



Board of Governors of the City of London School

Date: MONDAY, 23 JUNE 2014

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

Members:

Deputy Dr Giles Shilson	Christopher Martin, (co-opted External Member)
Ian Seaton	Sylvia Moys
Deputy Billy Dove	Deputy Joyce Nash
Sophie Fernandes	Dame Mary Richardson, (co-opted External Member)
Stuart Fraser, (Ex-Officio Member)	Sir Michael Snyder, (Ex-Officio Member)
Marianne Fredericks	Deputy James Thomson
Deputy the Revd Stephen Haines	Prof. Whitehouse, (co-opted External Member)
Ronel Lehmann, (co-opted External Member)	Nicholas Bensted-Smith
Lord Levene of Portsoken, (co-opted External Member)	Alderman David Graves
Edward Lord	

Enquiries: Georgina Denis tel. no.: 020 7332 1399
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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. **ORDER OF THE COURT OF COMMON COUNCIL**

Order of the Common Council of 1 May 2014, appointing, the Board and setting its terms of reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman pursuant to Standing Order No. 29

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman pursuant to Standing Order No. 30

For Decision

6. **MINUTES**

To agree the public minutes and summary of the meeting held on 24 February 2014

For Decision
(Pages 3 - 8)

7. **MINUTES OF BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**

To receive the public minutes and summary of the meeting held on 24 February 2014.

For Information
(Pages 9 - 10)

8. **APPOINTMENT OF THE BURSARY COMMITTEE**

To appoint the Bursary Committee for the year ensuing – to comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

THE BURSARY COMMITTEE IN 2013/2014 COMPRISED:

Dr Giles Robert Evelyn Shilson, Deputy (Chairman)
Ian Christopher Norman Seaton (Deputy Chairman)
The Revd Stephen Decatur Haines MA, Deputy
Charles Edward Lord OBE JP
Joyce Caruthers Nash OBE, Deputy
Dame Mary Richardson (External Member)
James Michael Douglas Thomson Deputy

For Decision

9. **APPOINTMENT OF THE REFERENCE SUB-COMMITTEE**

To appoint a Reference Sub-Committee to consider arrears of School fees, sabbatical leave and Estimates (including fee increases and other such matters as the Board may decide).

The Reference Sub-Committee comprises of the Chairman and Deputy Chairman of the Board and up to five other Governors.

THE REFERENCE SUB-COMMITTEE IN 2013/2014 COMPRISED:

Dr Giles Robert Evelyn Shilson, Deputy (Chairman)
Ian Christopher Norman Seaton (Deputy Chairman)
The Revd Stephen Decatur Haines MA, Deputy
Charles Edward Lord OBE JP
Joyce Caruthers Nash OBE, Deputy
Dame Mary Richardson (External Member)
James Michael Douglas Thomson Deputy

For Decision

10. **APPOINTMENT OF THE AGBIS REPRESENTATIVE**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year

For Decision

11. **OUTREACH REPORT**

Report of the Head of the City of London School.

For Information
(Pages 11 - 14)

12. **REPORT OF THE HEAD**

Report of the Head of the City of London School

For Information
(Pages 15 - 20)

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
15. **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

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 24 February 2014.

For Decision
(Pages 21 - 24)

17. **MINUTES OF BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**

To receive the non-public minutes and summary of the meeting held on 24 February 2014.

For Information
(Pages 25 - 26)

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

Report of Town Clerk.

For Information
(Pages 27 - 28)

19. **HEADS REPORT**

Non-public report of the Head of the City of London School

For Information
(Pages 29 - 34)

20. **SERVICE BASED REVIEW**

Report of the Head of the City of London School (to follow).

For Information

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

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

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WOOLF, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 1st May 2014, doth hereby appoint the following Committee until the first meeting of the Court in April, 2015.
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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 Freemen'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 2014/15**

ALDERMAN

1 David Andrew Graves

COMMONERS

6 (4) Marianne Bernadette Fredericks
3 (3) Sylvia Doreen Moys, *for three years*
16 (3) William Harry Dove, M.B.E., J.P., Deputy
12 (3) Joyce Carruthers Nash, O.B.E., Deputy
2 (2) Sophie Anne Fernandes
6 (2) Charles Edward Lord, O.B.E., J.P.
6 (2) Dr Giles Robert Evelyn Shilson, Deputy
9 (1) The Revd. Stephen Decatur Haines, M.A, Deputy
6 (1) Ian Christopher Norman Seaton
2 (1) James Michael Douglas Thomson, 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.

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.

Barradell

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Monday, 24 February 2014

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, 24 February 2014 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	Deputy James Thomson
Ronel Lehmann (External Member)	Prof. Whitehouse (External Member)
Lord Levene of Portsoken (External Member)	

Officers:

Xanthe Couture	- Committee and Member Services Officer
Daniel Hooper	- Policy Officer, Town Clerks
Steven Reynolds	- Group Accountant, Chamberlain's
Ted Rayment	- Assistant Director, Built Environment
Karyn Ramsay	- Senior Corporate Property Facilities Manager, City Surveyor's
Alison Hurley	- Assistant Director Corporate Property Facilities Management, City Surveyor's
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Bursar, City of London School

In attendance:

- Chief Commoner George Gillon CC
- Andrew McBroom, Head of Sixth form, City of London School
- Joe Silvester, Head of RE and Project Coordination, City of London School

1. APOLOGIES

Apologies for absence were received from Sophie Fernandes, Stuart Fraser (ex-officio), Alderman and Sheriff Sir Paul Judge and Dame Mary Richardson.

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

Mr Seaton (Deputy Chairman) declared a personal interest in relation to Agenda Item 5 stating that he had worked alongside Mr Lehmann at 'Citigate'.

3. **MINUTES**

The public minutes and summary of the meeting held on 2 December 2013 were considered and approved as a correct record.

MATTERS ARISING

Exam results and baseline assessments (page 2) – The Chairman reported that the School would be producing a report on predictive data for the Board to receive at their second Board meeting of the Autumn Term.

4. **SCHEME OF DELEGATIONS**

The Board considered a report of the Town Clerk which set out the Scheme of Delegation to the relevant Chief Officer relevant to this Committee, in this case the Head of the City of London School.

Governors and officers discussed the details of the Scheme of Delegation, and it was agreed that several amendments were required that would be agreed by the Acting Headmaster in consultation with the Chairman and Deputy Chairman.

RESOLVED – That,

- a) 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 be approved under delegated authority by the Acting Headmaster in consultation with the Chairman and Deputy Chairman; and
- b) the proposed amendment to Standing Orders relating to the declaration of Operational property assets which are surplus to requirements be noted.

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

The Board considered a report of the Town Clerk which requested that Governors consider the re-appointment of co-opted Governors of the Board for further three year-terms. The Chairman remarked he was content to support these re-appointments.

RESOLVED –That,

- a) The re-appointment of Ronel Lehmann and Professor Whitehouse onto the Board for a further term of three years be approved.

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

The Board received a report of the City Surveyor and the Acting Headmaster which updated Governors on the cleaning standards of the City of London School since the report to Governors on the 2 December 2013.

The Chairman remarked that cleaning standards had improved at the School, and expressed his thanks to the Corporate Property Facilities Manager and staff for their work in this area. Governors discussed whether the improved cleaning standards were due to upcoming contract negotiations, and it was highlighted that MITIE now employed a member of staff to oversee cleaning contracts with the City's schools.

RESOLVED – That the report be received and its content noted.

7. **THAMES TIDEWAY TUNNEL PROJECT**

The Board received a report of the Acting Headmaster and the Director of Built Environment which updated Governors on the permanent relocation of the Blackfriars Pier to the east of Blackfriars Bridge, closer to the City of London School.

The Chairman noted that this was a significant project which would take 8 or 9 years to complete and it was important to minimise disruption and it was noted the City had included in its submission to the Planning Inspectorate a request for any works that could prove disruptive to the School to take place outside of normal school hours or during school holidays. The Director of Finance for the City of London School reported that there had been good communications with the School during the project and that, if the current timetable were adhered to, the most disruption would likely take place in March 2015.

Governors suggested that officers could be in touch with the City's Environmental Health Office to monitor the level of noise disruption caused and a complaint through Environmental Health could be filed if required. Some Governors felt that normal contract clauses may not be sufficient in this instance and added that double glazing for the School's windows may be necessary to cope with long-term noise issues from increased footfall along the pier and Thames walkway. The Chairman noted that noise level assessment had taken place for the project, and had deemed future noise and footfall would be below the ambient noise levels.

Governors suggested that there could perhaps be ways in which the Thames Tideway Tunnel Project could be embraced as a learning opportunity for students. The Director of Finance advised that Thames Water had been in contact with the School's Head of Geography on their education programme and further exploration of these activities would be undertaken by the School.

RESOLVED – That the report be received and its content noted.

8. **ACTING HEAD'S REPORT**

The Board received a report of the Acting Headmaster of the City of London School relative to various School issues such as Oxford and Cambridge secured offers and the outside speakers scheduled for Spring Term 2014.

Oxford and Cambridge Results

The Acting Headmaster remarked that the number of secured offers received by students of the School was a pleasing number.

Health and Safety

The Acting Headmaster stated he was impressed with the improved cleaning standards at the School, but felt arrangements for auditing the cleaning could be improved. There were discrepancies between MITIE's reporting and the

School's observations which needed to be dealt with by a better auditing process and it was hoped this could be addressed during future contract negotiations.

Governors were updated on the serious medical incident which took place at the School, since the publication of this report, which had been resolved. The Chairman requested that the thanks of the Governors be conveyed to the Facilities Manager and School Nurse in responding to what had potentially been a life threatening situation.

The Acting Headmaster updated Governors that the south east staircase repairs would be completed over the Easter holidays.

Counselling Brochure

Governors received a copy of the leaflet that would be circulated to students this term that outlined the counselling services available students. Governors discussed the availability of counsellors in the School, which had increased over time in response to what was observed was an increase to the various academic and non-academic pressures students were reporting. It was noted that students could access Counselling Services from the age of 10.

Independent Schools Modern Languages Association

The Chairman asked that congratulations be given to the School's Modern Languages Department for their efforts in hosting the Independent Schools' Modern Languages Association annual conference.

Results and Tables IGCSE

The Acting Headmaster specified that student results had been particularly good, contrary to what had been reported in a recent news article.

Outside Speakers Spring Term 2014

A Governor remarked that the list of outside speakers for the Spring Term did not include any female speakers and the Acting Headmaster advised that this would be taken into account for future terms.

RESOLVED – That the report be received and its content noted.

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

The Board received a report of the Acting Headmaster, which provided an overview of the successful bid to the London Schools Excellence Fund for funds to support the introduction of a Sixth Form at the Stepney Green Maths, Computing and Science College (Stepney Green).

Two of the School's staff who were most closely involved with the project, the Head of Sixth Form and the Head of RE and Project Coordinator provided a short presentation to the Governors outlining the support the School would be providing to assist both the teaching of Stepney Green students and training to teachers who have limited experience of A-Level teaching.

The Head of Sixth Form explained that this bid had developed out of the long standing relationship with Stepney Green and success would be monitored by the A level results of Stepney Green students, with the projected data that had been gathered. City of London School (CLS) staff involved in the project would also keep journals, which could help draw together the impact of activities that would be undertaken. Teachers in both schools would benefit from the partnership developing further school leadership and management skills, which could be assessed through the HMC.

The Head of RE and Project Manager said CLS staff would engage through close mentoring, conducting afterschool master classes in five subjects in Maths, Physics, Chemistry and English. Stepney Green and CLS staff would visit each other's school and would be in regular contact to develop the partnership collaboratively. The Chairman and Governors remarked that this project was unprecedented and was important to building strong communication and outreach between independent and state schools and that the outcomes could be measured in some way.

Governors discussed the possibility of holding a future meeting of the Board at Stepney Green, which the Head of Sixth Form explained would be welcomed and the Chairman remarked this should be discussed in further detail outside the meeting.

RESOLVED – That the report be received and its contents noted.

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

There were no questions.

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

There were no urgent items of business.

12. **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 Paragraphs(s)</u>
13	1 & 3
14	3
15	1 & 4

13. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held 2 December 2013 were approved as a correct record.

14. **OUTCOME REPORT - IMPROVEMENTS TO THE CITY OF LONDON SCHOOL'S UPPER PLAYGROUND**
The Board considered the outcome report of improvements to the School's upper playground.
15. **NON-PUBLIC REPORT OF THE ACTING HEAD**
The Board received a non-public report of the Acting Headmaster.
16. **CITY OF LONDON INDEPENDENT SCHOOLS FUNDING GUIDELINES**
The report was noted as withdrawn.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items of business.

The meeting ended at 12.45 pm

Chairman

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**BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF
LONDON SCHOOL
Monday, 24 February 2014**

Minutes of the meeting of the Bursary Committee of the Board of Governors of the City of London School held at City of London School, Queen Victoria Street, EC4V 3AL on Monday, 24 February 2014 at 10.40 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)
Ian Seaton (Deputy Chairman)
Deputy the Revd Stephen Haines
Edward Lord
Deputy Joyce Nash
Deputy James Thomson

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Gary Griffin	- Acting Head, City of London School
Phillip Everett	- Director of Finance, City of London School
Charles Fillingham	- Assistant Head, City of London School

1. APOLOGIES

Apologies for absence were received from Dame Mary Richardson.

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.

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

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

6. EXCLUSION OF THE PUBLIC

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

the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraphs</u>
7	1 & 3
8	1 & 3
9	-
10	-

7. NON-PUBLIC MINUTES

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

8. BURSARY APPLICATION AND CASH FLOW FORECASTS

The Committee considered and approved a joint report of the Chamberlain and the Headmaster of the City of London School relative to one new Bursary application.

9. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

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

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

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

The meeting ended at 10.50 am

Chairman

Contact Officer: Gemma Stokley
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Committee: Board of Governors of the City of London School	Date(s): 23 June 2014	Item no. 11
Subject: Outreach Report		
Report of: Sarah Fletcher, Head	Public For Information	
<p><u>Executive Summary</u></p> <p>This paper gives Members an update on the following two major Outreach projects in which the School is currently involved.</p> <ul style="list-style-type: none"> • Ark Bentworth Primary Academy • Stepney Green Project. 		

1. The Continuing Partnership between ARK Bentworth Primary Academy and City of London School

Feedback from the meeting, attended by staff from both schools, held at CLS 28/4/14

Gary Griffin, Chairman of the LGB at Bentworth and Second Master at CLS, chaired the meeting which had been arranged to assess the partnership so far and possible plans for the future.

Five of the CLS Teaching Staff are involved in the project:

- Paul Eteson (MFL) who has been specialising in introductory language lessons and especially cultural developments.
- Peter Naylor (Chemistry) who has been providing science demonstrations and opportunities for practical experiments.
- Alison Gill (Art) who has been offering help particularly with sculpture, including the Fourth Plinth competition.
- Matthew Hilton-Dennis (English) who has worked especially on story- telling, public speaking and presentations etc.
- Allyn Blake (Maths) who has been providing extra materials, quizzes, and group work.

General developments:

- CLS Staff either visit Bentworth if/ when their timetables permit, after school or in the holidays or Bentworth children are brought to CLS (eg for Science).
- The Year 5 & 6 children (in particular) have been able to make use of the specialist facilities at CLS – labs, art room etc.
- Some of City's boys have made visits to Bentworth e.g.(1) Our Year 6s went to take part in joint story telling with their counterparts (M Hilton Dennis) e.g.(2) 15 Junior Sixth Formers went to help with Maths puzzles and games (A D Blake)
- Staff in both schools were very pleased with the way the partnership has been going and the benefits have included:
 - Enriching the curriculum beyond Key Stage 2.
 - Stimulating interest and excitement in learning (eg the whizz bangs in science).
 - Developing the confidence of the students.
 - Provision of extra resources and subject expertise.
 - Holding a Prize Day (graduation ceremony) at CLS in the Summer.

Future plans:

- Perhaps more work with the younger age groups (incl. Years 1, 2 and 3).
- Help with MFL when it becomes a requirement from Sept 2014.
- Developing performing skills e.g. a primary school version of Bugsy Malone.
- KS2 Sculpture Club for 7 and 8 year olds.
- Inviting Year 5 as well as Year 6 to the graduation ceremony this summer.
- Possibly expanding the project to other subject areas e.g. Philosophy and Classics.

Possible issues to be considered:

- Amount of time available (CLS Staff have full teaching timetables already) and it is not usually possible for them to have a whole afternoon off.
- Costs – currently paid for by CLS but the possibility of funding by City of London Corporation charities is being considered.
- Distance between the two schools – 40 minutes plus especially for younger children with the walking as well as the tube journey.
- Continued role of the ex-CLS Governors and their availability.
- What will OFSTED think of it all when they carry out their next inspection?

Conclusion

The continuing partnership with this primary academy in a deprived part of West London is going well and both Bentworth and CLS are pleased with the way it is developing. The Executive Headteacher, Damian McBeath has spoken very warmly about the success of the relationship. It is something which fits in with the Corporation's desire for Outreach between the independent and state sectors. Gary Griffin chairs the two Board of Governors' meetings each term and has visited the School a number of times to see it in action. It is making very good progress and has improved enormously since ARK took it over two years ago; CLS's contribution to this improvement is significant.

2. Update on Stepney Green Project

A full report on this project – under which the School is assisting Stepney Green Maths, Science, Computing College in establishing its own Sixth Form – was given as the last Board Meeting. A brief update is given below.

- The Stepney Green partnership continues to progress well
- This term the focus is on supporting Stepney staff in their preparations for the delivery of A2 courses
- Masterclasses will be delivered to Stepney students on the 'A2 Mindset'
- Stepney Green was recently inspected by OFSTED. The following are excerpts from the report:

'Sixth Form students attend some additional training led by the City of London School called Sharing Academic Capital, aimed at raising standards'

'Sixth Form students achieve well because of the training led by the City of London School'

'The partnership work with the City of London School called 'Sharing Academic Capital' aimed at raising standards in the sixth form is exemplary'

The cost of this project to the School will be refunded by Stepney Green in full from the monies which is receives from the London Schools Excellence Fund.

Contact:
Sarah Fletcher
Head
020 7489 0291
head@clsb.org.uk

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Committee: Board of Governors of the City of London School	Date(s): 23 June 2014	Item no. 12
Subject: Head's Report		
Report of: Sarah Fletcher, Head	Public For Information	
<p><u>Executive Summary</u></p> <ul style="list-style-type: none"> • Cleaning Contract Update • Thames Tideway Tunnel Update • Curriculum Matters • Means Tested Scholarships September 2014 • Health & Safety Report • Gala Dinner 2014 • School Signage Update • Millennium Bridge Area Works Summer 2014 • Outside Speakers Summer Term • Professional Development • Child Protection 		

Main Report

Since my arrival at the School I have:

- Spoken to in excess of 120 staff, both teaching and support.
- Observed lessons.
- Shadowed a Fourth Form boy for a morning.
- Met with numbers of Old Citizens and current parents.
- Organised questionnaires for parents and pupils for return before the end of this term.
- Arranged to meet the form representatives from OG to Fourth Form.
- Spoken to nearly all the Senior Sixth boys before they left for study leave.

The questionnaires to parents and pupils are based on the ISI format. My conversations with staff and pupils have focussed on what the School does well and what it could do better. I will present key findings to staff at the beginning of the autumn term as a precursor to generating discussion about the next Strategic Plan. Staff will be invited to contribute and to comment. I would also welcome Governor input and am happy to discuss how that could be integrated

into the process. I hope to produce a Strategic Plan (2015 – 2018) by Christmas.

I am happy to give a verbal update on my immediate findings on the meeting.

1. Cleaning Contract Update

Officers at the School and at the City Surveyor's Department are continuing to work with MITIE Cleaning to ensure that the improvements in cleaning standards which were referred to at the last Board meeting are maintained.

Officers at the School have joined colleagues from the City Surveyor's Department and other departments in planning for the forthcoming corporate tender exercise for the new contract. This is an extensive exercise and lessons drawn from previous experience are being fed into it; in particular, the possibility of amended quality/price assessment criteria, revised key performance indicators/service level agreements and more transparency of the supplier's labour input to deliver the desired output are all being considered. In order for this process to be thoroughly completed the existing contracts will be extended from 31 August 2014 until 28 February 2015.

2. Thames Tideway Tunnel Update

Further to the full report to the last Board of Governors meeting on this project and how it may affect the School a brief further update is given below. The School is grateful to colleagues in the Department of the Built Environment for their assistance in this matter.

- If Thames Water's plans are approved they will commence the relocation of the Millennium Pier in April 2015.
- The main activity which would affect the School is the installation of piles in the river planned for August and September 2015. There would also be some enabling works outside the School conducted in November and December 2014.
- In order to minimise noise disruption Thames Water have committed to push piling techniques wherever possible and this will be enforced by a code of construction practice.
- Thames Water has promised to appoint a liaison officer for the School throughout the project and to liaise with the School regarding the timing of any works.
- Thames Water has offered to draw up a Trigger Action Plan for the School specifying the actions to be taken in the event of noise reaching higher than anticipated levels. The School has taken them up on this offer.
- Thames Water has been made aware of the need to provide adequate access to the School building throughout the project.

3. Curriculum Matters

The reforms to A Levels are planned for September 2015, (English - Literature and Language, Sciences, Art, Economics and History), 2016 (Maths, Modern and Classical Languages, Drama, Geography, RS and Music). We have begun planning for the implementation of these changes. Specifications from the Exam Boards are due in September and the structure of the Sixth Form for the present Fourth Form is in the preliminary stages of discussion, consultation and production.

Whilst there are changes planned for GCSE, we are continuing to use IGCSEs for the majority of subjects so this will have a more limited impact.

Mandarin is to continue for next year's First Form and it is also continuing into the Second Form for 2014 - 2015. We continue to use Dragons in Europe.

4. Means Tested Scholarships to September 2014 Entrants

Twelve Means Tested Sponsored Awards covering full tuition fees have been made for September 2014 entry. Six of these are for entry into the First Form, one for the Third Form and five for the Sixth Form. These 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

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

The award of 12 new Means Tested Sponsored Scholarships referred to above brings the total number of full fee scholarships awarded at the City of London School since the launch of the scholarship campaign in November 2000 to 201. In addition 14 pupils have been awarded substantial bursaries covering the majority of their school fees by HSBC.

5. Health & Safety Report

The Health & Safety Committee, chaired by the Second Master, met on 14 March and the following issues were discussed:

- There has been continued disruption to the working of the School by the noise of the works in the river outside the BT building; this will continue with other projects over the next eighteen months. Meetings have been held to try to mitigate the effects.

- Insufficient space for boys to store bags before heading off to Games is being addressed by ordering more racks.
- Safety of Staff on duty in the Upper Playground – solutions being investigated to protect Staff from footballs.
- Lighting over computer screen causing glare and headaches.
- Insufficient lighting at the Staff Entrance.
- Poor working conditions in Reception – a risk assessment has been undertaken.
- Insufficient facilities for female Staff (toilets, showers, breast feeding and the expressing of milk). Consultation underway.
- Fire Risk Assessments being undertaken in the week beginning 19 May.
- Facilities at Grove Park being modernised to comply with current environmental health regulations – ongoing.
- Further risk assessments to be undertaken for the CCF Annual inspection in the light of six cadets fainting this year.

The next meeting of the committee will be held on 17 June when the Summer Works programme will be considered to establish consequences for rooming and relocation.

6. 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 some very generous donations received. The trustees hope once again to raise considerable sums to provide sponsored awards/bursaries at the School. An update on the amount raised will be available at the Governors meeting.

7. School Signage Update

During the Easter Holidays the following improvements have been made to signage on the school building in order to both assist first time visitors to the building and to promote the School's position in the City.

- Bespoke high level signs on the front of the building overlooking the River Thames. These are considerably larger than the previous signs.
- The bespoke sign on the Queen Victoria Street side of the building has been increased in size.
- A new sign has been placed on the School on Peter's Hill.

8. Millennium Bridge Area Works Summer 2014

The Millennium Bridge Area outside the School will be the subject of major improvement works during the summer as part of the City of London Riverside Walk Enhancement Strategy. The project will involve landscaping, planting and seating

installation and should considerably enhance the area. It will be necessary to relocate some members of support staff during the Summer Holidays due to increased noise levels when phase one of the construction work is undertaken. However, the School has been informed that these works will be completed prior to the commencement of the Autumn Term on 1 September. Further construction phases will be conducted so as to minimise disruption to School life.

9. Outside Speakers Summer Term

- Ephraim Mirvis – Chief Rabbi.
- John Griffin – Founder and Chairman of the Addison Lee Taxi Firm.

10. Professional Development

Developments since Christmas:

- ‘Twilight’ INSETs continue to run. The most recent have been ‘Integrated Film Teaching’ (using iPads), ‘Independent Learning’ and ‘Thinking Skills’.
- 10 staff have now completed the two-day Mental Health First Aid Course. Ten more staff are signed up to do this.
- An increasing number of staff are taking advantage of online child protection training.
- Four staff are close to finishing the ISQAM (Independent Schools Qualification in Academic Management) course
- CLS are hosting two HMCPD courses next academic year. CLS staff will be leading a number of the sessions
- For details of staff INSET this term please see appendix 1.

11. Child Protection

The Second Master, as CPLO, has produced the annual report on child protection after consultation with Christopher Martin, the Lead Governor, as required by the School's Child Protection policy. Mr Keith Fossey, a consultant appointed by the Town Clerk, has revisited the School to ensure that his recommendations from last year's audit have been dealt with. He has provided positive feedback. The policy, to be reviewed annually, has been updated to reflect changes in personnel. It will be reviewed again in the June meeting of the Governors in 2015.

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