

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Friday, 21 June 2013**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 21 June 2013 at 11.30 am

**Present**

**Members:**

|                                      |                           |
|--------------------------------------|---------------------------|
| Deputy Sir Michael Snyder (Chairman) | Alderman David Graves     |
| Clare James (Deputy Chairman)        | Tom Hoffman               |
| Professor John Betteridge            | Henrika Priest            |
| Deputy Billy Dove                    | Mary Robey                |
| Dr. Stephanie Ellington (co-opted)   | Richard Sermon (co-opted) |

**Officers:**

|                 |   |
|-----------------|---|
| Gemma Stokley   | - Town Clerk's Department                       |
| Daniel Hooper   | - Town Clerk's Department                       |
| Steven Reynolds | - Chamberlain's Department                      |
| Sarah Port      | - Chamberlain's Department                      |
| Sarah Hall      | - City Surveyor's Department                    |
| Mark Lowman     | - City Surveyor's Department                    |
| Diana Vernon    | - Headmistress, City of London School for Girls |
| Ned Yorke       | - Bursar, City of London School for Girls       |

The Chairman began by thanking the Board for electing him to the Chair in his absence at their last meeting. He stated that he would do his best to further the interests of the School whilst in office.

**1. APOLOGIES**

Apologies for absence were received from Ray Catt, Nigel Challis, Dennis Cotgrove, The Revd. Dr. Martin Dudley, Stuart Fraser (ex-officio), Alderman Robert Hall, Sylvia Moys, Virginia Rounding and Deputy Dr. Giles Shilson (ex-officio).

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

There were no declarations.

**3. MINUTES**

The public minutes and summary of the meeting held on 26 April 2013 were considered and approved as a correct record.

**MATTERS ARISING**

**Future Board meetings and Governor Training** – The Chairman reported that he was keen to have any future staff presentations to the Board heard first

on the agenda even though many of these would require moving in to the non-public session of the meeting.

He went on to highlight that the School would soon be undergoing an ISI Inspection and that it was therefore vital that the Governance of the School was considered as an on-going priority. With this in mind, it was suggested that a 30 minute Governor training slot be introduced before two Board meetings each year with the first to take place before the next scheduled Board meeting in October. The Chairman reported that he and the Headmistress would now look to identify any areas that they felt it would be useful for Governors to be briefed on in greater detail.

The Chairman continued by stating that he was extremely keen to utilise the skills, knowledge and ability of individual Governors and encouraged them to contact him directly with information on their specific interests and areas of expertise.

Finally, the Chairman stated that he felt it would be useful to introduce an Education Sub Committee of the Board of Governors of the City of London School for Girls. He reported that he, the Headmistress and the Deputy Chairman would look at the possible membership of such a Sub Committee and make approaches to individual Governors.

Governors were supportive of these proposals. A Governor commented that the Board had previously had an Education Sub Committee on which he had served. Another Governor commented that it was unusual for a Board to not have some form of Education or Academic Sub Committee.

#### **Appointment of Co-opted Governors**

The Chairman reported that the Headmistress had recently approached a current and a recently retired Headteacher regarding co-opted membership of the Board and that this matter was continuing to be progressed.

#### **4. APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for the ensuing year.

**RESOLVED** – That, as the only Governor expressing an interest in serving in this capacity, Deputy Billy Dove be appointed as the Board's AGBIS representative for the ensuing year.

#### **5. CHILD PROTECTION POLICY**

The Board considered a joint report of the Town Clerk, the Headmaster of the City of London School and the Headmistress of the City of London School for Girls.

The Chairman suggested that Mary Robey be appointed as the Board's 'lead' Governor on Child Protection. He highlighted that, whilst this role had traditionally been filled by the Chairman of the Board of Governors, this was not considered to be best practice. Mrs Robey was happy to fill this role.

The Headmistress highlighted that this policy would require annual approval from the Board and would now be published on the School's website.

**RESOLVED:** That:

- Governors approve the revised Child Protection Policy; and
- Mary Robey (co-opted) be appointed as the Board's 'lead' Governor on Child Protection.

## 6. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress relative to various School issues such as Educational Visits, Health & Safety and Lettings.

### **Educational Trips**

The Headmistress reported that the planned Barbados Sports Trip required Governor approval as did any trip involving 'hazardous activities' such as open water swimming. The Headmistress reassured the Board that the appropriate risks had been and will be assessed and that appropriate procedures and contingencies would be in place. The School had organised the trip with 'Inspiresport' who specialised in School sports tours.

Governors were informed that pupils would be accompanied by qualified supervisors at all times and that a resuscitator would also be on hand and emergency plans in place. The Headmistress clarified that there would be 1 adult assigned to every 5 pupils.

Finally, the Headmistress confirmed that Clive Atkins, the School's Educational Visits Consultant had viewed and was content with the arrangements in place.

### **Governors' Visiting Days**

The Chairman stated that, whilst all Governors were welcome to visit the School where possible, it was important that such visits 'fitted in' with the Headmistress and SMT and were beneficial for the School.

### **Health & Safety**

The Chairman requested clarification regarding City Corporation Health and Safety recording requirements. The Town Clerk undertook to raise this matter on behalf of the Board and report back.

**RESOLVED** – That, the Board approve the Sports Tour to Barbados on the basis of the information and assurances provided by the Headmistress and note that they are satisfied that all appropriate steps have been followed.

## 7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

## 8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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

9. **EXCLUSION OF THE PUBLIC**

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

| <u>Item No.</u> | <u>Exemption Paragraph(s)</u> |
|-----------------|-------------------------------|
| 10              | 2, 3 & 4                      |
| 11              | 1 & 3                         |
| 12              | 2                             |
| 13              | -                             |
| 14              | -                             |

10. **NON-PUBLIC MINUTES**

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

11. **REPORT OF THE HEADMISTRESS**

The Board considered and approved a report of the Headmistress relative to various School issues such as the School's Targets for 2013/14 and various revised School policies.

12. **PRESENTATION FROM THE HEAD OF THE SENIOR SCHOOL - PSHCEE**

The Head of the Senior School gave a presentation providing Governors with an overview of Spiritual, Moral, Social and Cultural Development (SMSC) and Personal, Social, Health, Citizenship and Economic Education (PSHCEE) at the School.

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

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

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

A Governor drew the Boards' attention to a former pupil of the School who had recently been awarded an MBE.

**The meeting ended at 1.05 pm**

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Chairman

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