



Board of Governors of the City of London School for Girls

Date: FRIDAY, 5 DECEMBER 2014
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Sir Michael Snyder (Chairman)
Clare James (Deputy Chairman)
Nicholas Bensted-Smith
Professor John Betteridge (External Member)
Nigel Challis
Dennis Cotgrove
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 OBE
Mary Robey (External Member)
Virginia Rounding
Alderman William Russell
Richard Sermon (External Member)
Deputy Dr Giles Shilson (Ex-Officio Member)

(Plus two vacancies to be appointed to by the Court of Common Council)

Enquiries: Christopher Braithwaite
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Lunch will be served in the Guildhall Club 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. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 17 October 2014.

For Decision
(Pages 1 - 4)
4. **APPOINTMENT OF A MEMBER TO THE BURSARY COMMITTEE**
To appoint an additional Member to the Bursary Committee for the remainder of the 2014/15 municipal year. The Bursary Committee currently comprises:

Clare James (Chairman)
Nigel Challis
Alderman Vincent Keaveny
Deputy Richard Regan
Virginia Rounding

For Decision
5. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**
Report of the Town Clerk.

For Decision
(Pages 5 - 8)
6. **RE-APPOINTMENT OF A CO-OPTED GOVERNOR**
Report of the Town Clerk.

For Decision
(Pages 9 - 12)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 17 October 2014.

For Decision
(Pages 13 - 18)

11. **PRESENTATION FROM THE HEAD OF SENIOR SCHOOL REGARDING BRITISH VALUES IN THE CURRICULUM**

Mrs Susie Gilham to be heard to provide the Board with information in relation to including teaching on British Values within the Curriculum.

For Information

12. **PRESENTATION FROM THE MARKETING OFFICER REGARDING MARKETING AT THE CITY OF LONDON SCHOOL FOR GIRLS**

Miss Jos Jones to be heard to provide information regarding marketing activities at the School.

For Information

13. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 19 - 28)

14. **PROPOSED 2015/16 REVENUE BUDGET**

Joint report of the Chamberlain and the Headmistress of the City of London School for Girls.

For Decision
(Pages 29 - 44)

15. **REPAIRS, MAINTENANCE, IMPROVEMENTS AND MAJOR WORKS FUND**

Joint Report of the Chamberlain, the City Surveyor and the Headmistress of the City of London School for Girls.

For Decision
(Pages 45 - 52)

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, 17 October 2014**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London School for Girls - St Giles Terrace, Barbican EC2Y 8BB on Friday, 17 October 2014 at 11.00 am

Present

Members:

Sir Michael Snyder (Chairman)	Elizabeth Phillips (External Member)
Clare James (Deputy Chairman)	Deputy Richard Regan OBE
Nigel Challis	Mary Robey (External Member)
Revd Dr Martin Dudley	Virginia Rounding
Tom Hoffman	Alderman William Russell
Ann Holmes	Richard Sermon (External Member)
Sylvia Moys	

Officers:

Susan Attard	Deputy Town Clerk
Christopher Braithwaite	Town Clerk's Department
Sarah Port	Chamberlain's Department
Ena Harrop	Headmistress, City of London School for Girls
Andrew Douglas	Deputy Head, City of London School for Girls
Ned Yorke	Bursar, City of London School for Girls

1. APOLOGIES

Apologies for absence were received from Professor John Betteridge, Dennis Cotgrove, Dr Stephanie Ellington, Stuart Fraser and Alderman Vincent Keaveny.

The Chairman welcomed Ms Elizabeth Phillips to her first meeting of the Board as a co-opted Governor.

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

Sylvia Moys declared a non-pecuniary interest in item 6 due to the Auditors for the School being Moore Stephens, who also worked closely with Maritime London.

3. MINUTES

RESOLVED – That the minutes of the previous meeting are approved as an accurate record.

4. REVENUE OUTTURN 2013/14

The Board considered a joint report of the Chamberlain and the Headmistress which set out the revenue outturn position for 2013/14.

A Governor queried whether the higher expenses for music teaching were offset by extra fees for teaching being received. The Bursar explained extra income was received, but this was out of sequence with the increase in spending. The Board also briefly discussed the level of fees charged in general and agreed that it would be appropriate to discuss this further in the non-public section of the meeting.

RESOLVED – That the Committee notes the report.

5. **APPOINTMENT OF AGBIS REPRESENTATIVE**

RESOLVED – That Mary Robey be appointed as the AGBIS representative.

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**

The Board considered a joint report of the Chamberlain and the Headmistress which provided 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 Chairman queried the level of return achieved on investments as the return was relatively low. The Deputy Chairman explained that she would raise this issue through her role on the Investment Committee, as the investment arrangements would be common throughout the Corporation.

A Governor asked why the amount of spending on scholarships and prizes had fallen despite the number of prizes and scholarships that were awarded staying the same. The Bursar explained that there was an element of means testing for scholarships and prizes, which would account for the reduction.

RESOLVED – That the Committee notes the report.

7. **REPORT OF THE HEADMISTRESS**

The Board considered the public report of the Headmistress detailing matters including forthcoming events, health and safety, destinations of 2014 leavers and policies for the Board's approval.

Policies for the Board's approval

The Headmistress noted that all of the School's policies had been updated for the Board's approval prior to the upcoming inspection and in future these would be updated on a rolling three-year basis, rather than all policies being presented at the same time.

Governors agreed a number of amendments to the policies presented for approval, namely:

- The Policy on Pupils' use of IT, Mobile Phones and other Electronic Devices should be updated to place the summary of the policy at the beginning of the introduction;
- The Anti-Bullying Policy to be updated to include hair pulling, eyelash pulling and similar.

In response to questions from Governors, the Headteacher reported that the number of students with of allergies and other ongoing medical conditions was about typical for a school of this type and size.

RESOLVED – That the Committee:

- a) notes the report; and
- b) approves the Policies presented to the Board, subject to the amendments to the Policy on Pupils' Use of IT, Mobile Phones and other Electronic Devices and the Anti-Bullying Policy as set out above.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

10. 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.

Item No	Exemption Paragraph(s)
11, 12, 13	3
14	1, 2
15	1, 3, 4

11. NON-PUBLIC MINUTES

The Board approved the non-public minutes of the Board of Governors meeting held on 27 June 2014.

12. PRESENTATION ON GEOGRAPHY TEACHER SABBATICAL LEAVE PROJECT

The Board received a presentation from Edwina Collins which provided the Board with details of the project that she had undertaken during her sabbatical leave.

13. PRESENTATION FROM THE DIRECTOR OF STUDIES ON 2014 PUBLIC EXAMINATION RESULTS

The Board received a presentation from the Director of Studies which provided information on the School's 2014 Public Examination Results.

14. **REPORT OF THE HEADMISTRESS**

The Board considered and approved the non-public report of the Headmistress which provided information about exam results, the School Development Plan, the upcoming inspection, staffing matters and pupil numbers.

15. **SERVICE BASED REVIEW - HEADMISTRESS, CITY OF LONDON SCHOOL FOR GIRLS**

The Board considered and approved, subject to amendments, a joint report of the Headmistress and the Chamberlain which asked the Board to endorse the Service Based Review proposals for the School.

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

There were no questions.

A Member explained that he was in contact with Professor Carolin Crawford, the Gresham Professor of Astronomy at the University of Cambridge, and Professor Crawford may be willing to visit the school to make a presentation to the Sixth Form on Natural Sciences. The Headteacher asked the Member to discuss arrangements for this with her.

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

There were no items of urgent business.

The meeting ended at 12.55 pm

Chairman

Contact Officer: Christopher Braithwaite
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Committee: Board of Governors of the City of London School for Girls	Date: 5 December 2013
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London School for Girls	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<ol style="list-style-type: none">1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.2. The terms of reference of the Board of Governors of the City of London School for Girls are attached as an appendix to this report for your consideration.	
<u>Recommendations</u>	
The Board is recommended to:	
<ol style="list-style-type: none">a) subject to any comments, approve the Terms of Reference of the Board for submission to the Court as set out in the appendix; andb) consider the frequency of their meetings going forward.	

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2014/15**

ALDERMEN

- 1 Vincent Keaveny
- 1 William Russell

COMMONERS

- 1 (1) Nick Bensted-Smith
- 2 (1) Nigel Challis
- 18 (2) Dennis Cotgrove
- 13 (4) Tom Hoffman
- 1 (1) Ann Holmes
- 7 (2) Clare James
- 13 (4) Sylvia Doreen Moys
- 14 (3) Richard David Regan, Deputy
- 4 (4) Virginia Rounding
- 25 (3) Sir Michael Snyder, Deputy

Plus two vacancies at the current time, with terms running until April 2017

together with :-

- Prof. J. Betteridge
- Dr. S. Ellington
- Ms. E. Philips
- Ms. M. Robey
- Mr R. Sermon MBE

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Committee: Board of Governors of the City of London School for Girls	Date: Friday 5 December 2014
Subject: Re-appointment of a Co-opted Governor	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<p>This report requests that Governors consider the re-appointment of Professor John Betteridge as a co-opted Governor of the Board for a further three-year term.</p>	
<u>Recommendation</u>	
<p>Governors are asked to agree the re-appointment of Professor John Betteridge onto the Board for a further term of three years.</p>	

Main Report

Background

1. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after they had completed a period of 3 years in office. Candidates would then be given the opportunity to re-apply for their position on the Board if they so wished.
2. The current three year term of office for Professor John Betteridge will come to an end later this month. Professor Betteridge has expressed a willingness to stand for re-election as a co-opted Governor on the Board. Professor Betteridge has provided a brief biography to support his re-election, which is attached at Appendix A.
3. At the Board of Governors meeting in February 2010, the Chairman proposed that, rather than awaiting the expiration of a co-opted Governor's term of office, re-appointments should be put to the Board of Governors, along with supporting papers, at their meeting immediately preceding the expiry of the three year term of appointment of any co-opted Governor willing to be considered for re-appointment in order to ensure continuity of service.
4. In accordance with this proposal, Governors are asked to consider the re-appointment at this meeting.
5. Following a discussion at the December 2011 Board meeting, the Town Clerk has also been asked to provide the attendance details of co-opted Governors when asking the Board to consider their re-appointment.

I can report that, since his last appointment to the Board in December 2011, Professor Betteridge has attended 6 out of a possible 12 Board meetings.

6. Governors are now asked to consider Professor Betteridge's re-appointment for a further full three year term.

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Professor John Betteridge

Professor John Betteridge is Emeritus Professor of Endocrinology and Metabolism at the Department of Medicine at University College London and Consultant Physician at University College Hospitals Foundation Trust. He is Dean of the Royal Society of Medicine and is a Distinguished Fellow of the International Atherosclerosis Society.

He is a Fellow of the American Heart Association and a member of numerous international bodies, including the European and American Diabetes Associations and the European Atherosclerosis Society. He is a member of the Joint European Society of Cardiology and the European Association for the Study of Diabetes Taskforce Group on Diabetes and Vascular Disease. He is a member of the Project Grants Committee of the British Heart Foundation.

Professor Betteridge is also a school governor of the City of London Academy, Islington.

Curriculum Vitae**EDUCATION:**

Ashby-de-la-Zouch Boys' Grammar	1960-1966
London University	1966-1972
Guys Hospital Medical School	
King's College Hospital Medical School	

DEGREES and POSTGRADUATE DIPLOMAS:

1969	BSc (1 st Class Honours) Biochemistry
1972	MBBS
	Legg Pathology Prize (KCHMS)
	National Undergraduate Prize and Gold Medal in Ophthalmology
1975	MRCP
1979	MD (University of London)
	Biochemical and clinical aspects of cholesterol metabolism in familial hypercholesterolaemia and diabetes mellitus
1985	PhD (University of Bath)
	Platelet function in dyslipidaemia and diabetes mellitus
1988	FRCP
2001	Fellow of the American Heart Association
2007	Distinguished Fellow International Atherosclerosis Society

CURRENT APPOINTMENT:

Emeritus Professor of Endocrinology and Metabolism University College London
 Consultant Physician University College London Hospital NHS Foundation Trust
 Dean, Royal Society of Medicine

PREVIOUS APPOINTMENTS:

1981-1995	Senior Lecturer then Reader in Medicine, University College London
1979-1981	Senior Registrar in Medicine, Royal United Hospital, Bath
1976-1979	R.D Lawrence Research Fellow, British Diabetic Association, St Bartholomew's Hospital, London
1972-1976	Junior Appointments at King's College Hospital, Royal Postgraduate Medical School, Brompton and St Bartholomew's Hospitals

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