



Board of Governors of the City of London School

Date: MONDAY, 24 FEBRUARY 2014

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)	Professor Whitehouse (co-opted)

Enquiries: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Lunch will be served at the rising 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 2 December 2013.

For Decision
(Pages 1 - 6)

4. **SCHEME OF DELEGATIONS**

Report of the Town Clerk.

For Decision
(Pages 7 - 12)

5. **RE-APPOINTMENT OF CO-OPTED GOVERNORS**

Report of the Town Clerk.

For Decision
(Pages 13 - 18)

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

Report of the City Surveyor and the Acting Headmaster of the City of London School.

For Information
(Pages 19 - 22)

7. **THAMES TIDEWAY TUNNEL PROJECT**

Report of the Acting Headmaster of the City of London School and the Director of the Built Environment.

For Information
(Pages 23 - 28)

8. **ACTING HEAD'S REPORT**

Report of the Acting Headmaster of the City of London School.

For Information
(Pages 29 - 38)

9. **CITY OF LONDON SCHOOL PARTNERSHIP WITH STEPNEY GREEN MATHS,
COMPUTING AND SCIENCE COLLEGE**

Report of the Acting Headmaster of the City of London School.

For Information
(Pages 39 - 42)

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

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

12. **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

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 2 December 2013.

For Decision
(Pages 43 - 46)

14. **OUTCOME REPORT - IMPROVEMENTS TO THE CITY OF LONDON SCHOOL'S
UPPER PLAYGROUND**

Joint report of the Acting Headmaster of the City of London School and the City Surveyor.

For Decision
(Pages 47 - 54)

15. **NON-PUBLIC REPORT OF THE ACTING HEAD**

For Information
(Pages 55 - 58)

16. **CITY OF LONDON INDEPENDENT SCHOOLS FUNDING GUIDELINES**

Report of the Acting Headmaster of the City of London School (TO FOLLOW).

For Information

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

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

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Monday, 2 December 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 Monday, 2 December 2013 at 11.00 am

Present

Members:

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

Officers:

Daniel Hooper	- Town Clerk's Department
Xanthe Couture	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Peter Bennett	- City Surveyor
Andrew Wild	- City Surveyor's Department
David Levin	- Headmaster, City of London School
Phillip Everett	- Director of Finance, City of London School
Gary Griffin	- Second Master, City of London School

The Chairman gave his sincere thanks to the Headmaster for his years of service to the Board as this would be his final meeting, and the Headmaster expressed his gratitude to the Board for their support.

1. APOLOGIES

Apologies for absence were received from Sophie Fernandes.

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

There were no declarations of interest.

3. MINUTES

The public minutes and summary of the meeting held on 3 October 2013 were considered and approved as a correct record.

MATTERS ARISING

The City of London School Bursary Fund incorporating the City of London School Scholarship and Prizes Fund - 2012/13 Report and Financial Statements (page 2) - The Chairman informed Governors that the City's Education Strategy had been agreed at the Court of Common Council and the Board would be providing comment where possible.

The Chairman highlighted that the School would be producing a report on predictive data for the Board to receive at a future meeting.

Health and Safety Public Report October 2013 (page 5) – Governors would be provided with an update on concerns raised over the MITIE Cleaning contract and cleaning standards at this meeting.

4. REVIEW OF TERMS OF REFERENCE AND FREQUENCY OF MEETINGS

The Board considered a report of the Town Clerk which sought approval for the terms of reference of the Board of Governors of the City of London School and the frequency of meetings.

RESOLVED – That,

- a) The terms of reference be approved for submission to the Court.

5. CLEANING STANDARDS AT THE CITY OF LONDON SCHOOL

The Board received a report which updated Governors on the actions taken by the City Surveyor's Department in collaboration with officers from the School to ensure that cleaning services met the required standard and were commensurate to the scope of the contract specification.

The City Surveyor informed Governors that they had been working with the Town Clerk's Department to provide updates to the Board and the Chairman had spoken with the Chairman of Policy and Resources on the matter.

Since the last meeting of the Board, MITIE had now performed a deep clean of the School and had temporarily seconded a supervisor from another site. The City Surveyor advised a reasonable standard would be maintained going forward, and legal advice had been sought.

The Chairman remarked that the City's cleaning contract was broader than the School and felt the issues experienced had been due to supervisory problems, which had now been resolved and were being monitored closely. The Second Master informed Governors that standards of cleanliness at the School had increased and cleaning staff absences had decreased. The Deputy Town Clerk had also conducted a site visit and provided feedback.

A Governor commented that MITIE's contract was due for renewal in a year's time and this was why cleaning standards had improved. The City Surveyor replied that MITIE held contracts with other City organisations, which had not experienced any significant issues. The City Surveyor was now very attuned to

monitoring the contract and re-tendering would be agreed and assessed with the School.

Governors queried if in-house cleaning was possible, and the City Surveyor advised that in the past, this had not been deemed the most efficient. The City had also taken action to reduce the number of contracts it held with external providers. Governors stated in future, matters such as this should be investigated as soon as possible and assured beyond monitoring standards and indicators.

6. **HEADMASTER'S REPORT**

The Board received a report of the Headmaster of the City of London School relative to various School issues such as the recruitment progress for September 2013 during Autumn Term and health and safety.

Recruitment Progress for September 2013 during Autumn Term

Due to the number of applications received, the Headmaster informed the Board that selection would be very difficult. There had been 755 applications received to date and an increase of 75 applicants for means tested scholarships.

Governors commented on the large number of applicants, and discussed that it may be useful to try and lower the number of prospective applications. The Headmaster noted that there were pre-screening tests, before applications were received, and the admissions process included panel interviews. Governors suggested a satellite school could be established if the demand to attend the school remained high and the Headmaster noted that there were opportunities for expansion with interested parties. A Governor felt a satellite school would not be the best strategy and could negatively affect the excellent reputation of the existing School. It was important the School continued to attract the best pupils and also those who could most benefit from attending.

The Headmaster and Governors felt the School would only continue to attract more applications as it was a top ranking school in Central London, and demand for schools in the area was increasing.

The Chairman noted it was important the School was not oversubscribed. Governors discussed that it may be best to increase the physical size of the School and it was noted that this was a discussion that could be had as part of the Education Strategy.

Health and Safety

It was noted that the School had undertaken a recent Security Alert Practice which had revealed some deficiencies in the Public Address system and a motherboard had been replaced. The Board was reassured the School had a back-up system and had not been at any risk.

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 urgent items.

9. **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 1 of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
10	3
11	1,3,4
12	3
13	1
15	2,3,4
17	2,3,4

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held 3 October 2013 were approved as a correct record.

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

The Board considered and approved a joint report of the Chamberlain, Headmaster and City Surveyor which provided an update on the projected cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund.

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

The Board received a joint report of the Chamberlain and Headmaster which presented the proposed 2014/15 revenue budget for review.

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

The Board received a non-public report of the Headmaster.

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

There were no questions.

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

The following urgent items of business were raised –

Allowances for Bentworth Academy outreach work.

16. **CONFIDENTIAL MINUTES**

****ALL OFFICERS WITH THE EXCEPTION OF THE TOWN CLERK, THE CHAMBERLAIN 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 3 October 2013 were considered and approved as a correct record.

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

The Board received a report of the Director of Human Resources.

The meeting ended at 12.37 pm

Chairman

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Agenda Item 4

Committee: Board of Governors of the City of London School	Date: 24 February 2014
Subject: Corporate Governance – Scheme of Delegations and Standing Orders	Public
Report of: Town Clerk	For Decision

Summary

As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegation 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.

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.

All service committees are required to consider those elements for which they have responsibility. A copy of the revised section(s) applicable to this Committee is attached as an appendix to this report for your consideration.

Recommendations

1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Head of the City of London School as set out in the appendix to this report be approved; and
2. 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 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.

3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.

City Schools

4. 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

Angela Roach

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Town Clerks Department

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HEAD TEACHER, CITY OF LONDON SCHOOL

The following matters are delegated to the Head Teacher.

Operational

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

HR

2. In relation to **Teaching Staff:**

Creation of Posts

- a. to make appointments 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. **To be reported to Board of Governors.**

Appointments

- c. to appoint Senior Teacher, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
- d. to appoint Teachers;
- e. to approve overlapping of employment in a post, provided it can be funded from approved budget.

Employment policies, procedures and contracts

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

Salary Structure and Increases

- g. to approve responsibility allowances, provided can be funded from approved budget. **To be reported to Board of Governors;**
- h. 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

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

Termination of Employment

- k. 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

- l. to dismiss the Second Teacher, in consultation with Chairman and Deputy Chairman of the **Board of Governors** following consultation with the Director of HR;
- m. to dismiss Heads of Department, Teachers, and Assistant Bursar.

Suspension

- n. to suspend the Senior Teacher, Heads of Department, Teachers, and Assistant Bursar, following consultation with the Director of HR.
3. In relation to **Administrative Staff**:
 - 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 5

Committee(s): Board of Governors of the City of London School	Date(s): Monday, 24 February 2014
Subject: Re-appointment of Co-opted Governors	
Report of: Town Clerk	Public For Decision
<u>Summary</u> This report requests that Governors consider the re-appointment of Ronel Lehmann and Professor Whitehouse as co-opted Governors of the Board for further three year-terms. <u>Recommendation</u> Governors are asked to consider the re-appointment of Ronel Lehmann and Professor Whitehouse onto the Board for a further term of three years.	

Main Report

Background

1. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after they had completed a period of 3 years in office. Candidates would then be given the opportunity to re-apply for their position on the Board if they so wished.
2. The current three year term of office for both Ronel Lehmann and Professor Whitehouse will come to an end later this month. Both have expressed a willingness to stand for re-election as co-opted Governors
3. I can report that, since their last appointment to the Board, Ronel Lehmann has attended 10 out of a possible 14 Board meetings and Professor Whitehouse has attended 8.
4. Biographical details for Ronel Lehmann are attached (see Annex A) to aid the Board's decision.
5. Biographical details for Professor Michael Whitehouse are also attached (see Annex B).

6. Governors are now asked to consider the candidates re-appointment for a further full three year term.

Contact:

Gemma Stokley

020 7332 1427

gemma.stokley@cityoflondon.gov.uk

Curriculum Vitae



Name: Ronel Lehmann
Date of birth: [REDACTED]
Gender: Male
Address: [REDACTED]
Telephone: [REDACTED]
Drivers Licence: Full

School Education: Maria Montessori, The Hall, Orley Farm and City of London
6 O-levels and 3 A-levels

Gap Year: City of London School Centenary Celebrations
Marks and Spencer plc

University Education: University of Buckingham (1983 – 1985)
BSc Business Studies (2:1)

Employment: IPS Group (January 1986)
Citicorp Scrimgeour Vickers (September 1986)
McAvoy Wreford Bayley (January 1988)
Citigate Dewe Rogerson (September 1988)
Lehmann Communications plc (December 1988 – to date)

Appointments: (current) Governor of the City of London School
Ballet Rambert Capital Appeal
Trustee Noah's Ark Children's Hospice

(previous) UK Israel Business
University of Buckingham Council
Demelza Capital Appeal, Chairman

Other: Member of the Chartered Institute of Public Relations
Freeman of the City of London

Hobbies: Fireworks, boating, news and current affairs, cinema,
theatre, ballet, opera, concerts and travel

References: Lord Levene of Portsoken KBE
Lord Young of Graffham PC DL

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Professor JMA Whitehouse MA MD FRCP FRCP(Ed) FRCR FMedSci

1977-1996

Professor of Medical Oncology, University of Southampton
Consultant Medical Oncologist, Southampton General Hospital
Director CRC Wessex Regional Medical Oncology Unit, Southampton

1997-2000

Dean, Charing Cross & Westminster Medical School
Vice Principal (Undergraduate Medicine), Imperial College School of Medicine
Professor of Medical Oncology, University of London
Honorary Consultant in Medical Oncology, Hammersmith Hospitals Trust

Now:

Professor Emeritus, Imperial College, London
Panel Member and Panel Chairman, Disciplinary Panels, General Medical Council
Council Member, St Swithun's School, Winchester. Chairman, Standing Committee
Governor, City of London School

Past:

Trustee of various charities (Cancer Research Campaign, Marie Curie, BACUP)
Non-Executive Director, West Middlesex University Hospitals Trust
Chairman/member of various professional societies and national and in Past
Governor and past deputy chairman, Canford School Dorset
ternational organisations

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Agenda Item 6

Committee(s):	Date(s):
Board of Governors City of London School	24 February 2014
Subject: Cleaning standards at the City of London School	Public
Report of: The City Surveyor and The Headmaster (CS 058/14)	For Information
Summary	
<p>Concerns about the cleaning standards at the City of London School were the subject of a report to Members on the 2 December 2013 (CS 411/13) . This joint report by the City Surveyor and City of London School informs Members of the current situation and reports that there has been a significant improvement in the cleaning standards at the City of London School. Through a collaborative effort between officers at the School, the City Surveyor's Department and MITIE Cleaning, the key issues causing the below-par standards have been addressed. Processes have been put in place to ensure that standards are maintained. The current contract expires in August 2014 and lessons drawn from recent experiences will be fed into the corporate tender process for the new contract.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none">• Note the report.	

Main Report

Background

1. The report of 2 December 2013 informed members that actions were being taken to address the key issues identified as causing below-par standard of cleaning, namely a lack of strong supervision and management and a high level of absenteeism. An action plan was drawn up to address the issues and the formal Dispute Resolution clause in the contract was instigated by issuing a default letter to MITIE Cleaning.

Current Position

2. On Thursday 16 January officers of the City Surveyor's Department and the City of London School met with MITIE Cleaning management to discuss the cleaning action plan and default notice issued to MITIE Cleaning in October 2013. It was agreed that significant progress had been made in the key areas which were of concern and that communication and response to problems had improved.
3. It was agreed by officers that MITIE Cleaning have shown a commitment to change and future improvements. For example, two areas which particularly demonstrate this are; MITIE Cleaning appointing a dedicated MITIE Senior Account Manager for the City of London contract, and making more staff available by creating an over-flow pool of staff from the Guildhall School of Music and Drama who can work at the City of London School if staff levels fall below manageable levels.
4. The default notice has been signed off as complete and, at this stage, we will not be progressing to the next stage. It is acknowledged that to keep standards at this satisfactory level all parties must keep up the monitoring and good communication demonstrated whilst addressing the above issues.

Options

5. No further formal action to be taken at this stage, however, the lessons learnt will be fed into the tendering discussions for the new cleaning contract. The current corporate cleaning contract expires in August 2014. Representatives of the School Facilities Management and management teams as well as City Surveyor's Department officers are involved in this process so all the School's needs will be captured.

Proposals

6. The School and the Corporate Property Facilities Team will continue to monitor cleaning standards closely over the remainder of the current contract to ensure that the current standards are maintained.
7. Lessons drawn from the recent experiences will be fed into the tender exercise for the new corporate cleaning contracts. In respect of the Schools Lot this is to include the possibility of amended quality/price tender assessment criteria, a school specific assessment of quality, school specific key performance indicators and more transparency of the supplier's labour input to deliver the desired output.

Conclusion

8. The cleaning at the school is now at a satisfactory standard and processes have been put in place to ensure that standards are maintained. The current contract expires in August 2014 and lessons drawn from recent experiences will be fed into the corporate tender process for the new contract.

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Senior Corporate Property Facilities Manager

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Phillip Everett

Director of Finance, City of London School

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Committee(s):	Date(s):
Board of Governors City of London School	24 February 2014
Subject: Thames Tideway Tunnel Project	Public
Report of: Headmaster and the Director of the Built Environment	For Information
<p>Summary</p> <p>The Thames Tideway Tunnel Project will involve a permanent relocation of Blackfriars Pier to the east of Blackfriars Bridge and closer to the City of London School.</p> <p>The purpose of this paper is to give Governors further information about this project and to update them on the steps being taken to mitigate the effect upon the School of both (i) disruption during construction works and (ii) ongoing implications in terms of noise and footfall.</p> <p>Recommendation</p> <p>Governors are asked to note the contents of the report.</p>	

Main Report

Introduction

1. The Thames Tideway Tunnel project involves the construction of a super sewer under some land but mostly under the bed of the river Thames from Acton in the London Borough of Ealing east to Beckton in the London Borough of Newham. Some 16 miles in total. This sewer (which will have a diameter of some 24 feet) will pass at depth under the bed of the Thames under all of the City's bridges (Tower Bridge, London Bridge, Southwark Bridge, the Millennium Bridge and Blackfriars Bridge). In each case, the tunnel is located under the bridges, but between bridge piers. The depth is approximately 55 metres down in the area of the bridges.

The estimated cost and duration of the project is £4.1 billion and 8 or 9 years respectively.

The project will be undertaken under the powers provided by a development consent order (DCO). This is a form of statutory planning permission by statutory instrument. Thames have applied for the DCO, and this is currently being examined by the Planning Inspectorate in a planning inquiry which is due to conclude in mid-March

2. The main impact in the City would be at Blackfriars where the Sewer would intercept the Fleet Combined Sewer outfall within a structure to be constructed in the foreshore of the River west of Black friars Bridge. A key element of the project would be a permanent relocation of the Blackfriars Pier to the east of Blackfriars Bridge and closer to the City of London School.

Impact of the project on the City of London School

3. The School's concerns regarding this project are;
 - a) The disruption which it could experience during the construction period; and
 - b) The on-going implications in terms of potential increases in boat noise and/or footfall following the construction of the pier.
4. The purpose of this paper is give Governors a brief update on the current position and a member of the team which has been representing the City will be present to answer any queries which governors may have.

Disruption during construction works

5. Thames Water has advised that the School could experience some disruption for up to two months during construction works and there was a particular week when noise levels would be very high. The DCO if issued would require that the developer complies with a code of construction practice (CoCP) which includes both project wide and site specific requirements. The site-specific scheme of protective works for noise and vibration which would include the works to relocate the Blackfriars Millennium Pier. This supersedes the requirement for a separate Section 61 application, although the developer would retain the right to submit Section 61 applications to the City of London.
6. The scheme must include a statement setting out the means by which disruption to the school would be mitigated and that the contractor should liaise with the City of London Corporation before submitting the statement. This approach is supported by the City's pollution team.
7. The CoCP includes the following statement:

Except for anchor piles, the contractor would use push piling to construct the cofferdam for the Millennium Pier dredged pocket unless this is impossible. Where this is impossible, this shall make an application to the City to use an alternative piling method. The

contractor shall agree periods when piling can proceed without causing adverse noise impacts.

8. The City's pollution team have been consulted on the CoCP and the proposed arrangements and suggest that the requirement for the contractor to discuss methods of working and noise mitigation. In its submission to the Planning Inspectorate the City has requested that any works which could prove disruptive to the life of the School should (i) ideally be conducted during the School's holidays or (ii) failing this outside normal school hours – i.e. 08:00 to 17:00.
9. The Blackfriars Pier works are currently programmed to start in approximately March 2015 with completion in August 2016. This is subject to the DCO being granted and obtaining the relevant consents etc so may be subject to change. This includes site set up through the opening of the pier to vessels.
10. The construction of the relocated pier must be completed before the existing pier is removed to enable the construction of the main works site at Blackfriars.

Ongoing implications in terms of noise and footfall

11. The pier would be owned and operated by Transport for London (TfL). Thames Water has conducted a survey based on the use of the existing pier which concludes on going noise implications from boats would not be significant.
12. Thames Water has not prepared any estimates of future footfall numbers. In response to a request from stakeholders as part of the targeted engagement exercise, potential effects of noise from the operation of the Thames Clippers at the relocated Blackfriars Millennium Pier on the City of London School was assessed. For this assessment, noise measurements were made of arriving and departing vessels and the movement of passengers on the existing pier. The assessed noise level at the City of London School would be below the measured ambient noise level in the area and therefore effects from the operation of the pier are considered not significant at this receptor.
13. Thames Water has agreed that a requirement be added which would limit the use of the pier for embarkation and disembarkation of passengers. It shall not be used for servicing, maintaining or repairing of vessels on the river, except in the case of emergency.

Conclusion

14. Governors are asked to note the contents of the report and, if desired, seek further information from a member of the Department of the Built Environment who will be present at the Board meeting.

Annex 1 – Proposed Location of the Blackfriars Millennium Pier.

Contacts

Ted Rayment
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Agenda Item 8

Committee(s): City of London School	Date(s): 24 February 2014	Item no.
Subject: Headmaster's Report		
Report of: Mr Gary Griffin, Acting Headmaster	Public For Information	
<p><u>Summary</u></p> <p>The Headmaster's report deals with issues pertinent to the School, namely:</p> <ul style="list-style-type: none">• Oxford and Cambridge results• Outside Speakers 2014• Sponsored Award (Bursary) Campaign Update• Results Tables & IGCSE• Report on CLS Student Day• Health and Safety Matters• Child Protection Policy• Security Guidelines• City of London School Bursary Trust Gala Dinner• Ronald Charles Sansom Dec'd• Grove Park Kitchens• School Signage• Independent School's Modern Languages Association• Energy Reduction Targets• Counselling Brochure		

Main Report

1. Oxford and Cambridge Results

This year the School secured 25 offers from Oxford and Cambridge which was a very pleasing number. The process was again started in January to give candidates as much time to prepare as possible. There was a broad range of subjects applied for including an Anglo-Saxon, Norse & Celtic (ASNC) candidate at Cambridge. Once again there were a higher number of applicants to Oxford (44) than Cambridge (22). This is largely down to the expectation from Cambridge of a certain level of attainment in the AS results of applicants from a school with the academic success of CLS. A number of boys swapped their choice to Oxford in light of their AS results. This is a trend that is likely to continue in future years. All the additional preparation work that is offered in school is still clearly of great value in assisting successful candidates and there were a number of near misses (seven boys were placed in the Pool at Cambridge but did not get offers).

CAMBRIDGE 2014: 11 Offers

Name	Subject	College	Offer
AA	Natural Sciences	Peterborough	A* A A
CA	ASNC	Robinson	A* A A
HB	Music	Downing	A* A A
JC	Natural Sciences	Selwyn	A* A A
SD	HSPS	Queens'	A* A* A*
EE	Classics	Sidney Sussex	U
FF	Modern & Medieval Languages	Robinson	U
RG	Natural Sciences	Robinson	A A A A
NS	Natural Sciences (Physics)	Gonville & Cains	A* A A
EW	Modern and Medieval Languages	Queens'	U
NW	History	Robinson	A* A A

OXFORD 2014: 14 Offers

Name	Subject	College	Offer
JA	Classics	Worcester	A A A
OB	Economics and Management	Brasenose	U
DB	PPE	Somerville	A A A
TC	Engineering	St Anne's	A* A A
GM	ComSci	Hertford	A* A A
EH	Classics	Regent's Park	A A A
RH	Russian and History	St Catherine's	A A A
PT	Theology	Regent's Park	A A A
PR	Engineering	Exeter	A* A A
SU	Physics	St Hugh's	A* A A
AT	Biological Sciences	St Hugh's	A A

HT	History of Art	St John's	U
JW	English	Lincoln	U
OW	History and Politics	St John's	A A A

2. Outside Speakers Spring Term 2014

- 9 January – Justin Fitzpatrick (Entrepreneur)
- 17 January – Jim Hopkins (Reader Emeritus in Philosophy)
- 21 January – Andrew Wilson (MFL Translator)
- 23 January – Sir George Young (Chief Whip)
- 27 January – Gerald Ronson OBE (Founder of Heron Group)
- 28 January – Andrew Wilson (Author)
- 28 January – Lord Robertson (Former Defence Secretary)
- 28 January – Ronel Lehmann (PR Specialist)
- 30 January – Jonathan Wolff (Professor of Philosophy)
- 17 February – Peter Hitchens (Journalist)
- 18 February – Professor Green (Sustainable Energy, Imperial College)
- 25 February – Dr Liam Fox (Member of Parliament)
- 27 February – Sajid Javid (Financial Secretary to the Treasury)
- 3 March – Martin Wolfe (Associate Editor & Chief Economics Commentator, Financial Times)
- 7 March – John Sweeney (BBC Journalist)
- 13 March – Professor Haigh (Head of Physics, Imperial College)
- 18 March – Tim Congdon (Monetarist Economist)
- 18 March – Malcolm Rose (Author & Scientist)

3. Sponsored Award (Bursary) Campaign Update

Four Sponsored Awards have been made for Sixth Form entry and a further one for Third Form entry in September 2014. A further six Sponsored Awards will be offered for September 2014 First Form entry. These sponsored awards 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

Some individuals who wish to remain anonymous

A further six such awards are already available for September 2015 entry.

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

4. Results and Tables IGCSE

Some Governors may have been alarmed by an article in the *Evening Standard* (23/1/14) about GCSE results and the percentage of pupils gaining 5 “passes” (A* - C), including English and Maths, last summer. In this analysis CLS was recorded as having 0% in this category! Rest assured that our results were, in fact, exceptionally good.

- Summer 2013 saw CLS get 90.3% A* / A – the highest ever on actual results day.
- We also had the highest ever A* at 68.5%.
- Boys also achieved 99.5% A*- C grades (not 0% as reported in the Standard) and 10.3 was the average number of GCSEs taken per boy.
- 56 boys gained 9 A* grades or better and 78 boys got straight A* and A grades.

However, as the CIE Exam Board's English Language IGCSE has not been included in the Department of Education League Tables, we achieve 0% on both (i) the number of pupils who get five GCSEs, including, English, Maths, Science and a MFL and (ii) the so-called English Bacc, which requires candidates to get English, Maths, Science, a MFL and one from History or Geography.

This is clearly very misleading and anomalous, as universities are very happy with the CIE English Language IGCSE qualification that CLS boys have. Here at CLS we choose Exam Boards to suit each Department, and Heads of Department choose the course that is best for CLS boys, based on rigour, content and confidence in the marking process.

5. CLS Student Day – Friday 10 January 2014

As in recent years, we held our Spring Term Student Day on the first Friday of the term. All boys in the Fourth Form and below, along with the Sixth Form, had twenty minute interviews with their Tutor to review their progress in the Autumn Term, go through their December reports and set targets for the rest of the academic year. In addition, boys in the Fourth Form and below had group sessions with their Head of Year as follows:

Year	Head of Year	Content
OG and First	Matt Kerr	Memory training exercises
Second	Josh Norman	Hip-hop and balancing skills session
Third	Glen Farrelly	African drumming teamwork
Fourth	Sheldon Fernandes	Mindfulness

Year	Speaker	Content
OG and First	Mark Marno	Basic First Aid
Second	Rebecca Senior	Healthy Eating
Third	Abdi Jamma	Wheelchair Rugby
Fourth	Simon Leigh	Drugs

The Junior Sixth Form Student Day comprised of three elements. Firstly each boy had an individual session of approximately 20 minutes with their tutors to discuss academic progress, extra-curricular commitments and university aspirations. They also set SMART targets, to be reviewed later in the year. Secondly, every boy attended two workshops. These were delivered by tutors and, in a range of subjects, and focussed either on study skills or extension work - boys chose the workshops most suitable to their needs/interests. Finally all boys listened to a lecture about practical ways to manage stress. This was given by an outside speaker, with considerable experience in this field. The Senior Sixth Form had a similar day, with individual tutorials and a talk from an external speaker on 'risk'.

6. Health and Safety Matters

The Health & Safety Committee met on 3 December 2013 and again on 24 January 2014. Here is a summary of the items discussed:

- Improved standards of cleaning were acknowledged, though there are still some issues to be ironed out regarding the auditing process.

- The issue of the storage of boys' bags was explored – there is insufficient space by the Dining Room.
- The kitchen, the disabled facilities and the First Aid Centre at Grove Park are all to be refurbished this year to comply with new regulations.
- The PA system in reception is now working satisfactorily.
- The School Nurse provided training to staff on the treatment of asthma.
- Members of Staff who drive school vehicles have been asked to register their licenses with the General Office and to be more reliable in the recording of the log in reception.
- The south east staircase is in need of urgent attention; the surface has become cracked and potentially dangerous. It was hoped that this could be rectified in the Easter holidays.
- The area outside the AV/IT/Archive lock up in the north car park needs repairing as the surface is now pitted and crumbling.
- The School boilers failed on two occasions in the week beginning 20 January and so the building was colder than usual; this has now been rectified.
- Only one serious accident was reported by the School Nurse – that to the School's handyman – and this had been reported to Guildhall. He was sent to hospital with a head injury.

The next meeting of the committee is planned for 4 March 2014.

7. Child Protection Policy

In line with Corporation regulations and policy, the whole staff (teaching and support) received a refresher course in child protection matters on Monday 6 January 2014 – the day before the Spring Term started. This consisted of:

- An introduction by the Acting Headmaster who, as Second Master is the Child Protection Liaison Officer (CPLO). Several documents were distributed: The City of London Child Protection Policy, the section of the Staff Handbook relating to Child Protection and Safeguarding, the referral form for child protection issues, the School's policy on security and the guidelines on Staff use of private emails, telephones and social media sites when communicating with pupils or parents. The key message was that any matter relating to child protection should be referred immediately to the Second Master – or in his absence, the Assistant Headmaster. Both have received appropriate advanced

training in this area. Any allegations against the Headmaster would go to the Chairman of the Board of Governors.

- An introduction from Chris Pelham, Assistant Director – People in the Community & Children’s Services Dept. at the City of London. He spoke about the role of the Corporation and the Local Authority Delegated Officer (LADO), the issue of Governance and our relationship with the City & Hackney Safeguarding Children Board and the City of London sub-committee which he chairs.
- A presentation by Graham Griffin, the Senior Safeguarding Children Manager (Senior Officer for Education) at Lambeth. He spoke of new developments in the past two years, the duty of care that all adults who work with children have, categories of abuse, warning signs to look out for, the role of the LADO and the CPLO, the Disclosure and Barring Service (DBS) and the importance of the three yearly re-checks.
- All Staff attending the training were required to sign a register to confirm that they had been present. Those who were absent, including the majority of peripatetic music teachers (who do not work on Mondays) have subsequently been required to watch a video of the training and then sign the register. The Governor with responsibility for Child Protection, Mr Christopher Martin, was also present.

8. Security Guidelines

New guidelines to ensure full security in line with our child protection responsibilities were drawn up by the Second Master in November 2013. These have been added to the School’s Security Arrangements and are included in Appendix 1.

9. City of London School Bursary Trust Gala Dinner 10 June 2014

The independent City of London School Bursary Trust will be holding its sixth fundraising Gala Dinner at Tate Modern on 10 June 2014. All seats for the event have been sold and the trustees hope once again to raise considerable sums to provide sponsored awards/bursaries at the School.

10. Ronald Charles Sansom Dec’d

Mr Sansom – who attended the School with a free place from 1936 until 1941 – has bequeathed a share of his estate to fund the travelling expenses, school uniform and other “incidental” costs of pupils who attend the school and in are receipt of substantial bursaries. An interim distribution from the Estate of £82,233 has been received and has been used to establish a restricted fund within the City of London School Scholarships and Prizes Fund. The income from the legacy can be used to fund pupils’ costs so that the capital is maintained.

This generous donation will be used to further expand the scheme which the School established in September 2011 to provide financial support to Sixth formers from poorer backgrounds following the closure of the Educational Maintenance Allowance Scheme.

11. Grove Park Kitchens

The School's catering consultant has recommended that some improvements should be made to the current catering facilities at the School's Sports Pavilion at Grove Park – for example, replacing the current wooden work surfaces. It is planned to undertake this work during the current year to provide facilities which are appropriate for the limited catering requirements at the pavilion.

12. School Signage

The School will be improving signage on the school building in order to both assist first time visitors to the building and to promote the School's prominent position in the City.

Following discussions with the City of London Planning Department it has been agreed that:

- a) The high level signs on the front of the School building overlooking the River Thames will both be increased in size. Planning considerations prohibit the illumination of these signs;
- b) The sign on the Queen Victoria Street side of the building will be increased in size; and
- c) A new sign will be placed on the School next to Peter's Hill.

Bespoke signs are being designed and will be installed during the Easter holidays.

13. Independent School's Modern Languages Association

On Saturday 1st February, CLS hosted the annual conference of the Independent Schools' Modern Languages Association, an increasingly high-profile organisation which has done much in recent years to bring issues related to language teaching to national attention.

160 delegates and 40 exhibitors descended on the school from all over the country and even from as far afield as Abu Dhabi. After an introductory welcome from Assistant Headmaster Charles Fillingham, the keynote speech was given by Professor Antonella Sorace from Edinburgh University's Department of Developmental Linguistics, founder of Bilingualism Matters and a world expert on multilingualism. Further talks followed on dyslexia and Modern Languages, the UK Linguistics Olympiad and debating in a foreign language. After an excellent lunch (the CLS catering team rose wonderfully to the challenge of feeding more than 200 of us), subject specialists from Oxford, Cambridge, Birkbeck and King's College, London lectured on a wide range of cultural topics, before the conference was brought to a

hilarious and inspiring close by Steven Fawkes of the Association for Language Learning.

The hugely positive feedback we received, with the School looking at its glorious best in the winter sunshine, was largely down to the great hard work of numerous members of the CLS Modern Languages Department, Joe Matthews (ICT) and Mike Paternott (AV) of the Support Staff and Deputy Facilities Manager Barry Darling, along with the entire team of School Keepers, whose outstanding organisational skills ensured the whole day went off perfectly.

14. Energy Reduction Targets

The carbon descent plan agreed by Chief Officers in 2009 has been recently reviewed for the period April to September 2013. The percentage reduction across the Corporation is -1. For CLS it was -10 which is amongst the best of all the departments. This is as a result of the School's Energy Committee, under the direction of the Facilities Manager, John Hawson who has been attempting to cut back on heating costs – especially with regard to the School's swimming pool which has been fitted with a cover to prevent heat escaping when not in use.

15. Counselling Brochure

The School has produced some literature regarding its Counselling Services to advertise current provisions. Copies of the leaflet will be distributed to Governors at the meeting.

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Appendix 1

ADDITIONAL GUIDELINES TO ENSURE FULL SECURITY IN LINE WITH OUR CHILD PROTECTION RESPONSIBILITIES – NOVEMBER 2013

Security Arrangements in Reception

1. The Entrance door in Reception must remain locked at all times except for
 - a) PPMs (when an extra member of staff is present)
 - b) Concerts, Plays, Parents' Evenings (when an extra member of staff & or a number of prefects are present)
 - c) 8.40am – 9.10am: late arrivals (when an extra member of staff is on duty)
 - d) Emergency evacuations.

If a visitor arrives, they are asked to press the buzzer outside the door and the Receptionist on duty has to release the door individually for each arrival and ensure the door locks behind them.

2. If a visitor is not recognised (eg it is not a CLS boy or member of staff) the Receptionist must question them as to
 - a) who they are
 - b) why they are here
 - c) who are they visiting

and the appropriate member of staff should then be contacted. The visitor should be asked to sit in the waiting area.

3. If the visitor is in category 2 above, the visitor needs to be met and escorted by the member of staff and not allowed to leave Reception to enter the rest of the building unaccompanied. They should be issued with a security badge by the Receptionist if they are staying.
4. When an external meeting has been arranged, the organiser must provide a list of attendees for the Receptionist 24 hours before the meeting is due to take place so that s/he can prepare the security badges in advance. The list should be kept in reception and the names checked as individuals arrive. The organiser must arrange for the attendees to be escorted to the meeting room.
5. Regarding the use of toilets:
 - a) Adult male guests must be directed to the gentlemen's staff toilets on Level 2.
 - b) Adult female guests may use the ladies next to the Great Hall.
 - c) On the days when Concerts, Plays, Parents' Evenings and PPMs are held, male parents/ guests will have to use the boys' toilets by the Great Hall. There is no alternative!

G S Griffin, 18/11/13

Agenda Item 9

Committee(s):	Date(s):
Board of Governors City of London School	24 February 2014
Subject: City of London School Partnership with Stepney Green Maths, Computing and Science College.	Public
Report of: Headmaster	For Information
Summary	
<p>The School has a long standing partnership with Stepney Green Maths, Computing and Science College – a maintained sector boys’ school in Tower Hamlets. This partnership has developed in an exciting way following Stepney Green’s successful bid to the London Schools Excellence Fund for funds to support the introduction of a Sixth Form at the School. An integral part of that bid was for the City of London School to assist in both the teaching of Stepney Green Sixth Form students and to provide training to teachers who have limited experience of A-Level teaching.</p> <p>An overview of this project is attached and the two members of City of London School staff most closely involved in the project – Andrew McBroom (Head of Sixth Form) and Joe Silvester (Head of RE and Project Coordinator) will give a short presentation about the project at the Board of Governors meeting.</p>	
Recommendation	
<p>Members are asked to note the contents of the report.</p>	

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Board of Governors: City of London School partnership with Stepney Green Maths, Computing and Science College

Context

Stepney Green Maths, Computing and Science College (Stepney Green) is a single sex boys comprehensive located in Tower Hamlets. Over the past decade the School has undertaken a remarkable journey of transformation. From being in Special Measures, the school has now been consistently judged as outstanding in OFSTED inspections under its Headmaster, Paramjit Bhutta, with a GCSE score of over 80 % A* - C.

Stepney Green has been helped over the past eight years by City of London School (CLS) with Year 10 and 11 students from the School attending 'gifted and talented courses' in Maths, Physics, Chemistry and English. From September 2013 Tower Hamlets has introduced a sixth form in recognition of the substantial progress achieved between Years 7 and 11.

The partnership between the two schools has been deepened following a successful bid by Stepney Green for a grant from The London Schools Excellence Fund (part of the Mayor's Education Programme) to help support the introduction of a Stepney Green Sixth Form. An integral element of this bid was for CLS to assist both in the teaching of Stepney Green students and provide training to teachers who have limited experience of A-Level teaching. This project was one of only 37 to be approved in Greater London and CLS understands that it is the only independent school to be involved in a successful bid in this way.

The Sixth Form Partnership

The focus of the scheme is 'sharing academic capital' and the objective is bolstering subject knowledge of teachers new to A Level delivery and enhancing their confidence

CLS has selected five experienced members of staff, one from each of Maths, Biology, Chemistry, Physics and History. Each of these teachers will both coach and mentor two members of staff from Stepney Green. Another member of staff will act as the Project Co-ordinator.

The structure is such that through close mentoring, and coaching using the GROW model, CLS staff will engage in reciprocal observations each term, as well as regular 'learning conversations' with their Stepney Green counterparts. Alongside these formal opportunities, the intention is that there is an open channel of communication between the two schools, sharing resources, ideas and opportunities as well as the willingness for CLS staff to make themselves available to answer questions and foster a supportive relationship with their Stepney Green colleagues. The hope is that there will be a measurable improvement in confidence on the part of the Stepney Green staff about the content and delivery of their subject at A-Level.

With regards to direct pupil provision, the CLS staff are also coordinating and providing one afterschool master class per term in each of the five subjects. This will mean that all of the Stepney Green pupils (only 20 in the first intake) will visit CLS four times each term so as to maximise their opportunities to share in the facilities available as well as experiencing a range of teaching styles. Further support is being offered by the CLS Higher Education team. Stepney Green staff will attend the CLS Higher Education Forum and meet with the Higher Education Liaison Officer to discuss the university admissions process. The Head of Sixth Form from CLS will also be offering assistance to his Stepney Green counterpart.

These activities will run from 1 January to 31 December 2014.

Progress

In early January, twelve Stepney Green staff visited CLS for the formal launch. They met their CLS partners and arrangements were made for lesson observation and master classes for this term.

Project Finances

The six members of CLS staff referred to above which each receive a responsibility allowance for the period of the project to reflect the additional workloads which they are undertaking as a result of this project. The total cost of these allowances is £14,000 and this will be refunded to CLS in full by Stepney Green from the monies which it receives from the London Schools Excellence Fund.

Agenda Item 13

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

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Agenda Item 14

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

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Agenda Item 15

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

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