



## Board of Governors of the City of London School for Girls

**Date:** FRIDAY, 17 OCTOBER 2014  
**Time:** 11.00 am  
**Venue:** CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,  
BARBICAN, EC2Y 8BB

**Members:** Sir Michael Snyder (Chairman)  
Clare James (Deputy Chairman)  
Nicholas Bensted-Smith  
Professor John Betteridge (External Member)  
Nigel Challis  
Dennis Cotgrove  
Revd Dr Martin Dudley  
Dr. Stephanie Ellington (External Member)  
Stuart Fraser (Ex-Officio Member)  
Tom Hoffman  
Ann Holmes  
Alderman Vincent Keaveny  
Sylvia Moys  
Elizabeth Phillips (External Member)  
Deputy Richard Regan  
Mary Robey (External Member)  
Virginia Rounding  
Alderman William Russell  
Richard Sermon (External Member)  
Deputy Dr Giles Shilson (Ex-Officio Member)

**Enquiries:** Christopher Braithwaite  
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Lunch will be served in the New Hall at the School at 1pm  
NB: Part of this meeting could be the subject of audio video recording

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 27 June 2014.

**For Decision**  
(Pages 1 - 6)

4. **APPOINTMENT OF AGBIS REPRESENTATIVE**

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

**For Decision**

5. **REVENUE OUTTURN 2013/14**

Joint report of the Chamberlain and the Headmistress.

**For Information**  
(Pages 7 - 12)

6. **THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND - 2013/14 REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

**For Information**  
(Pages 13 - 38)

7. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress.

PLEASE NOTE: The report of the Headmistress requests the Board of Governors to approve a range of new and updated Policies (listed within the report as Annexes D to II). These Policies are circulated to Governors under separate cover.

**For Decision**  
(Pages 39 - 62)

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

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

10. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non-Public Agenda**

11. **PRESENTATION ON GEOGRAPHY TEACHER SABBATICAL LEAVE PROJECT**  
Edwina Collins to be heard to provide the Board with information of her project to be completed during her sabbatical leave.

**For Information**

12. **PRESENTATION FROM THE DIRECTOR OF STUDIES ON 2014 PUBLIC EXAMINATION RESULTS**  
Neil Codd to be heard with regard to this year's public examination results.

**For Information**

13. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 27 June 2014.

**For Decision**  
(Pages 63 - 70)

14. **REPORT OF THE HEADMISTRESS**  
Report of the Headmistress.

**For Decision**  
(Pages 71 - 98)

15. **SERVICE BASED REVIEW - HEADMISTRESS, CITY OF LONDON SCHOOL FOR GIRLS**  
Report of the Headmistress.

**For Decision**  
(Pages 99 - 104)

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

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

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## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Friday, 27 June 2014

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room 2 - 2nd Floor West Wing, Guildhall on Friday, 27 June 2014 at 11.00 am

### Present

#### Members:

Sir Michael Snyder (Chairman)	Sylvia Moys
Clare James (Deputy Chairman)	Deputy Richard Regan
Nigel Challis	Mary Robey (Co-Opted Member)
Dennis Cotgrove	Virginia Rounding
Deputy Billy Dove	Nicholas Bensted-Smith
Tom Hoffman	Alderman William Russell
Ann Holmes	Richard Sermon (Co-Opted Member)

#### Officers:

Ena Harrop	- Headmistress, City of London School for Girls
Ned Yorke	- Bursar, City of London School for Girls
Kate Brice	- Head of Lower School, City of London School for Girls
Mark Lowman	- Assistant Director Major Projects, City Surveyor's
Sarah Port	- Senior Accountant, Chamberlain's
Anne Pietsch	- Chief Legal Assistant, Comptroller & City Solicitor's
Georgina Denis	- Committee and Member Services Officer

#### 1. **APOLOGIES**

Apologies were received from Professor John Betteridge, Dr Martin Dudley, Ms Stephanie Ellington and Alderman Keaveny.

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

There were no declarations of interest under the code of conduct in respect to items on the agenda.

#### 3. **ORDER OF THE COURT OF COMMON COUNCIL**

The Board of Governors received the Order of the Court of Common Council, 1 May 2014, appointing the Board of Governors of the City of London School for Girls for 2014/15 and its terms of reference.

#### 4. **ELECTION OF CHAIRMAN**

The Board proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Deputy Sir Michael Snyder, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Board of Governors proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk read a list of those Governors eligible to stand and Clare James, being the only Governor expressing willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

6. **APPOINTMENT OF BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2014/15 by ballot.

**RESOLVED** – that the following Governors be appointed to the Bursary Committee for the ensuing year:

Clare James (as Chairman)  
Deputy Regan  
Alderman Keaveny  
Dr Martin Dudley  
Ms Virginia Rounding  
Mr Nigel Challis

7. **APPOINTMENT OF REFERENCE SUB-COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2014/15 by ballot.

**RESOLVED** – That the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Sir Michael Snyder (as Chairman)  
Clare James (as Deputy Chairman)  
Deputy Regan  
Alderman Russell  
Ms Sylvia Moys  
Ms Virginia Rounding  
Mr Nigel Challis

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

In the absence of any Governor expressing a willingness to serve as the Board's AGBIS representative for the ensuing year the Board suggested that this decision be deferred until its next meeting.

**RESOLVED** – That the appointment of an AGBIS representative be deferred until the next full Board meeting.

9. **MINUTES**

The minutes of the Board of Governors meeting held on 6 February 2014 were approved as an accurate record subject to the amendment that Deputy Richard Regan had also sent his apologies for absence from the meeting.

10. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

The Board received a report of the Town Clerk regarding the reappointment of Co-Opted Governor Ms Stephanie Ellington as she had completed a 3 year term on the Board. The Headmistress expressed her support for Ms Ellington's reappointment and informed the Board of the invaluable advice Ms Ellington provides the pupils.

**RESOLVED** – That, Ms Stephanie Ellington be reappointed as a Co-Opted Governor for a further term of three years.

11. **REPORT OF THE HEADMISTRESS**

The Board received the public report of the Headmistress detailing matters including forthcoming events, health and safety and staff training.

Governors' Visiting Days

The Headmistress thanked Ms Mary Robey for attending the school pupils' research project presentations. The Headmistress also informed the Board that new Governors or those who wanted to learn more about the school were more than welcome to contact her to arrange a visit. The Headmistress thanked Alderman Russell for his recent visit to the School and for showing a great interest in the School as a new Governor.

Policies for Board Approval

The Board reviewed the attached Behaviour Management Policy which noted the School's policy regarding the code of conduct and involvement of parents.

**RESOLVED** – That the Board approve the City of London School for Girls Behaviour Management Policy.

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

There were no questions on matters relating to the work of the Board.

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

Education Working Party

The Chairman informed Governors of the establishment of the City of London School for Girls Education Working Party. The Working Party would review a number of areas of School business, including ISI inspection arrangements and

various academic matters. The Working Party would meet before the Board of Governors meetings in order to consider academic matters and provide the Board of Governors with recommendations for improvement.

The Chairman in considering the membership of Working Party had reviewed expressions of interest from a number of Governors and from senior staff. The Chairman read the names of those who had expressed an interest and the Board agreed the membership of the Working Party.

**RESOLVED** – That, the following Governors and Officers be appointed to the Education Working Party for the ensuing year:

Mary Robey (as Chairman)  
Clare James  
William Russell  
Virginia Rounding  
Stephanie Ellington  
Elizabeth Phillips  
Ena Harrop – Headmistress of the City of London School for Girls  
Neil Codd - Director of Studies, City of London School for Girls

Elizabeth Philips

Tabled at the meeting was the supporting statement of Elizabeth Philips regarding her appointment as a Co-Opted Governor. The Headmistress expressed her support for Ms Philips's appointment to the Board. The Board considered Ms Philips skills and experience and agreed to appoint her as a Co-Opted Governor.

**RESOLVED** – That Ms Elizabeth Philips be appointed to the City of London School for Girls Board of Governors.

14. **EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

<b>Item No</b>	<b>Exemption Paragraph(s)</b>
15	3
16	3
17	3
18	1, 2 & 3
18a	1 & 3
18b	1
18c	1&2
18d	3
18e	3



15. **NON-PUBLIC MINUTES**  
The Board received the non-public minutes of the Board of Governors meeting held on 6 February 2014.
16. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**  
The Board of Governors received a report of action taken since the last Board of Governors meeting on 6 February 2014.
17. **WILLIAM WARD'S TOMB**  
The Board received a verbal report from the Comptroller and City Solicitor Departments regarding William Ward's Tomb.
18. **NON PUBLIC REPORT OF THE HEADMISTRESS**  
The Board considered a non-public report of the Headmistress.
19. **PRESENTATION FROM MRS KATE BRICE ON ADMISSIONS AT 11+**  
The Board received a verbal presentation from Mrs Kate Brice regarding the Schools 11+ admissions arrangements.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no non-public questions for the Board.
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no urgent business.

**The meeting ended at 12.32**

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Chairman

**Contact Officer: Georgina Denis**  
**tel. no.: 020 7332 1399**  
**Georgina.Denis@cityoflondon.gov.uk**

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# Agenda Item 5

<b>Committee(s):</b>	<b>Date:</b>
Board of Governors City of London School for Girls	Friday, 17 October 2014
<b>Subject:</b> Revenue Outturn 2013/14	<b>Public</b>
<b>Report of:</b> The Chamberlain The Headmistress	<b>For Information</b>
<b><u>Summary</u></b>	
<p>Total net income for 2013/14 was £393,000 compared to a budgeted position of £398,000 – representing a reduction in net income of £5,000 (1.26%). This decrease in net income was largely due to an increase in employee expenses of £87,000 partly offset by additional lettings income of £54,000 and tuition fee income of £28,000.</p> <p>The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £489,000 for 2013/14, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the transfer to the Capital Reserve Fund was £373,000. Following this transfer, and after taking account of expenditure funded from the reserve during the year, the balance in the Capital Reserve Fund as at 31 March 2014 was £1,509,452 (31 March 2013: £2,385,999).</p>	
<b>Recommendations</b>	
It is recommended that this revenue outturn report for 2013/14 is noted.	

## **Main Report**

### **2013/14 Budget Position compared to Revenue Outturn**

1. Overall, net revenue income for 2013/14 was £393,000 compared to an agreed net income budget of £398,000, representing a reduction in net income of £5,000 (1.26%). The table below provides a detailed comparison between the budget and outturn. Figures in brackets represent income, increases in income or reductions in expenditure.

<b>TABLE 1</b>			
<b>CITY OF LONDON SCHOOL FOR GIRLS</b>			
Analysis of Service Expenditure	Budget	Actual	Variation (Better)/ Worse
	2013-14 £'000	2013-14 £'000	2013-14 £'000
<b>EXPENDITURE</b>			
Employees	7,045	7,132	87
Premises Related Expenses (see note i)	1,024	1,035	11
Transport Related Expenses	14	7	(7)
Supplies & Services (see note ii)	1,788	1,804	16
Staff Subsidy & Prizes	10	9	(1)
Scholarship Subvention Awards	449	449	-
Match Funding Awards	244	245	1
Support Services (Annex A)	616	617	1
Capital Charges	-	-	-
<b>Total Expenditure</b>	<b>11,190</b>	<b>11,298</b>	<b>108</b>
<b>INCOME</b>			
School & Staff Meals	136	146	(10)
Tuck Shop and Vending Machine	131	117	
School tuition fees	9,764	9,792	14
Other tuition fees	263	276	(28)
Registration and Examination fees	98	113	(13)
Facilities Hire & Admin Charges	52	106	(15)
Interest	40	41	(54)
City Support (Annex A)	1,104	1,100	
			(1)
			4
<b>Total Income</b>	<b>11,588</b>	<b>11,691</b>	<b>(103)</b>
TOTAL NET EXPENDITURE/ (INCOME) BEFORE TRANSFER TO CAPITAL RESERVE	(398)	(393)	5
Transfer to Capital Reserve	378	373	(5)
TOTAL NET EXPENDITURE/ (INCOME) AFTER TRANSFER TO CAPITAL RESERVE	<b>(20)</b>	<b>(20)</b>	-
<b>BALANCE B/FWD 1 APRIL</b>	<b>(469)</b>	<b>(469)</b>	-
<b>BALANCE C/FWD 31 MARCH</b>	<b>(489)</b>	<b>(489)</b>	-

#### Notes

- (i) Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies and the contribution to the Repairs, Maintenance and Improvements Fund.
- (ii) Supplies and Services – includes equipment, furniture, materials, books, uniforms, printing, stationary, professional fees, grants & subscriptions, advertising and the contribution to the Self-Funded Scholarship Fund.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £489,000 for 2013/14, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the budget included a transfer to the Capital Reserve Fund of £378,000. However, due to the reduction in net income of £5,000 during the year, the transfer to the Capital Reserve was reduced to £373,000. The balance in the Capital Reserve Fund as at 31 March 2014 was £1,509,452 (31 March 2013: £2,385,999).
3. The main reasons for the variations summarised in Table 1, resulting in a reduction in net income of £5,000 were:-

An increase in expenditure of £108,000 mainly due to:-

- i) higher than anticipated employee expenses of £87,000 predominantly due to an increase in peripatetic music teacher expenses of £36,000 as a consequence of a greater number of pupils taking individual music lessons; additional temporary staff costs of £24,000 as a result of an unexpectedly high level of teaching staff sickness absence; and £18,000 in recruitment advertising costs due to a higher than budgeted staff turnover;
- ii) an increase in supplies and services expenditure of £16,000 largely due to an increase in printing and stationery expenses of £11,000 following the revision of promotional and marketing publications.

Additional income of £103,000 largely due to:-

- iii) increased demand for lettings resulting in additional income of £54,000;
- iv) an increase in tuition fee income of £28,000 as a result of the continued popularity of the School; and
- v) a rise in registration and examination fee income of £15,000 principally due to an increased number of pupils being registered for the school's entrance examinations; and

#### **Unrestricted, Designated and Restricted Funds**

4. A summary of unrestricted, designated and restricted funds, showing the movements in 2013/14, is attached at Annex B. As planned, total funds have decreased by £604,424 from £4,567,132 to £3,962,708 at 31 March 2014. The main movements are within designated funds as follows:-
  - i) a net reduction in the Capital Reserve Fund of £876,547 from £2,385,999 to £1,509,452. This net reduction comprises:
    - planned expenditure of £1,277,114, most notably in relation to the Accommodation Project, Information Technology purchases and Gymnasium Accommodation;
    - the agreed contribution from revenue of £372,669 as set out at paragraph 2; and

- interest earned of £27,898; partly offset by
- ii) an increase in the Repairs & Maintenance Fund of £149,321 from £853,613 to £1,002,934. This is due to the planned contribution from revenue of £438,000 and interest earned of £9,408, offset by the planned expenditure of £298,087 in accordance with the agreed programme of works; and
- iii) income from the Self-Funded Scholarships Fund of £402,274 exceeding the 2013/14 expenditure of £298,674 by £103,600. This is as a result of reductions in values of awards following the annual assessment of parental circumstances and student departures.

**Contacts:**

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City of London School for Girls: Ned Yorke, Bursar  
[BURSAR@clsg.org.uk](mailto:BURSAR@clsg.org.uk)

**SUPPORT SERVICES AND CAPITAL CHARGES**  
**AND**  
**CITY SUPPORT**

	<b>Budget</b>	<b>Actual</b>	<b>Variation (Better)/ Worse</b>
	<b>2013/14 £'000</b>	<b>2013/14 £'000</b>	<b>2013/14 £'000</b>
<b>Support Services</b>			
Information Systems (IS)	90	97	
Staff Insurance	46	49	7
Other Insurance	46	46	
Chamberlain	117	117	3
Comptroller & City Solicitor	7	7	-
Town Clerk	110		-
City Surveyor	34		-
Corporate - see note i	15	34	-
CLPS Staff	17	15	-
Corporate & Democratic Core (CDC)	62	17	
City Surveyor's Employee Recharge	72	47	-
		78	-
			(15)
			6
<b>TOTAL SUPPORT SERVICES</b>	<b>616</b>	<b>617</b>	<b>1</b>

<b>City Support</b>			
<b>Scholarships</b>			
General - see note ii	(449)	(449)	
2.5% Match Funding - see note iii	(244)	(245)	-
<b>Total Scholarships</b>	<b>(693)</b>	<b>(694)</b>	<b>(1)</b>
			<b>(1)</b>
<b>Support Services</b>			
Information Systems	(90)	(97)	
Staff Insurance	(46)	(49)	(7)
Support Services	(362)	(347)	(3)
PP2P savings - see note iv	87	87	15
<b>Total Support Services</b>	<b>(411)</b>	<b>(406)</b>	<b>-</b>
			<b>5</b>
<b>TOTAL CITY SUPPORT</b>	<b>(1,104)</b>	<b>(1,100)</b>	<b>4</b>

**Notes:**

- i) Various services including corporate training, corporate printing, occupational health union costs and environmental and sustainability sections.
- ii) City's Cash finances the equivalent of 32.66 full fee scholarships per annum.

**SUPPORT SERVICES AND CAPITAL CHARGES**  
**AND**  
**CITY SUPPORT**

Notes continued:

- iii) The funding guidelines, as agreed by Policy & Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.
  
- iv) As a result of new contracts procured by the City's PP2P Team, expenditure by City Schools should generally be reduced. However, as agreed by the Chief Officers' Group in January 2012, such savings are to benefit the City Corporation centrally to help achieve balanced revenue budgets on City's Cash over the medium term. In order to move these savings from the Schools to the centre, an adjustment has been made to the City's support to the Schools. This will leave the Schools in a neutral resource position as the reduction in costs from the PP2P savings will be offset by a reduction in income through the City's Support. Should a contract procured by the PP2P Team result in an increase in a School's costs then a compensatory increase will be made to the City's support to retain the neutrality principle.



<b>Committee:</b>	<b>Date:</b>
Board of Governors of the City of London School for Girls	Friday, 17 October 2014
<b>Subject:</b>	<b>Public</b>
The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund - 2013/14 Report and Financial Statements	
<b>Report of:</b>	<b>For Information</b>
The Chamberlain	

The purpose of this report is to provide Members with a copy of the 2013/14 Report and Financial Statements for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund. The governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity number: 276251) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

The key points for the year ended 31 March 2014 are as follows:

- i) total funds increased by £193,773 to £3,724,278 (2012/13: total funds increased by £183,063 to £3,530,505). This movement comprised the following:-
- ii) income of £660,095 (2012/13: £552,251) relating to voluntary income of £517,035 (2012/13: £436,596) and investment income and interest of £143,060 (2012/13: £115,655);
- iii) a net gain on the value of investments of £247,468 (2012/13: a net gain of £420,229); offset by
- iv) expenditure of £713,790 comprising 61 bursary awards of £658,584; 6 scholarships and prizes of £54,906; and bursary support costs of £300. (2012/13: expenditure of £789,417 comprising 68 bursary awards of £727,181; 6 scholarships and prizes of £61,335; and bursary support costs of £901).

**Recommendations**

It is recommended that Governors receive this report for information.

**Contact:**

Steven Reynolds, Group Accountant  
[steven.reynolds@cityoflondon.gov.uk](mailto:steven.reynolds@cityoflondon.gov.uk)

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***ANNUAL REPORT AND FINANCIAL STATEMENTS***

***FOR THE YEAR ENDED 31 MARCH 2014***

***of***

***THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND***  
***(charity number: 276251)***

***INCORPORATING***

***THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND***  
***(charity number: 276251-5)***

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Trustee's Annual Report and Financial Statements  
for the year ended 31 March 2014**

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**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Trustee's Annual Report for the year ended 31 March 2014**

**1. Reference and Administration Details**

Charities Names:	The City of London School for Girls Bursary Fund (charity 1) incorporating:  The City of London School for Girls Scholarships and Prizes Fund (charity 2)
Registered Charity Numbers:	The City of London School for Girls Bursary Fund: 276251  The City of London School for Girls Scholarships and Prizes Fund: 276251-5
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc. City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 1AB

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Trustee's Annual Report (continued)**

**2. Structure, Governance and Management**

**The Governing Documents and constitution of the charity**

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School for Girls Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011.

This Scheme replaced the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for The City of London School for Girls Bursary Fund, and the various individual governing documents of The City of London School for Girls Scholarships & Prizes Fund.

This Scheme directs that The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5 “charity 2”) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

**Trustee**

The body corporate known as The City of London Corporation is the Trustee of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) and The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5 “charity 2”), acting through the Board of Governors of The City of London School for Girls.

**Policies and Procedures for the Induction and Training of Trustees**

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City’s activities, including those concerning The City of London School for Girls Bursary Fund.

**Organisational structure and decision making process**

The charities are administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

**Related Parties**

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Trustee's Annual Report (continued)**

**2. Structure, Governance and Management (continued)**

**Risk identification**

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an on-going review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for these charities and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

**3. Objectives and Activities for the Public Benefit**

**Object of Charity 1 – The City of London School for Girls Bursary Fund (charity number: 276251)**

The object of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

**Object of Charity 2 – The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5)**

The object of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of the Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

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**Trustee's Annual Report (continued)**

**4. Targets, Achievements and Performance for 2013/14**

- 1) The aim for the City of London School for Girls Bursary Fund (charity 1) during 2013/14 was to continue to contribute towards the fees payable to the School of pupils who, but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. In accordance with this aim 61 bursaries were awarded during the year amounting to £658,584 (2012/13: 68 bursaries awarded amounting to £727,181); and
- 2) The aim for the City of London School for Girls Scholarships and Prizes Fund (charity 2) during 2013/14 was to continue to assist children to study various subjects at the School and to assist in further education. In line with this aim, the school successfully allocated 6 prizes and scholarships during the year amounting to £54,906 (2012/13: 6 prizes and scholarships amounting to £61,335).

**5. Financial Review**

During the year ended 31 March 2014 total funds increased by £193,773 (2012/13: increased by £183,063). This movement comprised the following:-

- i) expenditure on charitable activities of £713,790 (2012/13: £789,417) which was made up of 61 bursary awards and 6 scholarships & prizes (2012/13: 68 bursary awards and 6 scholarships and prizes);
- ii) voluntary income of £517,035 (2012/13: £436,596) and investment income of £143,060 (2012/13: £115,655);
- iii) a net gain on investments of £247,468 (2012/13: a net gain of £420,229). The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

**Going Concern**

The Trustee considers the charities to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 (b).

**Reserves Policy**

The Reserves Policy is to maintain the endowment funds of the charities in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charities.



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**Trustee's Annual Report (continued)**

**5. Financial Review (continued)**

**Investment Policy**

The charities' investments are held in units of The City of London Charities Pool. The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

**6. Plans for Future Periods**

The aims for 2014/15 are:

- i) for The City of London School for Girls Bursary Fund (charity 1) to continue to contribute towards pupils' fees where financial hardship would cause the pupils to be unable to continue at the school; and
- ii) for The City of London School for Girls Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the school or to assist in further education.

**7. The Financial Statements**

These consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all incoming resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets, liabilities and funds of the charities.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
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**Trustee's Annual Report (continued)**

**8. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charities and of the incoming resources and application of resources of the charities for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the governing documents (see page 3). The Trustee is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**9. Adopted and signed for on behalf of the Trustee on 22 July 2014.**

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Jeremy Paul Mayhew MA MBA  
Deputy Chairman of  
Finance Committee

## **Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund**

We have audited the financial statements of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund for the year ended 31 March 2014 which are set out on pages 10 to 21. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at Year End and of its incoming resources and application of resources, for the year then ended;

## **Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund (Continued)**

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

*Moore Stephens LLP*

Moore Stephens LLP  
Statutory Auditor

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

150 Aldersgate Street  
London  
EC1A 4AB

*23 July 2014*

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
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SCHOLARSHIPS AND PRIZES FUND**

**Statement of Financial Activities for the year ended 31 March 2014**

	Notes	Endowment Fund	Total 2013/14	Total 2012/13
		£	£	£
<b>Incoming resources</b>				
Voluntary income		517,035	<b>517,035</b>	436,596
<b>Investment income</b>				
Investment income		142,411	<b>142,411</b>	110,194
Interest receivable		649	<b>649</b>	5,461
<b>Total incoming resources</b>	3	<u>660,095</u>	<u><b>660,095</b></u>	<u>552,251</u>
<b>Resources expended</b>				
<b>Charitable activities</b>				
Bursaries awarded		658,584	<b>658,584</b>	727,181
Scholarships & prizes awarded		54,906	<b>54,906</b>	61,335
Support costs - bursaries	5	300	<b>300</b>	901
<b>Total resources expended</b>	4	<u>713,790</u>	<u><b>713,790</b></u>	<u>789,417</u>
<b>Net (outgoing)/incoming resources before other recognised gains</b>		(53,695)	<b>(53,695)</b>	(237,166)
<b>Other recognised gains</b>				
Net gains on revaluation	7	247,468	<b>247,468</b>	420,229
<b>Net movement in funds</b>		193,773	<b>193,773</b>	183,063
<b>Reconciliation of funds</b>				
Total funds brought forward	9	3,530,505	<b>3,530,505</b>	3,347,442
<b>Total funds carried forward</b>	9	<u>3,724,278</u>	<u><b>3,724,278</b></u>	<u>3,530,505</u>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
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SCHOLARSHIPS AND PRIZES FUND**

**Balance Sheet as at 31 March 2014**

	Notes	2014	2013
		£	£
<b>Fixed Assets</b>			
Managed Investments	7	<u>3,623,307</u>	<u>3,375,839</u>
<b>Current Assets</b>			
Sundry Debtors	8	21,665	27,714
Cash at bank and in hand		<u>316,880</u>	<u>387,056</u>
		338,545	414,770
<b>Creditors: amounts falling due within one year</b>	8	<u>(237,574)</u>	<u>(260,104)</u>
<b>Net Current Assets</b>		100,971	154,666
<b>Total Assets less Current Liabilities</b>		<u>3,724,278</u>	<u>3,530,505</u>
<b>The funds of the charity</b>			
Expendable Endowment fund		3,677,710	3,487,118
Permanent Endowment fund		<u>46,568</u>	<u>43,387</u>
<b>Total funds</b>	9	<u>3,724,278</u>	<u>3,530,505</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 12 to 21 form part of these accounts.




---

Dr Peter Kane  
Chamberlain of London  
22<sup>nd</sup> July 2014

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
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**Notes to the Financial Statements for the year ended 31 March 2014**

**1. Accounting Policies**

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charities' financial statements.

**(a) Basis of Preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules modified to include the revaluation of investments, and in accordance with applicable United Kingdom accounting standards and the Charities Act 2011.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England & Wales on 1 December 2011. This Scheme directs that The City of London School for Girls Scholarships & Prizes Fund (charity 2) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity 1) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

**(b) Going Concern**

The charities are considered a going concern for the foreseeable future as the Trustee has due regard for available income, and expenses are in line with income each year.

**(c) Managed Investments**

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

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**Notes to the Financial Statements for the year ended 31 March 2014**

**1. Accounting Policies (continued)**

**(d) *Investment Income***

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

**(e) *Resources Expended***

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund.

Scholarships and Prizes are recognised as resources expended as soon as there is a legal or constructive obligation committing the Fund to the expenditure.

**(f) *Fund Accounting***

The Trust holds an Endowment Fund which comprises permanent and expendable funds.

**(g) *Cash Flow Statement***

The charity has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

**2. Tax Status of the Charity**

The City of London School for Girls Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

The City of London School for Girls Scholarships and Prizes Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.



**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Notes to the Financial Statements for the year ended 31 March 2014**

**3. Incoming Resources**

Incoming resources are analysed as follows for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	<b>Total 2013/14</b>	<b>Total 2012/13</b>
	£	£	£	£
<b>Voluntary Income</b>	517,035	-	<b>517,035</b>	436,596
<b>Investment Income</b>				
Managed Investment Income	139,420	2,991	<b>142,411</b>	110,194
Interest Receivable	377	272	<b>649</b>	5,461
<b>Total Incoming Resources</b>	<b>656,832</b>	<b>3,263</b>	<b>660,095</b>	<b>552,251</b>

**Voluntary Income:**

Voluntary income consists of donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation up to a maximum of 2.5% of tuition fee income.

**Investment Income:**

Income for the year derived from the investments in The City of London Charities Pool amounting to £142,411 noted in 1 (d) and interest received on cash balances of £649.

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**Notes to the Financial Statements for the year ended 31 March 2014**

**4. Resources Expended**

Resources expended are analysed as follows, for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2013/14	Total 2012/13
	£	£	£	£
<b>Charitable Activities</b>				
Bursaries Awarded	658,584	-	<b>658,584</b>	727,181
Scholarships & Prizes Awarded	54,906	-	<b>54,906</b>	61,335
Support Costs - bursaries	300	-	<b>300</b>	901
<b>Total Resources Expended</b>	<b>713,790</b>	<b>-</b>	<b>713,790</b>	<b>789,417</b>

Charitable activities during 2013/14 consisted of:-

- i) 6 scholarships and prizes awarded amounting to £54,906 (2012/13: 6 scholarships and prizes amounting to £61,335). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) 61 bursaries awarded during the year, amounting to £658,584 (2012/13: 68 bursaries amounting to £727,181). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) support costs for bursary administration of £300 were charged by the City of London Corporation (see note 5 below) (2012/13: £901).

**5. Support and Governance Costs**

**Staff numbers and costs**

The charities do not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charities when required, but this is not considered material and is not separately calculated by the City of London Corporation. There are however some specific administration services concerned with Bursary Administration which are charged directly to the charities. The charge in 2013/14 amounted to £300 (2012/13: £901).

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**Notes to the Financial Statements for the year ended 31 March 2014**

**5. Support and Governance Costs (continued)**

**Auditor's remuneration and fees for external financial services**

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided to the charities during the year or in the previous year.

**6. Other items of Expenditure**

**Trustee's expenses**

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

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**Notes to the Financial Statements for the year ended 31 March 2014**

**7. Investment Assets**

The value and cost of investments of The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds	Total 2013/14	Total 2012/13
	£	£	£
<b><u>Charity1 – Bursary Fund</u></b>			
Market Value 1 April	3,304,934	<b>3,304,934</b>	2,893,532
Net Investment Gains (1)	242,270	<b>242,270</b>	411,402
<b>Market Value 31 March</b>	<b>3,547,204</b>	<b>3,547,204</b>	3,304,934
<b>Units in Charities Pool</b>	457,114	<b>457,114</b>	457,114
<b><u>Charity 2 – Scholarships and Prizes Fund</u></b>			
Market Value 1 April	70,905	<b>70,905</b>	62,078
Net Investment Gains (1)	5,198	<b>5,198</b>	8,827
<b>Market Value 31 March</b>	<b>76,103</b>	<b>76,103</b>	70,905
<b>Units in Charities Pool</b>	9,807	<b>9,807</b>	9,807
<b>Total Market Value 31 March</b>	<b>3,623,307</b>	<b>3,623,307</b>	3,375,839
<b>Total Cost when purchased</b>	1,766,963	<b>1,766,963</b>	1,766,963

The geographical spread of listed investments at 31 March was as follows:

	2014 £	2013 £
Equities:		
UK	<b>2,695,518</b>	2,630,709
Overseas	<b>694,935</b>	530,546
Bonds UK	<b>100,631</b>	121,869
Pooled Units: UK	<b>46,836</b>	33,608
Cash Held By Fund Manager	<b>85,387</b>	59,107
<b>Total Funds</b>	<b>3,623,307</b>	3,375,839

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**Notes to the Financial Statements for the year ended 31 March 2014**

**7. Investment Assets (continued)**

The majority of each charity's surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and in the year ended 31 December 2013 achieved a total return of 24.2%, which was a relative outperformance of 6.9% compared to its benchmark, the WM Unconstrained Charity Universe.

- (1) The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Notes to the Financial Statements for the year ended 31 March 2014**

**8. Analysis of Net Assets by Fund at 31 March 2014**

The net assets for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds		Total 2013/14	Total 2012/13
	Permanent	Expendable		
	£	£	£	£
<b><u>Charity 1 – Bursary Fund</u></b>				
Investments 31 March 2014	46,568	3,500,636	<b>3,547,204</b>	3,304,934
<b>Fixed Assets</b>	<b>46,568</b>	<b>3,500,636</b>	<b>3,547,204</b>	<b>3,304,934</b>
Current Assets	-	290,865	<b>290,865</b>	364,304
Sundry Debtors (1)	-	21,665	<b>21,665</b>	27,714
Current Liabilities (2)	-	(237,574)	<b>(237,574)</b>	(260,104)
<b>Net Current Assets</b>	<b>-</b>	<b>74,956</b>	<b>74,956</b>	131,914
<b>Total Net Assets – Charity 1</b>	<b>46,568</b>	<b>3,575,592</b>	<b>3,622,160</b>	<b>3,436,848</b>
<b><u>Charity 2 – Scholarships &amp; Prizes Fund</u></b>				
Investments 31 March 2014	-	76,103	<b>76,103</b>	70,905
<b>Fixed Assets</b>	<b>-</b>	<b>76,103</b>	<b>76,103</b>	<b>70,905</b>
Current Assets	-	26,015	<b>26,015</b>	22,752
Current Liabilities (2)	-	-	-	-
<b>Net Current Assets</b>	<b>-</b>	<b>26,015</b>	<b>26,015</b>	22,752
<b>Total Net Assets – Charity 2</b>		<b>102,118</b>	<b>102,118</b>	<b>93,657</b>
<b>Total Net Assets (charity 1 and 2)</b>	<b>46,568</b>	<b>3,677,710</b>	<b>3,724,278</b>	<b>3,530,505</b>

- (1) Sundry debtors amount to £21,665 (2013/14: £27,714) and relate to a Gift Aid reclaim due from Her Majesty's Revenue & Customs (HMRC).
- (2) Current liabilities amount to £237,574 (2012/13: £260,104) and represent bursaries awarded by the Trust for the Summer term 2014.

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**Notes to the Financial Statements for the year ended 31 March 2014**

**9. Movement of Funds during the year to 31 March 2014**

The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*)

**Total Movement in Funds**

	Balance at 1 April 2013	Net (Outgoing) Resources	Net gains on revaluation	Balance at 31 March 2014
	£	£	£	£
<b>Endowment Fund:</b>				
Expendable (1)	3,487,118	(53,695)	244,287	3,677,710
Permanent (2)	43,387	-	3,181	46,568
<b>Total Funds</b>	<b>3,530,505</b>	<b>(53,695)</b>	<b>247,468</b>	<b>3,724,278</b>

**Charity 1 – The City of London School for Girls Bursary Fund**

	Balance at 1 April 2013	Net (Outgoing) Resources	Net gains on revaluation	Balance at 31 March 2014
	£	£	£	£
<b>Endowment Fund:</b>				
Expendable (1)	3,393,461	(56,958)	239,089	3,575,592
Permanent (2)	43,387	-	3,181	46,568
<b>Total Funds</b>	<b>3,436,848</b>	<b>(56,958)</b>	<b>242,270</b>	<b>3,622,160</b>

**Charity 2 – The City of London School for Girls Scholarships & Prizes Fund**

	Balance at 1 April 2013	Net Incoming Resources	Net gains on revaluation	Balance at 31 March 2014
	£	£	£	£
<b>Endowment Fund:</b>				
Expendable (1)	93,657	3,263	5,198	102,118
<b>Total Funds</b>	<b>93,657</b>	<b>3,263</b>	<b>5,198</b>	<b>102,118</b>

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND  
INCORPORATING  
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND  
PRIZES FUND**

**Notes to the Financial Statements for the year ended 31 March 2014**

**9. Movement of Funds during the year to 31 March 2014 (continued)**

**Notes to the funds**

**1. Endowment Fund - Expendable**

The Charities' governing Scheme provides that all funds, other than those held as a permanent endowment as noted at 2 below, be held as **expendable** endowment.

**2. Endowment Fund - Permanent**

The Charities' governing Scheme identified that of the 7 scholarships & prizes funds to be transferred from The City of London School for Girls Scholarships & Prizes Fund to The City of London School for Girls Bursary Fund, 1 of these scholarships and prizes funds be preserved by The City of London School for Girls Bursary Fund in a permanent endowment Fund. The permanent endowment of the 1 scholarship and prize fund comprises 6,001 Charities pool units.

**10. Details of related parties and wider networks**

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Charities do not undertake transactions with the City of London School for Girls Bursary Fund. A full list of these Trusts is available on application to the Chamberlain of London.

The charities have investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee, and receive donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation. Investment income from the Charities Pool in 2013/14 amounted to £142,411 (2012/13: £110,194).



**City of London School for Girls**  
**2013/14 Movement of Funds**

	Balance 1st April 2013	Interest	Income	Expenditure	Transfer Between Funds	Balance 31st March 2014
	£	£	£	£	£	£
<b>Unrestricted</b>						
Revenue Surplus	(469,195)	(41,271)	(11,648,545)	10,566,147	-	(1,592,864)
Scholarships Self Funded	-	-	-	-	293,000	293,000
Repairs and Maintenance	-	-	-	-	438,000	438,000
Capital Reserve Fund	-	-	-	-	372,669	372,669
	(469,195)	(41,271)	(11,648,545)	10,566,147	1,103,669	(489,195)
<b>Designated</b>						
Scholarships Self Funded	(595,739)	-	(109,274)	298,674	(293,000)	(699,339)
Subvention scholarships	-	-	(449,000)	449,000	-	-
Repairs and Maintenance	(853,613)	(9,408)	-	298,087	(438,000)	(1,002,934)
Retirement Fund	(200,448)	(2,325)	-	-	-	(202,773)
Drama Refurbishment	(7,693)	(89)	-	2,182	-	(5,600)
Capital Reserve Fund	(2,385,999)	(27,898)	-	1,277,114	(372,669)	(1,509,452)
School Fund	(39,522)	(459)	(1,112)	4,254	-	(36,839)
Music Refurbishment Fund	(5,037)	(59)	(185)	-	-	(5,281)
Art Refurbishment Fund	(149)	(2)	-	-	-	(151)
	(4,088,200)	(40,240)	(559,571)	2,329,311	(1,103,669)	(3,462,369)
<b>Restricted</b>						
Urban Scholars	(1,455)	-	(2,214)	1,807	-	(1,862)
Livery scholarships	(8,282)	-	(2,383)	1,383	-	(9,282)
	(9,737)	-	(4,597)	3,190	-	(11,144)
Total Funds	(4,567,132)	(81,511)	(12,212,713)	12,898,648	-	(3,962,708)

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# Agenda Item 7

<b>Committee:</b> Board of Governors of the City of London School for Girls	<b>Date:</b> 17 <sup>th</sup> October 2014
<b>Report of:</b> The Headmistress	<b>Public</b>
	<b>For Decision</b>
<b><u>Summary</u></b>	
<p>It is <b>recommended</b> that the Board approves the following policies:</p> <p>Accessibility Plan</p> <p>Admissions Policy</p> <p>Careers Policy</p> <p>Catering and Food Hygiene Policy</p> <p>Collective Worship Policy</p> <p>Complaints Policy</p> <p>Contingency Plan</p> <p>Drugs and Substance Abuse Policy</p> <p>Fire Safety Procedures and Risk Assessment Policy</p> <p>First Aid Policy</p> <p>Gifted and Talented Policy</p> <p>Health and Safety Policy</p> <p>Medical Questionnaire Policy</p> <p>Missing Child Policy</p> <p>Pastoral Care, Discipline and Exclusion Policy</p> <p>Physical Contact and Restraint Policy</p> <p>Protection of Personal Property and Dealing with Thefts in School Policy</p> <p>Pupil Supervision Policy</p> <p>Pupils Use of IT Policy</p> <p>Record Keeping</p> <p>Redrafted Anti Bullying Policy</p> <p>Redrafted Child Protection Policy</p> <p>Redrafted Child Protection Annex A</p>	

Redrafted Child Protection Annex G

Risk Assessment Policy

Security, Access Control, Workplace Safety And Lone Working Policy

Special Educational Needs Policy

Student Mental Health Policy

Supporting Students With Long Term And/Or Serious Medical Conditions In School Policy

Swimming Pool Safety Policy

Teaching and Learning Policy

Work Related Learning Policy

Assessment and Recording Policy

## 1. **Forthcoming Events**

Parent E-Safety and E-Learning Information Evening	20 <sup>th</sup> October
PSHCE Life After City Speakers – Year 9 – 13	22 <sup>nd</sup> October
16+ Registration Closing Date	24 <sup>th</sup> October
Half term	27 <sup>th</sup> October - 2 <sup>nd</sup> November (inclusive)
16+ Entrance Exams	4 <sup>th</sup> November
Senior Maths Challenge	6 <sup>th</sup> November
Year 8 Joint Social with CLS	11 <sup>th</sup> November
Lunchtime Recital	14 <sup>th</sup> November
Year 13 Economics and Politics 'Question Time' Event	20 <sup>th</sup> November
Autumn Concert	20 <sup>th</sup> November
Senior School Production Preview Performance	24 <sup>th</sup> November
Senior School Production Performances	25 <sup>th</sup> – 27 <sup>th</sup> November
Year 12 Maths in Action Day	27 <sup>th</sup> November
Young Musician of the Year Competition	28 <sup>th</sup> November
GCSE Mocks for this term	1 <sup>st</sup> – 11 <sup>th</sup> December
A2 Music Recitals	2 <sup>nd</sup> December
Gym and Dance Performance	3 <sup>rd</sup> December
Board of Governors' Meeting	5 <sup>th</sup> December
Prep Christmas Concert	5 <sup>th</sup> December
Junior and Senior Carol Services	11 <sup>th</sup> December
Christmas Holiday	12 <sup>th</sup> December at noon – 5 <sup>th</sup> January (inclusive)
Staff Day	5 <sup>th</sup> January
Junior Drama Production	27 <sup>th</sup> – 29 <sup>th</sup> January
Prep Book Fair	2 <sup>nd</sup> – 6 <sup>th</sup> February
Prep Valentines Disco	3 <sup>rd</sup> February
Year 12 Higher Education Evening	4 <sup>th</sup> February
Year 7 Concert	5 <sup>th</sup> February
Intermediate Maths Challenge	5 <sup>th</sup> February
Prep Talent Show	13 <sup>th</sup> February

Half-term 16<sup>th</sup> - 22<sup>nd</sup> February  
(inclusive)

## 2. Educational Visits

Year 10 trip to Granada	18 <sup>th</sup> - 23 <sup>rd</sup> October
6 <sup>th</sup> Form trip to Copenhagen	21 <sup>st</sup> – 24 <sup>th</sup> October
L2 to the Lord Mayor’s Show	8 <sup>th</sup> November
Year 9 Black Country	13 <sup>th</sup> – 14 <sup>th</sup> November
Year 9 Immersion exchange	29 <sup>th</sup> Nov – 13 <sup>th</sup> Dec
Year 9 Immersion exchange	31 <sup>st</sup> Jan – 14 <sup>th</sup> Feb
U2 French trip	9 <sup>th</sup> – 12 <sup>th</sup> February
Year 13 CERN trip	10 <sup>th</sup> – 12 <sup>th</sup> February
Year 10-13 trip to Greece	12 <sup>th</sup> – 16 <sup>th</sup> February
Year 7 trip to Italy	12 <sup>th</sup> – 15 <sup>th</sup> February
Ski trip	13 <sup>th</sup> – 21 <sup>st</sup> February (TBC)

## 3. Governors’ Visiting Days

Staff and pupils are always very pleased to welcome Governors to spend a day in school, either attending lessons in a particular subject or else shadowing a particular year group.

If any Governor would like to spend a day in school, he or she is asked to contact the Deputy Head at the school to discuss dates and the desired programme.

## 4. Lettings

<b>Hirer</b>	<b>Dates</b>	<b>Venue</b>
Baring Asset Management	6th December	Main Hall
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
BBC Singers	9th December	Main Hall
Crossrail	9th October	Committee Room
Global Harvesters Fellowship	Every Sunday	Main Hall/New Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Justin Craig Education	19th to 22nd December	B Floor Classrooms
London Gay Men's Choir	8th September, 13th October, 12th November	Music Rooms
London Philharmonic Choir	17th, 24th September, 1st, 6th, 8th, 15th, 25th, 29th October, 5th, 12th, 19th, 26th November, 3rd, 10th December	New Hall
London Symphony Chorus	25th September, 2nd, 7th October	New Hall
National Youth Theatre of Great Britain	21st July to 30th August Mon - Sat	All Halls
Royal Choral Society	Every Monday, 12th October, 14 December	Main Hall
South London Orienteering	21st September	Main Hall

## 5. Health & Safety

A programmed fire drill was carried out on 9<sup>th</sup> September in order to familiarise new staff and students with our procedure under controlled conditions. In view of the current threat level, key staff walked the course for a contingency plan known as Operation UNDERGROUND on 6<sup>th</sup> October. This involves evacuation to the extensive service tunnel network beneath the school in the event of extreme and immediate threat. An unscheduled “invacuation” bomb drill was held on 9<sup>th</sup> October.

There has been one reportable incident during the period 7<sup>th</sup> June to 29<sup>th</sup> September where a student fell in a sports club and fractured her elbow. When asked by the teacher, she did not feel the need to see the School Nurse and went to an A&E department outside school hours to have her elbow treated.

The minutes of the Health & Safety Committee meeting on 1st September are at Annex A. The Committee reviewed our “Health and Safety Policy” and recommends approval of the document shown on the attached draft at Annex B.

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	19 Girls
Mild Allergy	24 Girls
Asthma	26 Girls
Hayfever	37 Girls
Eczema	22 Girls
No Childhood Vaccinations	3 Girls
Epileptic	1 Girl
Diabetic	2 Girls
Extreme Hypermobility of Joints	6 Girls
Coeliac Disease	2 Girls
Seen by Child and Adolescent Mental Health Services	20 Girls
Impaired Mobility	2 Girls
Frequent unexplained seizures	2 Girl
Rheumatoid Arthritis	1 Girl
Recessive Dystrophic Epidermolysis Bullosa	1 Girl
Pupils who have had formal assessment and / or are receiving on-going treatment for mental health, behavioural and related difficulties	32 Girls

## 6. Destinations of the 2014 Leavers

There were 72 Year 13 leavers in 2014, 55 of whom are planning to begin university in the UK in 2014 and two of whom will be studying abroad.

Eight of these girls have places at Cambridge and six have places at Oxford for a wide variety of courses. One girl has a place to study Vocal Studies at the Guildhall School of Music and Drama. Two girls have secured University places in Holland at the University of Amsterdam and at Amsterdam University College and the remaining 15 are all taking gap years. Five of these girls have already secured places at UCL, Durham, Bristol, York and Exeter to read a variety of different subjects and the other 10 girls are planning to apply to university in 2015.

There were 16 girls who reapplied this year as post-gap year students. Two of these girls were awarded places at Cambridge and others have secured places at a wide range of highly respected institutions such as Imperial, UCL and Bristol and KCL for a wide range of subjects. One girl has a place at NYU Gallatin for Liberal Arts.

## **7. 2014 Gap Years**

This year there are 15 leavers taking gap years and all have exciting plans including plans to gain medical work experience at home and abroad, as well as to undertake international travel and language courses. Five girls this year are taking Art Foundation courses, three at Central St Martins, one at Oxford Brookes and one at the London College of Communication.

## **8. Building Projects Summary**

### **Gymnasium Extension**

The September Project Vision Report for the Gymnasium Extension is attached at Annex C. The project is proceeding to timetable and within budget.

### **Main Hall Extension**

The City Surveyor continues to work with the contractor, who accepts full responsibility and liability for the issue, in order to identify the source of the leaks through the roof. Inspection hatches were fitted following the most recent leak, discovered in mid-August following heavy rain, and it is forecast that these will allow a permanent repair to be effected. Meanwhile we are able to use the extension as and when required.

## **9. Policies for Board Approval**

Please find attached at Annexes D to II new and updated policies and plans for Board approval.

### **List of Annexes:**

- A. Health and Safety Minutes
- B. Health and Safety Policy
- C. September Project Vision Report
- D. Accessibility Plan
- E. Admissions Policy
- F. Careers Policy
- G. Catering and Food Hygiene Policy
- H. Collective Worship Policy
- I. Complaints Policy
- J. Contingency Plan
- K. Drugs and Substance Abuse Policy
- L. Fire Safety Procedures and Risk Assessment Policy
- M. First Aid Policy
- N. Gifted and Talented Policy
- O. Medical Questionnaire Policy
- P. Missing Child Policy
- Q. Pastoral Care, Discipline and Exclusion Policy
- R. Physical Contact and Restraint Policy
- S. Protection of Personal Property and Dealing with Thefts in School Policy
- T. Pupil Supervision Policy

- U. Pupils Use of IT Policy
- V. Record Keeping Policy
- W. Redrafted Anti Bullying Policy
- X. Redrafted Child Protection Policy
- Y. Redrafted Child Protection Annex A
- Z. Redrafted Child Protection Annex G
- AA. Risk Assessment Policy
- BB. Security, Access Control, Workplace Safety And Lone Working Policy
- CC. Special Educational Needs Policy
- DD. Student Mental Health Policy
- EE. Supporting Students With Long Term And/Or Serious Medical Conditions In School Policy
- FF. Swimming Pool Safety Policy
- GG. Teaching and Learning Policy
- HH. Work Related Learning Policy
- II. Assessment and Recording Policy

Background Papers:

None

Contact:

Ned Yorke

020-7847-5524

[bursar@clsg.org.uk](mailto:bursar@clsg.org.uk)



## City of London School for Girls

### Health & Safety Committee Minutes

Meeting Held on Monday 1<sup>st</sup> September 2014

**Present:** Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Mary Robey, James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Emily Herbert, David Libby, Sharon McCarthy, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Mark Wilkinson, Geraldine Walshe, Vicky Pyke (Secretary)

#### **Item 1 Apologies**

None

#### **Item 2 Previous Minutes**

Minutes of the 23<sup>rd</sup> April 2014 approved.

#### **Item 3 Matters Arising**

No matters arising.

#### **Item 4 Composition of H&S Committee**

NY proposed that the Deputy Head Staff joined the Committee and the Deputy Head Pastoral and Director of Studies were relieved of the duty. All agreed.

#### **Item 5 City Corporation H&S Audit**

All City Corporation properties are now on an audit system to comply with legionnaires and asbestos checks. JV advised that on the provisional audit check we received 86% which was the highest in the Corporation. NY thanked JV.

#### **Item 6 Safety Assurance Inspection**

JV advised that all was on track to meet the Health and Safety requirements.

#### **Item 7 Health & Safety Policy**

It has now been agreed that all 3 schools have their own H&S policies and a revised draft copy will go to the Board on the 17<sup>th</sup> October showing only name changes and committee membership changes.

#### **Item 8 Contingency Plan for Crisis Management**

NY advised that the Crisis management Team met for a briefing session at the end of last term and following that exercise it was decided it was necessary to have an up to date address list for all staff and pupils readily available off site and someone designated on the committee to check staff members family are all ok in the event of an emergency and report back.

#### **Item 9 Risk Assessment Policy**

NY advised that he had drafted a policy and asked for formal agreement to take

to the Board. All agreed.

**Item 10 First Aid**

NY advised that he, with the School Nurse's input, had drafted a policy and asked for formal agreement to take to the Board. All agreed.

**Item 11 Radiation Audit**

The City Corporation is to appoint an officer for all three schools and he is to come into school in the next few weeks.

**Item 12 Fire Drill/Emergency Evacuation Arrangements**

NY advised that there is a scheduled fire drill on the 9<sup>th</sup> September when a full evacuation will be carried out. An unannounced evacuation will be carried out in the second half of term.

**Item 13 Any Other Business**

No other business.

**Item 14 Next Meeting**

Monday 5<sup>th</sup> January.



CITY OF LONDON  
SCHOOL FOR GIRLS

## **HEALTH AND SAFETY POLICY**

This policy was written in June 2014 and will be sent to the governors for approval in October 2014. To be reviewed by June 2017.

### **1. GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

As Governors of the City of London School for Girls, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents and visitors. On behalf of the City of London Corporation as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors by appointing Mrs Mary Robey as Governor with responsibility for overseeing Health and Safety for the time being.

Day to day responsibility for the operation of health and safety at the school is vested with the Bursar reporting to the Headmistress. He has overall responsibility for monitoring health and safety within the school and for reporting any serious breaches to me through the Headmistress. With the City Surveyor, he is responsible for ensuring compliance with Construction, Design and Management Regulations and for safe conditions of work for all at the school. As Governors, we have specified that the school should adopt the following framework for managing health and safety:

- 1.1 That the Governor overseeing health and safety, attends the termly meetings of the school's Health and Safety Committee whenever possible and receives copies of relevant paperwork.
- 1.2 That full compliance is accorded to the City's Corporate Health and Safety Policy (Version 01-00 dated 18<sup>th</sup> April 2013) including the requirement for safety assurance inspections.
- 1.3 That a report on health and safety covering: statistics on accidents to students, staff and visitors; staff training; fire practices and all new or revised related policies and procedures is tabled at each term's Governors' meeting.

- 1.4 That the minutes of the Health and Safety Committee's termly meeting are provided at each meeting of the full Board of Governors, together with any other issues on health and safety that the Bursar as Chairman of the Health and Safety Committee considers need to be brought to the Board's attention.
- 1.5 That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes.
- 1.6 That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- 1.7 That the school has a fire risk assessment, carried out by an external risk assessment consultant, and that this is updated every three years or more frequently if significant changes are made to the interior of buildings or on significant change of usage. The Health and Safety Committee should review this risk assessment every time it is amended.
- 1.8 That safety assurance inspection reports showing action required and timescales should be monitored by the Health and Safety Committee.
- 1.9 That a professional risk assessment for legionella is carried out every two years and a monthly water temperature testing regime is in place.
- 1.10 That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic manual handling and working at height training where appropriate. Health and safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the "standard" induction training. An adequate number of staff, teaching and support will be trained and qualified in first aid.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmistress, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with health and safety requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Premises Manager using the online Premises Support Request.

All employees are briefed on the availability of this statement on the school's Portal and Shared Area. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document. This policy will be displayed on the school's website.

Signed: ..... Sir Michael Snyder  
Chairman Board of Governors

Date: October 2014



## 2. ORGANISATION FOR HEALTH & SAFETY

I have the delegated responsibility for ensuring compliance with the school's Health and Safety Policy. I have delegated day to day responsibility for organising health and safety to the Bursar. This policy document consists of three parts: the General Statement by the Chairman of Governors, this description of the organisation for health and safety and, lastly, the detailed arrangements for health and safety.

Every Head of Department (HoD) and other responsible person is responsible for ensuring the health and safety of staff, students and others especially visitors and those who are disabled or who have special educational needs.

Delegated duties include:

### 2.1 Safety and Security

- 2.1.1 Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Premises Manager.
- 2.1.2 Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories and the design technology rooms – Heads of PE, Biology and DT working in cooperation with the Premises Manager.
- 2.1.3 Controlling lone working after hours – Deputy Head and Premises Manager.
- 2.1.4 Ensuring that all visitors book in at Reception and wear visitors' badges – Premises Manager.

### 2.2 Vehicles

- 2.2.1 Control of Loading Bay and Andrewes House car parking spaces – Premises Manager.

### 2.3 Accidents

- 2.3.1 Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive – School Nurse, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- 2.3.2 Escorting students or arranging for students to be escorted to hospital and informing their parents of the circumstances – School Nurse.
- 2.3.3 Checking that all first aid boxes and eye washes are kept replenished - School Nurse.

## 2.4 Fire Prevention

- 2.4.1 Keeping fire routes and exits clear - Bursar, who in turn has delegated day to day management to the Premises Manager.
- 2.4.2 Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates.
- 2.4.3 Regular portable appliance testing – City Surveyor.
- 2.4.4 Testing all fire alarms weekly and recording results – Premises Manager.
- 2.4.5 Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor.
- 2.4.6 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- 2.4.7 Ensuring that flammable rubbish and combustible materials are stored away from buildings – Premises Manager.
- 2.4.8 Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire.
- 2.4.9 Switching off all kitchen equipment at the end of service – Catering Manager.
- 2.4.10 Checking that all Scientific and DT equipment is switched off at the end of the school day – Heads of Biology and DT.
- 2.4.11 Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – Director ICT.
- 2.4.12 Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers – Heads of Biology, Art and DT and Premises Manager.

## 2.5 Water, Drainage etc

The City Surveyor, together with the Premises Manager, is responsible for:

- 2.5.1 Maintaining water quality. A sampling regime, using external contractors, is in place.
- 2.5.2 Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear using external contractors where necessary.

## **2.6 Risk Assessments**

Responsibility for the maintenance of up-to-date risk assessments:

- 2.6.1** Fire – Bursar (external fire risk consultant used)
- 2.6.2** Legionella – City Surveyor/Premises Manager
- 2.6.3** All rooms, corridors and exits - Premises Manager
- 2.6.4** Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures – Catering Manager
- 2.6.5** Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - Premises Manager
- 2.6.6** Asbestos Register - City Surveyor
- 2.6.7** Reprographics machines and copiers – Media Resources Technician

Responsibility for the maintenance of up-to-date risk assessments for teaching in the following areas:

- 2.6.8** Science (including COSHH and flammable materials) – Head of Biology
- 2.6.9** All outdoor and indoor games and activities – Head of PE
- 2.6.10** Swimming – Head of PE
- 2.6.11** Fencing – Head of PE
- 2.6.12** Duke of Edinburgh Award - Duke of Edinburgh Coordinator
- 2.6.13** Dance and gymnastics – Head of PE
- 2.6.14** Drama – Head of Drama
- 2.6.15** Art (including COSHH and flammable materials) – Head of Art
- 2.6.16** Music – Director of Music
- 2.6.17** Design Technology (including COSHH and flammable materials) – Head of DT
- 2.6.18** All visits and trips – Visit/trip organiser



## 2.7 Training

Responsibility for organising and maintaining records of training is as follows:

- 2.7.1 Science-related health and safety training – Head of Biology
- 2.7.2 Design Technology related training – Head of DT
- 2.7.3 Health and safety training for catering and cleaning staff – Catering and Cleaning contractors
- 2.7.4 Briefing new students on emergency fire procedures – pastoral staff
- 2.7.5 Briefing new staff on emergency fire procedures – line managers in induction process
- 2.7.6 Inducting new staff in health and safety – line managers in induction process
- 2.7.7 Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors.
- 2.7.8 First aid training- School Nurse

## 2.8 External Advisors for Health and Safety

The City Surveyor's Department, including the City Corporation's Health & Safety Manager and Fire Safety Adviser, and external consultants provide advice on matters of health and safety as required:

- 2.8.1 The City Surveyor gives advice on the external fabric of the school.
- 2.8.2 The City Surveyor monitors and services the school's plant, equipment and lifts as required.
- 2.8.3 All gym and fitness equipment and machinery used in design technology is serviced annually as arranged by the Premises Manager.
- 2.8.4 Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer. In addition, the catering contractor arranges for:
- 2.8.5 An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and report on those findings.
- 2.8.6 An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.

- 2.8.7** Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- 2.8.8** The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year.
- 2.8.9** Appropriate pest control measures to be in place.
- 2.8.10** The school has a professional fire risk assessment which is updated every 3 years.
- 2.8.11** In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor.
- 2.8.12** An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- 2.8.13** The City Surveyor arranges for a professional risk assessment for legionella every 2 years and a monthly water temperature testing regime.
- 2.8.14** The City Surveyor maintains an asbestos register and is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- 2.8.15** The Radiation Protection Supervisor (RPS) is the Head of Physics. He is responsible for ensuring compliance with the Radioactive Substances Act 1993.
- 2.8.16** NICEIC qualified Electrical Engineers inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations. Current electrical test certificates are held for all areas of the school.
- 2.8.17** All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- 2.8.18** All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 2.8.19** A qualified CDM Coordinator is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2007 whenever major work is undertaken.

## **2.9 Health & Safety Co-ordinator**

The Premises Manager is the school's Health and Safety Co-ordinator. In this capacity he is responsible for the submission of the Annual Certificate of Assurance and termly safety assurance inspections, the results of which are to be reported to the Health and Safety Committee. The Health and Safety Coordinator is assisted in these inspections by the Governors' representative, the Director of Studies, the Head of the Preparatory Department, the Maintenance Assistant, an IT representative and the City Surveyor's representative.

## **2.10 Health and Safety Committee**

I have set up a school Health and Safety Committee which meets once a term under the chairmanship of the Bursar. The Governor who is responsible for health and safety attends these meetings whenever possible. The members of the Committee are:

- Deputy Head (Staff Management & Development)
- Premises Manager
- Director ICT
- Head of Preparatory Department
- Head of Biology or Science Administrator
- Head of PE or representative
- Head of DT or DT Technician
- Head of Art or Art Technician
- Head of Drama or Drama Technician
- Director of Music or Music Administrator
- Special Educational Needs Coordinator
- School Nurse
- Staff Room Chairman or representative
- Building Surveyor, City Surveyor's Department (Co-opted)

The role of the Committee is to:

- 2.10.1** Discuss matters concerning health and safety including changes in regulations.
- 2.10.2** Monitor the effectiveness of health and safety within the school.
- 2.10.3** Review accidents and near misses and discuss preventative measures.
- 2.10.4** Review and update risk assessments.
- 2.10.5** Review safety assurance inspection reports.
- 2.10.6** Discuss training requirements.
- 2.10.7** Monitor the implementation of professional advice.
- 2.10.8** Assist in the development of safety rules and safe systems of work.
- 2.10.9** Monitor communication and publicity relating to health and safety in the workplace.
- 2.10.10** Encourage suggestions and reporting of defects by all members of staff.

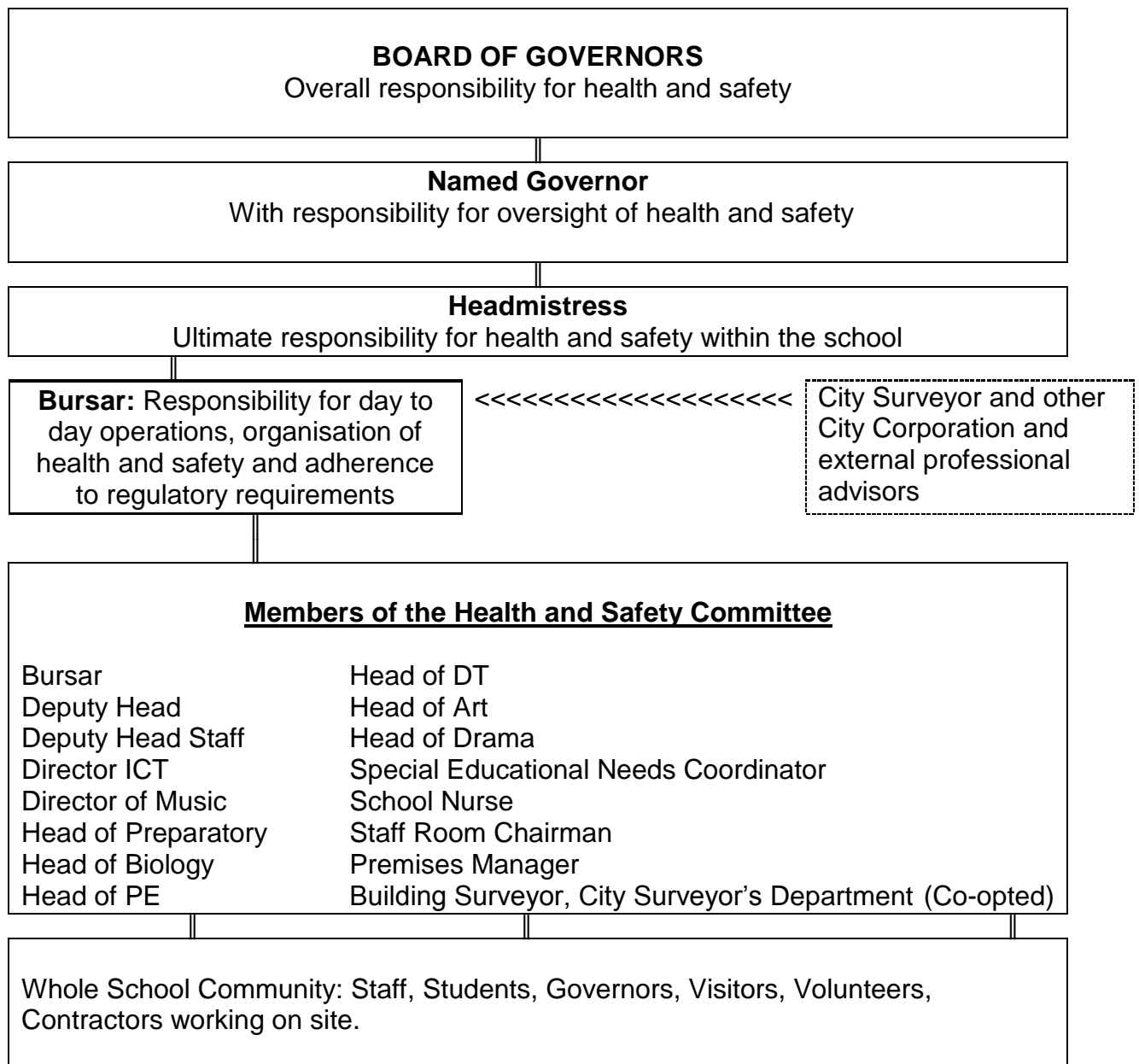
Signed: ..... Ena Harrop

Headmistress

Date: October 2014

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**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



**3. SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas and activities present identified and significant risks. As a consequence, students are not allowed unsupervised access to:

- 3.1** PE: where the Head of PE keeps risk assessments for: all outdoor and indoor games, swimming, gymnastics, dance and fencing. Records of training and qualifications in life-guarding and other subject specific training are kept.

- 3.2** Science: where the Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. Science HODs keep records of all subject-specific training by teachers and technicians.
- 3.3** Design Technology: where the Head of DT keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- 3.4** Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept.
- 3.5** Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- 3.6** Kitchen Area: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- 3.7** Students are not allowed entry to the Premises Manager's area on G Floor or the Loading Bay.

City Corporation and whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- 3.8** Accessibility Policy
- 3.9** Accident Reporting (RIDDOR)
- 3.10** Anti-Bullying Policy
- 3.11** Asbestos
- 3.12** Building at Work
- 3.13** Catering and Food Hygiene Policy
- 3.14** Code of Conduct for Staff
- 3.15** Competent Advice
- 3.16** Contingency Plan for Crisis Management
- 3.17** Control of access, security and use of CCTV
- 3.18** Control of Substances Harmful to Health (COSHH)
- 3.19** Design Technology
- 3.20** Display Screen Equipment
- 3.21** Educational visits
- 3.22** Electrical Safety
- 3.23** E-Safety
- 3.24** Fire safety, procedures and risk assessment
- 3.25** First Aid
- 3.26** Gas Safety
- 3.27** Health and Safety Notices
- 3.28** Induction of new staff
- 3.29** Influenza Pandemic Contingency Plan

- 3.30** Legionella
- 3.31** Letting and Hiring
- 3.32** Lightning Protection
- 3.33** Manual handling
- 3.34** Medical Questionnaire
- 3.35** Occupational Health
- 3.36** Pesticides
- 3.37** Portable Appliance Testing (PAT)
- 3.38** Pupil Supervision
- 3.39** Risk Assessments: Guidance on
- 3.40** Security, including workplace safety and lone working
- 3.41** Slips and Trips
- 3.42** Special Education Needs (SEN) and Learning Difficulties
- 3.43** Swimming pool: Leisure use of
- 3.44** Temporary staff and Contractors
- 3.45** Vehicles and on-site movements
- 3.46** Work Experience for Students
- 3.47** Working at Heights

Signed: ..... Ned Yorke

Bursar

Date: October 2014

**References:**

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117).
- B. The Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September 2010.
- C. Responsibility for the Management of Health and Safety in Schools Section H of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009.
- D. Health and Safety and Welfare at Work, Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2009.
- E. Health and Safety: Responsibilities and Powers" DCSF Guidance of 2001.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2003.
- G. Leading Health and Safety at Work, a joint IOD/HSE Guidance Document.
- H. Health & Safety Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163).
- I. CLSG Accessibility Plan.
- J. CLSG Anti-Bullying Policy.
- K. CLSG Drugs & Substance Abuse Policy.
- L. CLSG Educational Visits Policy.
- M. CLSG First Aid Policy.
- N. CLSG Special Educational Needs Policy.
- O. CLSG School Nurse Guidelines.
- P. City of London Corporate Health and Safety Policy.
- Q. City of London Display Screen Equipment Policy

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## PROJECT VISION – OFFICER'S MONTHLY UPDATE REPORT: - September 2014

Lead Officer's Name:	Mark Lowman
Project Officer's Name:	Carol Bell
Project Name:	City of London School for Girls – Gymnasium Extension
Project Number:	40100005
Project Status (RAG):	<b>GREEN</b>

Project Update:	<ul style="list-style-type: none"> <li>• <b>PROGRESS TO DATE</b> Installation of wall finishes to the pool has commenced. Installation of lighting to the gymnasium has commenced. Issued Residents' Newsletter Nr 5.</li> <li>• <b>KEY UPCOMING ACTIONS + MILESTONES</b> Installation of structural Steel and new concrete mezzanine. Breaking out opening between new and existing gymnasium.</li> <li>• <b>PROGRAMME SAVING / SLIPPAGE</b> The project is currently on programme for completion in December 2014.</li> </ul>
Next Milestones to be achieved:	<ul style="list-style-type: none"> <li>• Practical Completion.</li> </ul>

BUDGET			> 5% or 500k £/€ (lowest) overspend	< 5% or 500k £/€ (lowest) overspend	Underspend or 0% overspend
RAG Status	<b>GREEN</b>		<b>RED</b>	<b>AMBER</b>	<b>GREEN</b>

Approved Budget	Actual Spend To Date	Estimated Outturn Cost (Range)
£865,745	£305,021	£865,745

PROGRAMME			> 4 weeks delay to planned completion	1 - 4 weeks delay to planned completion	Ahead or < 1 week delay to planned completion
RAG Status	<b>GREEN</b>		<b>RED</b>	<b>AMBER</b>	<b>GREEN</b>

Approved completion Date	Slippage	Estimated Completion Date
12 <sup>th</sup> December 2014	-	9 <sup>th</sup> December 2014

## RISK

Top 3	Risks/Issues to be entered onto PV and/or be updated.	Risk/Issue
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<b>Risks/Issues</b>	<b>(Risk Register attached)</b>	<b>status</b>
<b>1</b>	38 - Feature roof Glass blocks are no longer manufactured in the required size. Consultation with Planners on alternative repair methods is ongoing.	<b>RED</b>
<b>2</b>	17 - Impact of works on summer lettings. Sequence of Works adapted to allow evening gymnasium lettings to continue.	<b>GREEN</b>

Mark Lowman Assistant Director's Signature	
Huw Lewis Divisional Director's Signature	

PPG/19<sup>th</sup> August 2014

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