London Freemen's School	Date: 28 January 2014
Subject: Corporate Governance – Scheme of Delegations and Standing Orders	Public
Report of: Town Clerk	For Decision
Summary	
<p>As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegations to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, are due to be considered by Policy and Resources Committee on 23 January 2014 before being submitted to the Court of Common Council.</p> <p>The Policy Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee will therefore be considering the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.</p> <p>All service committees/boards are required to consider those elements for which they have responsibility. A copy of the revised section(s) applicable to this Board is attached as an appendix to this report for your consideration.</p>	
Recommendations	
<ol style="list-style-type: none">1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Headmaster of the City of London Freemen's School as set out in the appendix to this report be approved; and2. Governors note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.	

Main Report

Background

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its committees/boards and officers. The committee terms of reference set out the functions delegated to committees whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

Scheme of Delegations

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer(s) delegations relevant to this Committee is attached as an appendix to this report. Whilst none of the changes involve a significant new delegation of powers, where new powers are proposed for delegation, these have been highlighted.
3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.
4. City Schools
The powers of the Head Teacher of the City of London's Freeman's School have been brought into line with those of the other two City Schools. Various changes have also been made to update the delegations in line with corporate policy.
5. The Policy and Resources Committee are responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

Standing Orders – Declaring Assets Surplus

6. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
7. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee is being asked to consider adding the following with regard to this.

Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements

(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee

(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies

Corporate & Strategic Implications

8. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

- Appendix 1 – Revision(s) to Scheme of Delegations relevant to this Board.

Angela Roach

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Town Clerks Department

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HEAD TEACHER, CITY OF LONDON FREEMEN'S SCHOOL

The following matters are delegated to the Head Teacher.

Operational

1. The letting of school premises in consultation with the City Surveyor.

HR

Creation of Posts

1. In relation to Teaching Staff:
 - a. to create posts below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors;
 - b. to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2 points and above require prior agreement with the Director of HR to ensure consistency across the 3 Schools). To be reported to Board of Governors.

Appointments

2. to appoint Deputy Head and Bursar, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
3. to appoint Second Deputy Head, Heads of Section and Heads of Departments
4. to appoint Teachers;
5. to approve overlapping of employment in a post, provided it can be funded from approved budget.

Employment policies, procedures and contracts

6. to issue to teachers – in consultation with the Director of HR.

Salary Structure and Increases

7. to approve responsibility allowances, provided they can be funded from approved budget. Proposed scale increments of 2 points and above for additional responsibilities require agreement of the Director of HR to ensure consistency across three Schools. To be reported to Board of Governors;
8. to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors.

Leave of Absence

9. to approve paid work during term-time, in accordance with policy agreed by Board of Governors;
10. to approve unpaid leave whether or not additional costs are incurred for cover, provided it can be funded from approved budget.

Termination of Employment

11. to give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy. Report to Board of Governors and Establishment Committee.

Dismissal

12. to dismiss the Deputy Head, Second Deputy Head, Heads of Section and Bursar, in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the Director of HR;
13. to dismiss Heads of Department, and Teachers;

Suspension

14. to suspend the Deputy Head, Second Deputy Head, Heads of Section, Bursar, Heads of Department, and Teachers, following consultation with the Director of HR.
15. In relation to Administrative Staff, with the exception of the Bursar:
 - a. to approve dismissal only following consultation with the Director of HR;
 - b. to approve suspension, following consultation with the Director of HR.

Agenda Item 8

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 9

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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 10

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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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Agenda Item 13

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of the Local Government Act 1972.

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Agenda Item 14

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Agenda Item 15

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