



Board of Governors of the City of London School for Girls

Date: TUESDAY, 8 OCTOBER 2013

Time: 11.00 am

Venue: CITY OF LONDON GIRL'S SCHOOL - ST GILES TERRACE, BARBICAN,
EC2Y 8BB

Members:

Deputy Sir Michael Snyder (Chairman)	Alderman David Graves
Clare James, (Deputy Chairman)	Alderman Robert Hall
Professor John Betteridge, (co-opted)	Tom Hoffman
Ray Catt	Sylvia Moys
Nigel Challis	Henrika Priest
Dennis Cotgrove	Deputy Richard Regan
Deputy Billy Dove	Mary Robey, (co-opted)
Revd Dr Martin Dudley	Virginia Rounding
Dr. Stephanie Ellington, (co-opted)	Richard Sermon, (co-opted)
Stuart Fraser, (ex-officio)	Deputy Dr Giles Shilson, (ex-officio)

Enquiries: Gemma Stokley
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gemma.stokley@cityoflondon.gov.uk

Lunch will be served at the conclusion of the Board meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 21 June 2013.

For Decision
(Pages 1 - 4)

4. **CITY OF LONDON GIRLS SCHOOL BURSARY FUND - 2012/13 REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

For Information
(Pages 5 - 30)

5. **REVENUE OUTTURN 2012/13**

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

For Information
(Pages 31 - 38)

6. **UPDATE ON ASSISTANT PROPERTY FACILITIES MANAGER ROLE AT CITY OF LONDON SCHOOL FOR GIRLS**

Report of the City Surveyor.

For Information
(Pages 39 - 40)

7. **REPORT OF THE HEADMISTRESS**

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

For Decision
(Pages 41 - 94)

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**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

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.

Item No.

Exemption Paragraph(s)

Part 2 - Non-Public Agenda

11. **PRESENTATION FROM THE DIRECTOR OF STUDIES**

Ena Harrop will be heard with regard to this year's public examination results. She will also touch upon latest teaching and learning research and introduce Governors to concepts such as 'Assessment for Learning', formative practice, etc.

For Information

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 21 June 2013.

For Decision
(Pages 95 - 100)

13. **REPORT ON ACTION TAKEN UNDER URGENCY**

Report of the Town Clerk.

For Information
(Pages 101 - 104)

14. **NON-PUBLIC REPORT OF THE HEADMISTRESS**

Non-public report of the Headmistress of the City of London School for Girls.

For Information
(Pages 105 - 124)

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

For Decision

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

For Decision

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Agenda Item 3

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

Chairman

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

Agenda Item 4

Committee(s):	Date(s):	Item no.
Board of Governors of the City of London School for Girls	Tuesday, 8 October 2013	
Subject: The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund - 2012/13 Report and Financial Statements		Public
Report of: The Chamberlain		For Information
<p>The purpose of this report is to provide Members with a copy of the 2012/13 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. It should be noted that 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 1993.</p> <p>The key points for the year ended 31 March 2013 for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund are as follows:</p> <ol style="list-style-type: none"> 1. during the year ended 31 March 2013 total funds increased by £183,063 (2011/12: total funds increased by £479,618). This movement comprised the following:- 2. voluntary income of £436,596 (2011/12: £432,083) and investment income and interest of £115,655 (2011/12: £101,510); 3. a net gain on the value of investments of £420,229 (2011/12: a net gain of £109,121); 4. there were no transfers in from other charities during the current year (2011/12: £741,324). In the prior year on 1 December 2011 the Charity Commission approved the transfer of the assets of the City of London School for Girls Centenary Fund (charity registration: 1001993) to the charity; partly offset by 		

5. expenditure of £789,417 (2011/12: £904,420) which was largely made up of 68 bursary awards (2011/12: 81 bursary awards) of £727,181 (2011/12: £883,385) and 6 scholarships & prizes (2011/12: 5 scholarships and prizes) of £61,335 (2011/12: £20,134); and

Recommendations

It is recommended that Members receive this report for information.

Contacts:

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Senior Accountant
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ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

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 2013**

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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 2013

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:	Deloitte LLP Chartered Accountants and Statutory Auditor 3 Victoria Square Victoria Street St Albans AL1 3TF

**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 1993.

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.

**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)

4. Achievements and Performance

Targets for 2012/13 and review of achievement

- 1) The City of London School for Girls Bursary Fund (charity 1) 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. This was achieved with 68 bursaries being awarded (2011/12: 81 bursaries awarded); and
- 2) 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 and to assist in further education. The school allocated 6 prizes and scholarships during the year (2011/12: 5 prizes and scholarships).

5. Financial Review

During the year ended 31 March 2013 total funds increased by £183,063 (2011/12: increased by £479,618). This movement comprised the following:-

- i) expenditure on charitable activities of £789,417 (2011/12: £904,420) which was largely made up of 68 bursary awards and 6 scholarships & prizes (2011/12: 81 bursary awards and 5 scholarships and prizes);
- ii) voluntary income of £436,596 (2011/12: £432,083) and investment income of £115,655 (2011/12: £101,510);
- iii) there were no transfers in from other charities during the current year (2011/12:£741,324). In the prior year on 1 December 2011 the Charity Commission approved the transfer of the assets of The City of London School for Girls Centenary Fund (charity registration: 1001993) to the charity (note 3 to the accounts).
- iv) a net gain on investments of £420,229 (2011/12: a net gain of £109,121). 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 investments are managed by Artemis Investment Management Limited and in the year ended 31 December 2012 achieved a total return of 13.3%, which was a relative outperformance of 1.4% compared to its benchmark, the WM Unconstrained Charity Universe;

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).

**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)

5. Financial Review (continued)

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.

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 targets for 2013/14 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
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

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 23 July 2013.

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

Raymond Michael Catt
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE 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 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes 1 to 10. 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 charities' Trustee in accordance with section 144 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 charities' Trustee those matters we are required to state to the Trustee 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 charities and the charities' Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of 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 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 charities' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. 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 charities' affairs as at 31 March 2013 and of their incoming resources and application of resources, for the year then ended;
- 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.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON
SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON
SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND (CONTINUED)**

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 Trustee's 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.



Deloitte LLP
Chartered Accountants and Statutory Auditor
St Albans, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.



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

Statement of Financial Activities for the year ended 31 March 2013

	Note	Endowment Fund	Total 2012/13	Total 2011/12
		£	£	£
Incoming resources				
Transfer of funds from The City of London School for Girls Centenary Fund		-	-	741,324
Voluntary income		436,596	436,596	432,083
Investment income				
Investment income		110,194	110,194	93,844
Interest receivable		5,461	5,461	7,666
Total incoming resources	3	<u>552,251</u>	<u>552,251</u>	<u>1,274,917</u>
Resources expended				
Charitable activities				
Bursaries awarded		727,181	727,181	883,385
Scholarships & prizes awarded		61,335	61,335	20,134
Support costs	5	901	901	901
Total resources expended	4	<u>789,417</u>	<u>789,417</u>	<u>904,420</u>
Net (outgoing)/incoming resources before other recognised gains		(237,166)	(237,166)	370,497
Other recognised gains				
Net gains on revaluation	7	420,229	420,229	109,121
Net movement in funds		183,063	183,063	479,618
Reconciliation of funds				
Total funds brought forward	9	3,347,442	3,347,442	2,867,824
Total funds carried forward	9	<u>3,530,505</u>	<u>3,530,505</u>	<u>3,347,442</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
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Balance Sheet as at 31 March 2013

	Notes	2013	2012
		£	£
Fixed Assets			
Managed Investments	7	<u>3,375,839</u>	<u>2,955,610</u>
Current Assets			
Sundry Debtors		27,714	19,178
Cash at bank and in hand		<u>387,056</u>	<u>594,969</u>
		414,770	614,147
Creditors: amounts falling due within one year	8	<u>(260,104)</u>	<u>(222,315)</u>
Net Current Assets		154,666	391,832
Total Assets less Current Liabilities		<u>3,530,505</u>	<u>3,347,442</u>
The funds of the charity			
Expendable Endowment fund		3,487,118	3,309,456
Permanent Endowment fund		<u>43,387</u>	<u>37,986</u>
Total funds	9	<u>3,530,505</u>	<u>3,347,442</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 12 to 22 form part of these accounts.

CBilsland

Chris Bilsland
Chamberlain of London
23rd July 2013

**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 2013

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.

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 1993.

(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.

The unrealised gains on investments at the balance sheet date are included in the charities' funds.

**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 2013

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 2013

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	Total 2012/13	Total 2011/12
	£	£	£	£
Transfer of funds from The City of London School for Girls Centenary Fund	-	-	-	741,324
Voluntary Income	436,596	-	436,596	432,083
Investment Income				
Managed Investment Income	107,879	2,315	110,194	93,844
Interest Receivable	5,064	397	5,461	7,666
Total Incoming Resources	549,539	2,712	552,251	1,274,917

Transfer of Funds:

The charities' Scheme effective on 1 December 2011 approved the transfer and subsequent deletion of The City of London School for Girls Centenary Fund (charity registration: 1001993), which had a value of £741,324 at the transfer date of 1 December 2011, to The City of London School for Girls Bursary Fund (charity number: 276251 "charity 1").

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 noted in 1 (d) and interest received on cash balances.

**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 2013

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 2012/13	Total 2011/12
	£	£	£	£
Charitable Activities				
Scholarships & Prizes Awarded	61,335	-	61,335	20,134
Bursaries Awarded	727,181	-	727,181	883,385
Support Costs	901	-	901	901
Total Resources Expended	789,417	-	789,417	904,420

Charitable activities during 2012/13 consisted of:-

- i) 6 scholarships and prizes awarded amounting to £61,335 (2011/12: 5 scholarships and prizes amounting to £20,134). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) 68 bursaries awarded during the year, amounting to £727,181 (2011/12: 81 bursaries amounting to £883,385). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) support costs charged by the City of London Corporation (see note 5 below) amounting to £901 (2011/12: £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 2012/13 amounted to £901 (2011/12: £901).

**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 2013

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.

**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 2013

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 Fund	Total 2012/13	Total 2011/12
	£	£	£
<u>Charity1 – Bursary Fund</u>			
Market Value 1 April	2,893,532	2,893,532	801,202
Sale of Assets (1)	-	-	(31,876)
Purchase of Assets (2a)	-	-	1,176,997
Transfer of Assets (3)	-	-	132,440
Transfer of Assets (4)	-	-	704,388
Net Investment Gains	411,402	411,402	110,381
Market Value 31 March	3,304,934	3,304,934	2,893,532
Units in Charities Pool	457,114	457,114	457,114
<u>Charity 2 – Scholarships and Prizes Fund</u>			
Market Value 1 April	62,078	62,078	93,892
Purchase of Assets (2b)	-	-	101,886
Transfer of Assets (3)	-	-	(132,440)
Net Investment Gains/(Losses)	8,827	8,827	(1,260)
Market Value 31 March	70,905	70,905	62,078
Units in Charities Pool	9,807	9,807	9,807
Total Market Value 31 March	3,375,839	3,375,839	2,955,610
Total Cost when purchased	1,766,963	1,766,963	1,766,963

(1) A donation of 1,250 shares in Autonomy Corporation Plc, which were received during 2008/09, were realised in 2011/12.

(2) (a) As agreed by The City of London School for Girls Board of Governors on 16 February 2011, cash of up to £1,177,000 in The City of London School for Girls Bursary Fund (*charity 1*), be invested in the City of London Charities Pool. Accordingly, 191,071 Charities Pool units were purchased in 2011/12 at £6.16 per unit.

**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 2013

7. Investment Assets (continued)

- (b) As agreed by The City of London School for Girls Board of Governors on 16 February 2011, cash of up to £102,000 in The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) be invested in the City of London Charities Pool. Accordingly, 16,540 Charities Pool units were purchased in 2011/12 at £6.16 per unit.
- (3) The Scheme governing 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*) as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 7 scholarships and prizes funds be transferred from The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) to The City of London School for Girls Bursary Fund (*charity 1*). These 7 scholarships and prizes funds included 22,000 Charities Pool units that were transferred at a value of £6.02 per unit on the Scheme's effective date of 1 December 2011, amounting to £132,440
- (4) The charities' governing Scheme effective on 1 December 2011 approved the transfer and subsequent deletion of The City of London School for Girls Centenary Fund (charity registration: 1001993), which had a value of £741,324 at the transfer date of 1 December 2011, to The City of London School for Girls Bursary Fund (charity number: 276251 "charity 1"). This transfer included cash of £36,936 and 117,008 Charities Pool units, which were transferred at a value of £6.02 per unit on the Scheme's effective date of 1 December 2011, amounting to £704,388.
- (5) 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 2013

8. Analysis of Net Assets by Fund at 31 March 2013

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 2012/13	Total 2011/12
	Permanent	Expendable		
	£	£	£	£
Charity 1 – Bursary Fund				
Investments as at 31 March 2013	43,387	3,261,547	3,304,934	2,013,611
Investments transferred from The City of London School for Girls Centenary Fund on 1 Dec 2011 (2)	-	-	-	704,388
Net gain on revaluation of units transferred on 1 Dec 2011 to 31 Mar 2012	-	-	-	36,273
Investments transferred from Charity 2 on 1 Dec 2011 (1)	-	-	-	132,440
Net gain on revaluation of unit transferred on 1 Dec 2011 to 31 Mar 2012	-	-	-	6,820
Fixed Assets	43,387	3,261,547	3,304,934	2,893,532
Current Assets	-	392,019	392,019	495,962
Current Assets transferred from The City of London School for Girls Centenary Fund on 1 Dec 2011	-	-	-	36,936
Current Assets transferred from Charity 2 on 1 Dec 2011	-	-	-	61,209
Total Current Assets	-	392,019	392,019	594,107
Current Liabilities (3)	-	(260,104)	(260,104)	(222,315)
Net Current Assets	-	131,915	131,915	371,792
Total Net Assets – Charity 1	43,387	3,393,462	3,436,849	3,265,324

**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 2013

8. Analysis of Net Assets by Fund at 31 March 2013 (continued)

	Endowment Funds		Total 2012/13	Total 2011/12
	Permanent	Expendable		
	£	£	£	£
<u>Charity 2 – Scholarships and Prizes Fund</u>				
Investments as at 31 March 2013	-	70,905	70,905	194,518
Investments transferred to Charity 1 on 1 Dec 2011 (1)	-	-	-	(132,440)
Fixed Assets	-	70,905	70,905	62,078
Current Assets	-	22,751	22,751	81,249
Current Assets transferred to Charity 1 on 1 Dec 2011	-	-	-	(61,209)
Total Current Assets	-	22,751	22,751	20,040
Current Liabilities (3)	-	-	-	-
Net Current Assets	-	22,751	22,751	20,040
Total Net Assets – Charity 2	-	93,656	93,656	82,118
Total Assets – Charity 1 & 2	43,387	3,487,118	3,530,505	3,347,442

(1) The Scheme governing The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 7 scholarships and prizes funds were transferred from The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) to The City of London School for Girls Bursary Fund (*charity 1*).

These scholarships and prizes funds were largely no longer being awarded and the transfer was made in order that these funds could be put to appropriate use under the provisions of this charity's new Scheme.

The value of the 7 Scholarships and Prize funds amounted to £193,649 and comprised cash of £61,209 and 22,000 Charities Pool units, which were valued at £132,440 when transferred on 1 December 2011. The Scheme directs that 1 of the 7 transferred scholarships and prizes funds be maintained by The City of London School for Girls Bursary Fund (charity 1) as a Permanent Endowment. The Permanent Endowment of this 1 scholarships

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
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Notes to the Financial Statements for the year ended 31 March 2013

8. Analysis of Net Assets by Fund at 31 March 2013 (continued)

and prizes fund is represented by 6,001 Charities Pool units.

(2) The value of the transferred City of London School for Girls Centenary Fund amounted to £741,324 and comprised cash of £36,936 and 117,008 Charities Pool units, which were valued at £704,388 when transferred on 1 December 2011. The Scheme directs that all property of The City of London School for Girls Bursary Fund (*charity 1*) be held as Endowment funds.

(3) Current liabilities amount to £260,104 and represent bursaries awarded by the Trust for the Summer term 2013.

9. Movement of Funds during the year to 31 March 2013

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 2012	Net (Outgoing) Resources	Net gains on revaluation	Balance at 31 March 2013
	£	£	£	£
Endowment Fund:				
Expendable (1)	3,309,456	(237,166)	414,828	3,487,118
Permanent (2)	37,986	-	5,401	43,387
Total Funds	3,347,442	(237,166)	420,229	3,530,505

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

	Balance at 1 April 2012	Net Outgoing Resources	Net gains on revaluation	Balance at 31 March 2013
	£	£	£	£
Endowment Fund:				
Expendable (1)	3,227,338	(239,878)	406,001	3,393,461
Permanent (2)	37,986	-	5,401	43,387
Total Funds	3,265,324	(239,878)	411,402	3,436,848

**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 2013

9. Movement of Funds during the year to 31 March 2013 (continued)

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

	Balance at 1 April 2012	Net Incoming Resources	Net gains on revaluation	Balance at 31 March 2013
	£	£	£	£
Endowment Fund:				
Expendable (1)	82,118	2,712	8,827	93,657
Total Funds	82,118	2,712	8,827	93,657

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.

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Committee(s):	Date(s):	Item no.
Board of Governors City of London School for Girls	Tuesday, 8 October 2013	
Subject: Revenue Outturn 2012/13		Public
Report of: The Chamberlain The Headmistress		For Information
<p><u>Summary</u></p> <p>This report compares the 2012/13 revenue outturn for the City of London School for Girls with the budget for the year. Before any transfer to the Capital Reserve Fund, total net income during the year was £454,000 compared to a net income budget of £471,000, representing a reduction in net income of £17,000 (3.6%). This reduction in net income is largely due to an increase in premises related costs of £42,000 as a result of both an escalation in energy prices and increased consumption, coupled with additional temporary staff costs of £20,000 to cover staff sickness. These overspends are partly offset by increases in registration and examination fee income of £23,000 and tuition fee income of £19,000 due to the continued popularity of the School.</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 £470,000 for 2012/13, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the transfer to the Capital Reserve Fund was £454,000. 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 2013 was £2,385,999 (31 March 2012: £1,947,625).</p> <p>Recommendations</p> <p>It is recommended that this revenue outturn report for 2012/13 is noted.</p>		

Main Report

2012/13 Budget Position compared to Revenue Outturn

1. Overall, net revenue income for 2012/13 was £471,000 compared to an agreed net income budget of £454,000, representing a reduction in net income of £17,000 (3.6%) before allowing for any transfer to the

Capital Reserve Fund. The table below provides a detailed comparison between the budget and outturn.

TABLE 1 CITY OF LONDON SCHOOL FOR GIRLS			
Analysis of Service Expenditure	Budget	Actual	Variation Increase/ (Decrease)
	2012-13 £'000	2012-13 £'000	2012-13 £'000
EXPENDITURE			
Employees	6,863	6,934	71
Premises Related Expenses (see note i)	987	1,029	42
Transport Related Expenses	7	12	5
Supplies & Services (see note ii)	1,687	1,691	4
Staff Subsidy & Prizes	22	21	(1)
Scholarship Subvention Awards	437	437	-
Match Funding Awards	241	243	2
Support Services (Annex C)	525	555	30
Capital Charges	589	589	-
Total Expenditure	11,358	11,511	153
INCOME			
School & Staff Meals	130	132	(2)
Tuck Shop and Vending Machine	125	132	(7)
School tuition fees	9,637	9,656	(19)
Other tuition fees	225	265	(40)
Registration and Examination fees	95	118	(23)
Facilities Hire & Admin Charges	53	67	(14)
Interest	40	34	6
City Support (Annex C)	1,524	1,561	(37)
Total Income	11,829	11,965	(136)
TOTAL NET EXPENDITURE/ (INCOME) BEFORE TRANSFER TO CAPITAL RESERVE	(471)	(454)	17
Transfer to Capital Reserve	471	454	17
TOTAL NET EXPENDITURE/ (INCOME) AFTER TRANSFER TO CAPITAL RESERVE	-	-	
BALANCE B/FWD 1 APRIL	(470)	(470)	-
BALANCE C/FWD 31 MARCH	(470)	(470)	-

Notes - Examples of types of service expenditure:-

- (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 £470,000 for 2012/13, 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 £471,000. However, due to the school suffering a reduction in net income of £17,000 during the year, the transfer to the Capital Reserve was reduced to £454,522. The balance in the Capital Reserve Fund as at 31 March 2013 was £2,385,999 (31 March 2012: £1,947,625).
3. The main reasons for the variations summarised in Table 1, resulting in a reduction in net income of £17,000 were:-

An increase in expenditure of £153,000 mainly due to:-

- i) higher than anticipated employee expenses of £71,000 largely due to an increase in peripatetic music teacher expenses of £40,000 as a consequence of a greater number of pupils taking individual music lessons – this overspend is offset by increased music lesson charges as noted at iii) below, and additional temporary staff costs of £20,000 as a result of an unexpectedly high level of teaching staff sickness absence; and
- ii) an increase in premises related expenses of £42,000 largely due to a rise in energy costs of £38,000 as a consequence of price increases and increased consumption following both severe weather conditions and additional lettings hire.

Additional income of £136,000 largely due to:-

- iii) additional income of £40,000 from an increase in pupils taking individual music lessons. This additional income is offset by increased employee expenses as noted at i);
- iv) a rise in registration and examination fee income of £23,000 principally due to an increased number of pupils being registered for the school's entrance examinations;
- v) an increase in tuition fee income of £19,000 as a result of the continued popularity of the School; and
- vi) increased demand for lettings resulting in additional income of £14,000.

Unrestricted, Designated and Restricted Funds

4. A summary of unrestricted, designated and restricted funds, showing the movements in 2012/13, is attached at Annex B. Overall, total funds have increased by £670,166 to £4,567,132 at 31 March 2013. The main reasons for this increase are as follows:-
- i) an increase in the Capital Reserve Fund of £438,374 principally due to the contribution of £454,522 from revenue as set out at paragraph 2;
 - ii) an increase in the Repairs & Maintenance Fund of £148,159. This is due to the planned contribution from revenue of £445,000 and interest of £11,368, offset by expenditure of £308,209 in accordance with the agreed programme of works; and
 - iii) income from the Self-Funded Scholarships Fund of £400,666 exceeding the 2012/13 expenditure of £321,644 by £79,022. 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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SUPPORT SERVICES AND CAPITAL CHARGES
AND
CITY SUPPORT

	Budget	Actual	Variation Increase/ (Decrease)
	2012/13 £'000	2012/13 £'000	2012/13 £'000
Support Services			
Information Systems (IS)	56	77	21
Staff Insurance	43	46	3
Other Insurance	46	45	(1)
Chamberlain	93	95	2
Comptroller & City Solicitor	14	13	(1)
Town Clerk	106	111	5
City Surveyor	14	24	10
Corporate - see note i	16	14	(2)
Corporate & Democratic Core (CDC)	69	67	(2)
City Surveyor's Employee Recharge	68	63	(5)
Capital Financing Costs	589	589	-
TOTAL SUPPORT SERVICES AND CAPITAL CHARGES	1,114	1,144	30

City Support			
Scholarships			
General - see note ii	(437)	(437)	-
2.5% Match Funding - see note iii	(241)	(243)	(2)
Total Scholarships	(678)	(680)	(2)
Support Services and Capital Charges			
Information Systems	(56)	(77)	(21)
Staff Insurance	(43)	(46)	3
Support Services	(313)	(324)	11
Capital Financing Costs	(512)	(512)	-
PP2P savings - see note iv	78	78	-
Total Support Services and Capital Charges	(846)	(881)	(846)
TOTAL CITY SUPPORT	(1,524)	(1,561)	(37)

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 Officer's 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.

City of London School for Girls
2012/13 Movement of Funds

	Balance 1st April 2012	Interest	Income	Expenditure	Transfer Between Funds	Balance 31st March 2013
	£	£	£	£	£	£
Unrestricted						
Revenue Surplus	(469,195)	(33,794)	(11,931,852)	10,777,124	1,188,522	(469,195)
	(469,195)	(33,794)	(11,931,852)	10,777,124	1,188,522	(469,195)
Designated						
Scholarships Self Funded	(516,717)	(5,605)	(106,061)	321,644	(289,000)	(595,739)
Subvention scholarships	-	-	(437,000)	437,000	-	-
Repairs and Maintenance	(705,454)	(11,368)	-	308,209	(445,000)	(853,613)
Retirement Fund	(199,038)	(3,819)	-	2,409	-	(200,448)
Drama Refurbishment	(4,062)	(78)	(3,553)	-	-	(7,693)
Capital Reserve Fund	(1,947,625)	(37,444)	-	53,592	(454,522)	(2,385,999)
School Fund	(43,109)	(866)	(4,446)	8,899	-	(39,522)
Music Refurbishment Fund	(2,971)	(57)	(2,009)	-	-	(5,037)
Art Refurbishment Fund	(146)	(3)	-	-	-	(149)
	(3,419,122)	(59,240)	(553,069)	1,131,753	(1,188,522)	(4,088,200)
Restricted						
Urban Scholars	(1,450)	-	(105)	100	-	(1,455)
Livery scholarships	(7,199)	-	(1,583)	500	-	(8,282)
	(8,649)	-	(1,688)	600	-	(9,737)
Total Funds	(3,896,966)	(93,034)	(12,486,609)	11,909,477	-	(4,567,132)

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Committee(s):	Date(s):
Board of Governors of the City of London School for Girls	08 October 2013
Subject: Update on Assistant Property Facilities Manager role at City of London School for Girls	Public
Report of: City Surveyor (CS 345/13)	For Information
<p>Summary</p> <p>This report provides Members with an update on the Assistant Property Facilities Manager (APFM) role across the 3 City of London Schools.</p> <p>The City Surveyor has met with the Chairmen of the City of London School (COLS) and the City of London School for Girls (COLSG). There is now a clearer understanding of the schools' concerns with regard to the funding of the APFM role, and the City Surveyor is currently in discussion with the Chamberlain to confirm a way forward. A further report will be presented to the Board of Governors in due course to update Members about funding and all APFM roles across the whole operational property portfolio when these discussions have been concluded.</p> <p>Recommendation(s)</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the contents of this report. 	

Main Report

Background

1. The City Surveyor's briefing note to Members detailing the rationale for, and the funding of, the APFM role for the 3 City of London Schools was discussed at the Board of Governors meeting on 21 June 2013. The Chairman raised a query as to why funding was being sought from school local risk budgets when savings had been made centrally from the BRM procurement exercise, and requested that the City Surveyor look into this further. The Freeman's School have approved the expenditure for their contribution to the Schools APFM role.
2. On 21 August 2013 the City Surveyor met with the Chairmen of the COLS and COLSG to discuss the City's new Facilities Management operating model, the necessary changes to the City Surveyor's Department structure that have

already occurred and how further efficiencies in FM service delivery will be explored. The discussion also reviewed the funding for the APFM role for the 3 schools and whether this should be from the school local risk budgets or be centrally funded from procurement savings.

Current Position

3. The City Surveyor is currently discussing the APFM role funding with the Chamberlain and a further report will be issued in due course.

Conclusion

4. A future report will address the funding of the Schools APFM role. The confirmation of the permanent Facilities Management structure will further support the Corporation, and individual departments, to progress from a predominantly locally served departmental approach to the more corporate and consolidated maintenance approach across all properties, so creating greater economies of scale, resilience, consistency of standards and further efficiencies.

Background Papers:

ANNEX C - Notes on the APFM Role for the 3 Schools. Report to Board of Governors of the City of London School, 21 June 2013.

Karyn Ramsay

Senior Property Facilities Manager, City Surveyor's Department

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Agenda Item 7

Committee: Board of Governors of the City of London School for Girls	Date: 8 th October 2013	Item no:
Report of: The Headmistress	Public	
	For Decision	
<u>Summary</u>		
It is recommended that the Board approves the Management of Health and Safety in Schools Policy attached at Annex B.		
It is recommended that the Board approves the Educational Visits Policy attached at Annex C.		

1. **Forthcoming Events**

Year 7 Parents Breakfast	11 th October
Scholars Concerts	16 th October
Year 9 Parents Breakfast	18 th October
Half Term	21 st -29 th October (inclusive)
Year 8 Parents Breakfast	1 st November
Globe Theatre Production/Performance	4 th November
7+ Written Tests (Prep School closed)	8 th November
Year 11 Parents Breakfast	8 th November
Music Peripatetic Parents Evenings	11 th -14 th November
Year 7 Parents Evening	14 th November
Year 8 Joint Social with CLS	19 th November
Young Musician of the Year Competition	21 st November
Year 10 Parents Evening	26 th November
School Photos	28 th November
Prep Parents Evening	28 th November
Joint Musical with CLS	2 nd -5 th December
Prep Parents Evening	3 rd December
Year 12 Parents Evening	4 th December
GCSE Mocks Begin	9 th December
Prep Christmas Concert	10 th December
Year 9 Options Evening	10 th December
Carol Services	12 th December
Autumn Term Ends 12.00pm	13 th December
Spring Term Staff Day	7 th January
Spring Term Begins	8 th January
11+ Entrance Exams	10 th January
Year 9 Parents Evening	15 th January
GCSE Mocks End	17 th January TBC
AS & A2 Mocks	20 th – 24 th January
Junior Drama Productions	21 st – 23 rd January
Prep Soloist Concerts	27 th – 28 th January
Year 11 Parents Evening	28 th January
Year 7 Concert	30 th January

Year 12 Higher Education Evening	4 th February
Sing and Swing Concert	12 th February
Half Term	17 th -21 st February

2. Educational Visits

U2 Dale Fort Trip	7 th -11 th October
Year 10 Granada Trip	16 th -20 th October
6 th Form Venice Trip	29 th – 31 st October
U1 Hooke Court Trip	30 th October-1 st November
Year 12 European Youth Parliament Trip to The Hague	3 rd – 8 th November
Year 7 Theatre Trip	6 th November
Drama Students Theatre Trip to see 'The Curious Incident of the Dog in the Night Time, Apollo Theatre	11 th November
Year 11 Study Day at Cambridge University	25 th November
Year 9 (half of the year) River Measuring Trip	25 th November
Year 10 Study Day at Cambridge University	27 th November
Year 9 (half of the year) River Measuring Trip	27 th November
Kids Lit Trip	28 th November
Year 9 Immersion Exchange with de la Salle	30 th November – 14 th December
Year 10 Theatre Trip to see Henry V	22 nd January
Prep Trip to the Unicorn Theatre	23 rd January
Year 9 Theatre Trip to see Henry V	29 th January
Year 9 Immersion Exchange with de la Salle	1 st – 15 th February
U2 French Trip	10 th – 13 th February

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

Barbican Association	24 th September	Main Hall
City of London Police	9 th Nov	Dining Room
Crossrail	14 th October	Committee Room
JX Nippon	13 th September	Gymnasium
London Philharmonic Choir	28 August, 4, 11, 18, 25 September, 2, 16, 30 October, 13, 20, 23 November & 18th December	Main Hall or New Hall
London Symphony Chorus	13, 28 September, 2, 8, 15, 22, 29 October & 26 November	Main Hall or New Hall
Philharmonia Orchestra	3 rd September	Main Hall
The Philharmonia Chorus	1 st September and 10 th December	Main Hall

Regular Hirers

Barbican Lawn Tennis	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall
Go Mammoth	Every Monday and Thursday Evenings	Gymnasium

Nanuk Swimming	Every Thursday and Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
Tri for Fitness	Every Monday and Tuesday	Swimming Pool
Water Nippers	Every Sunday	Swimming Pool

5. Health & Safety

A programmed Fire Drill was carried out on the first day of term in order to familiarise new staff and students with our procedure under controlled conditions. Temporary adjustments were rehearsed to make allowance for restrictions imposed by the contractor's enclosure on St Giles Terrace. With the approval of the City Fire Safety Adviser and the cooperation of the Barbican Estate, two additional fire exits have been added to the evacuation plan making use of the Barbican Centre lakeside walkway adjacent to the Main Hall. An unscheduled drill will be held on completion of the Main Hall extension building project later in the term.

There has been one reportable incident during the period 6th June to 23rd September which involved a student who cut her finger using her own pen knife despite being asked not to by teaching staff. She went to A&E to have her finger glued.

The minutes of the Health & Safety Committee meeting on 2nd September are at Annex A. Members may wish to note in particular that the action plan drawn up following the "advice under goodwill" offered by the London Fire Brigade in January is on target with all essential items completed by the start of term. The Committee reviewed our "Management of Health and Safety in Schools Policy" and **recommends** approval of the document with the tracked changes shown on the attached draft at Annex B (pages 1 and 2).

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	20 Girls
Mild Allergy	28 Girls
Asthma	29 Girls
Hayfever	37 Girls
Eczema	22 Girls
No Childhood Vaccinations	3 Girls
Epileptic	1 Girl
Diabetic	3 Girls
Extreme Hypermobility of Joints	4 Girls
Coeliac Disease	2 Girls
Seen by Child and Adolescent Mental Health Services	20 Girls
Impaired Mobility	2 Girls
Frequent unexplained seizures	1 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	30 Girls

6. Destinations of the 2013 Leavers

There were 91 leavers in 2013, 68 of whom are planning to begin university in the UK in 2013. Ten of these girls have places at Cambridge and seven have places at

Oxford for a wide variety of courses. One girl has a place to study Musical Theatre at Kent Stage Academy of Performing Arts. Two girls are planning to start university in the USA at Rhode Island school of Design and Columbia University in New York and the remaining 22 are all taking gap years. One of these girls has already secured a place at Nottingham to read Product Design and Manufacture and two others have secured places to read Politics and English at Bristol. The other 19 girls are planning to apply to university in 2014.

7. 2013 Gap Years

This year there are 22 leavers taking gap years and all have exciting plans which range from working as a Deloitte scholar, undertaking a Year in Industry, completing a Jewish Hachshara Gap Year in Israel and, as in previous years, working and then undertaking international travel with language courses. Five girls this year are taking Art Foundation courses at Central St Martins.

8. Educational Visits Policy

Attached at Annex C (together with the policy document's Annexes A to K).

9. Building Projects Summary

September Project Board Update Reports are attached at Annexes D and E respectively for Main Hall and Gymnasium extension projects.

10. Meeting With Barbican Residents

Notes of the meeting on 18th September are at Annex F.

List of Annexes:

- A. Health and Safety Minutes
- B. Management of Health and Safety in Schools Policy
- C. Educational Visits Policy together with policy document Annexes A to K
- D. September Project Board Update Report – Main Hall
- E. September Project Board Update Report – Gymnasium
- F. Notes of Barbican Residents Meeting

Background Papers:
None

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City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 2nd September 2013

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, Andrew Douglas, Ena Harrop, Jane Rogers, Nicola Brown, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Ellie Perkins, Sharon McCarthy, David Libby, Ben Campbell-White, Andy Hill, Geraldine Walshe, Jameel Caitane–Thomas, Kirsty Packer, Vicky Pyke (Secretary)

In Attendance: Diana Vernon, Mary Robey

Item 1 Apologies

None.

Item 2 Previous Minutes

Minutes of the 16th April 2013 meeting were approved.

Item 3 Matters Arising

a. Item 2 – Evacuation Chair Training

NY advised that Evacuation Chair Training was carried out on the 27th August for premises staff and two members of the support staff. JV advised that there would be further opportunities for Evacuation Chair training in the future.

b. Item 3 – Safety Audit

NY advised that Mrs Joan Stevenson of Oxford Safety and Risk Management will be coming to the school on the 19th September and that he will be issuing further instructions as necessary by the 12th September.

c. Item 4 – Fire Risk Assessment and Action Plan

- NY advised that the action plan has been completed satisfactorily and on time other than as a result of enforced delays.
- Outstanding items will be dealt with in order of priority. JV mentioned that although the action plan has been completed, it is reviewed once a year so it is likely that some new points will come up over the next few months.
- MD asked JV if there were any news on the new fire resistant storage cupboards and JV advised they would be arriving in 3 weeks.
- NY advised that it is vital that no encroachments are made in terms of items being placed in corridors or stairwells.

- JV advised that the updated action plan was accessible on the portal under Premises.
- MD asked about the noticeboards on D Floor having no glass covers but asked if she could still use them. JV advised that they would have to be sprayed with a fire retardant and advised that this is being looked at now. NY advised that D floor notice boards will be replaced as part of the rolling programme.

d. Item 6 – Accident Reporting Update

NY advised that the Chairman at the last Board of Governors Meeting queried why all near misses were to be reported. NY advised that the Town Clerk has been asked to report back on this and NY will brief the committee on the outcome.

Item 4 – Safety Assurance Inspections – 25th April and 5th July

Two Inspections have been carried out since the last meeting and all action points have been completed.

Item 5 – Temporary Fire Drill/Emergency Evacuation Arrangements

- NY advised that these were covered extensively in the staff meeting that morning and the need to update Personal Emergency Evacuation Plans (PEEPs) was agreed. It was confirmed that the Individual Education Plan (IEP) drawn up by CC for a new Year 7 student was acceptable for all risk purposes subject to termly review.
- NY advised that there are currently 3 PEEPs in place and JV will take care of updating and amending these.
- DV advised that Thursday would be the first fire evacuation and stressed the need for absolute silence.
- Temporary adjustments to the assembly area would be displayed on the H&S Board and in Reception.

Item 6 - Annual Review of Management of Health and Safety in Schools Policy

NY advised no substantial change. The only change needed is to put the H&S policy on the website. Once the policy has been approved at the next Board of Governors Meeting this will then be uploaded.

Item 7 – Any Other Business

- NY mentioned that query raised at last September's H&S meeting by JC concerning practical fire training. JV has attended an interactive fire training session at the Guildhall and advised that the City Corporation is in the process of purchasing the supporting software.
- JR asked if the new fire doors in the Prep Department would change the way the girls leave the department for a fire drill. NY advised that the girls should take the most practical safe direct route.
- EH asked if the extra escape routes in the Main Hall can be used by

the students at any time. NY advised that they could.

- AM asked if the Main Hall could still be used for activities whilst works are being carried out. JV advised that the hall could be used.

Item 8 – Next Meeting

Tuesday 7th January 2014

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**CITY OF LONDON
SCHOOL FOR GIRLS**

MANAGEMENT OF HEALTH AND SAFETY IN SCHOOLS POLICY

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 of London Corporation's Health and Safety Policy (Version 3 of August 2009) 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 2013

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

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 The City Surveyor gives advice on the external fabric of the school.
- 2.9 The City Surveyor monitors and services the school's plant, equipment and lifts as required.
- 2.10 All gym and fitness equipment and machinery used in design technology is serviced annually as arranged by the Premises Manager.
- 2.11 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:
 - 2.11.1 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.

- 2.11.2 An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- 2.11.3 Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- 2.11.4 The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year.
- 2.11.5 Appropriate pest control measures to be in place.
- 2.11.6 The school has a professional fire risk assessment which is updated every 3 years.
- 2.11.7 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.
- 2.11.8 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.
- 2.11.9 The City Surveyor arranges for a professional risk assessment for legionella every 2 years and a monthly water temperature testing regime.
- 2.11.10 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.
- 2.11.11 The Radiation Protection Supervisor (RPS) is the Head of Physics. He is responsible for ensuring compliance with the Radioactive Substances Act 1993.
- 2.11.12 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.
- 2.11.13 All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- 2.11.14 All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 2.11.15 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.

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.

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:

- 2.12** Deputy Head
- 2.13** Director of Studies
- 2.14** Premises Manager
- 2.15** Director ICT
- 2.16** Head of Preparatory Department
- 2.17** Head of Biology or Science Administrator
- 2.18** Head of PE or representative
- 2.19** Head of DT or DT Technician
- 2.18** Head of Art or Art Technician
- 2.19** Head of Drama or Drama Technician
- 2.20** Director of Music or Music Administrator
- 2.21** Special Educational Needs Coordinator
- 2.22** School Nurse
- 2.23** Staff Room Chairman or representative
- 2.24** Building Surveyor, City Surveyor's Department (Co-opted)

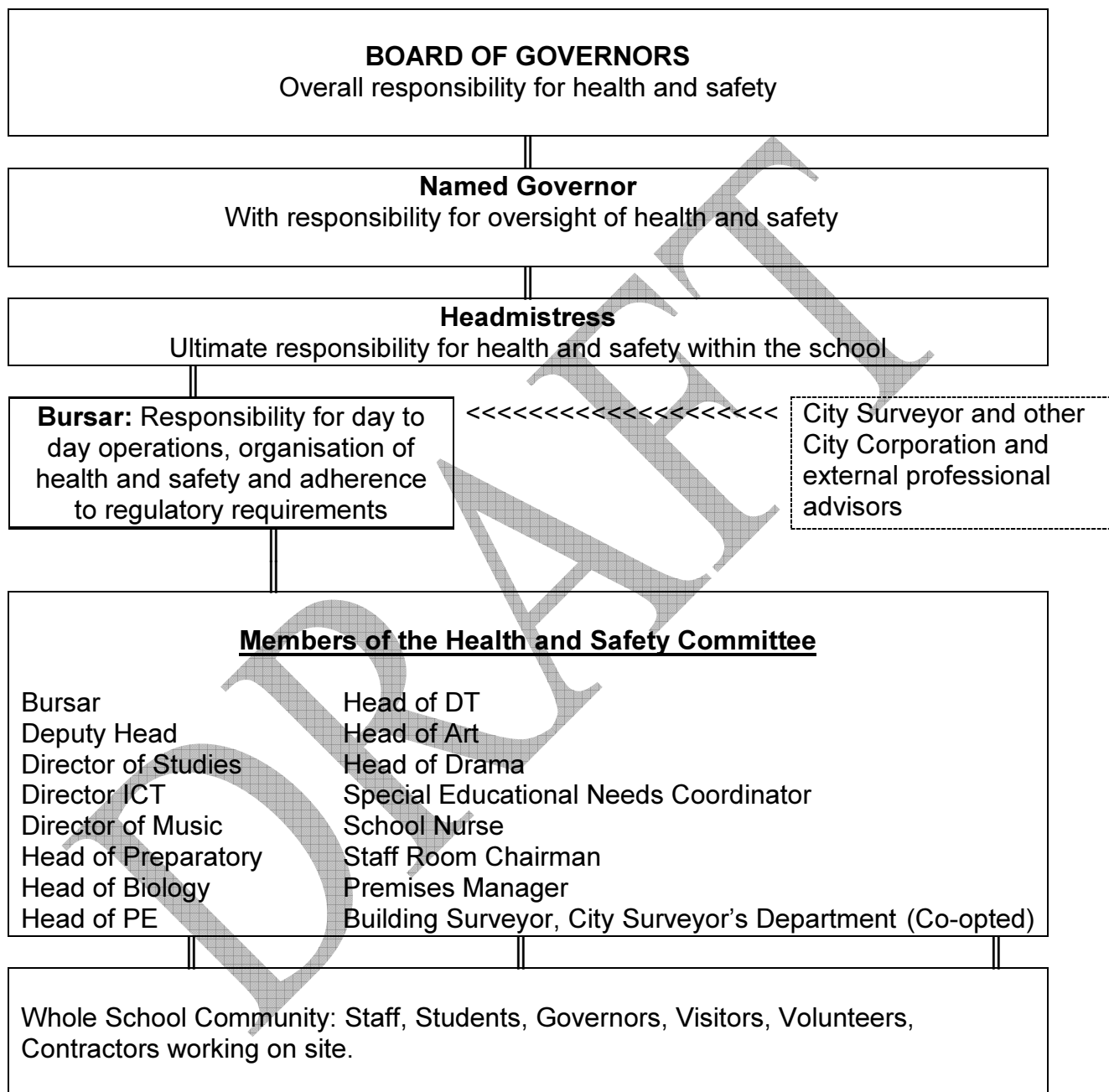
The role of the Committee is to:

- 2.25** Discuss matters concerning health and safety including changes in regulations.
- 2.26** Monitor the effectiveness of health and safety within the school.
- 2.27** Review accidents and near misses and discuss preventative measures.
- 2.28** Review and update risk assessments.
- 2.29** Review safety assurance inspection reports.
- 2.30** Discuss training requirements.
- 2.31** Monitor the implementation of professional advice.
- 2.32** Assist in the development of safety rules and safe systems of work.
- 2.33** Monitor communication and publicity relating to health and safety in the workplace.
- 2.34** Encourage suggestions and reporting of defects by all members of staff.

Signed: Diana Vernon
Headmistress

Date: October 2013

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 2013

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 G 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 (26th Feb 2010).
- J. CLSG Anti-Bullying Policy (18th Jun 2010).
- K. CLSG Drugs & Substance Abuse Policy (29th Feb 2008).
- L. CLSG Educational Visits Policy (1st Dec 2008).
- M. CLSG First Aid Policy (17th Oct 2008).
- N. CLSG Special Educational Needs Policy (17th Oct 2008).
- O. CLSG School Nurse Guidelines.
- P. City of London Health and Safety Policy August 2009

CITY OF LONDON SCHOOL FOR GIRLS

SCHOOL POLICY AND PROCEDURE ON EDUCATIONAL VISITS

The following Policy and Procedure was adopted by the Board of Governors of CLSG on 20th June 2002. This policy was reviewed by the governors in December 2008.

Policy

Educational visits are central to the life of the school. Some visits are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other visits are of a broader but equally essential educational nature, relating to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.

The school's Board of Governors will be kept informed of all educational visits. The approval of Governors will be specifically required for all visits involving adventurous activities. All educational visits will be planned with current DFE and National Guidance in mind.

Certain visits take place in which CLSG students may participate but which are not organised, run, or staffed by the school. Examples of these trips include STA Tall Ships Voyages, and contracted out Duke of Edinburgh's Award Scheme Activities run by centres such as The Jubilee Centre. Where these occur the "duty of care" of the pupils rests with the provider, and this is made clear to the provider and parents.

A briefing meeting for parents must be held before they are asked to sign up for any visit which involves hazardous activities, remote locations or any other unusual factors.

Procedures for Educational Visits

Application and Approval

A form for Approval in Principle for an Educational Visit is attached at Annex B, with appendices to be filled out for certain types of trip where required. A Preliminary Educational Visit Budget Form is also attached at Annex C. The Headmistress's first signature on the form for Approval in Principle indicates that the member of staff proposing the visit may go ahead with planning, including approaching parents and outside providers of services.

Final permission for the visit has only been given once the signatures of the Bursar and Deputy Head have been received and the Headmistress has signed for the second time.

No visit may be publicised to girls or parents and no money may be collected nor financial commitments entered into until Annexes B and C have been completed and countersigned by all required parties as indicated.

Normal school expectations of pupil behaviour apply on all school visits. Pupils and their parents will be required to sign a copy of the standard Code of Conduct for Educational Visits.

The Headmistress reserves the right to exclude any girl from a visit on medical or other material grounds such as concerns over her behaviour. The Headmistress may require potential participants in a visit to undergo a medical examination to determine whether they are fit to take part. This examination may be carried out by the school doctor or by the girl's GP if the GP is willing to give the school a full confidential report on the check.

It is not normally appropriate for staff to be accompanied by members of their family on visits and the written agreement of the Headmistress is required before any exception can be made to this rule.

Financing of Educational Visits

All visits must be self-financing. As far as possible, visits should be scheduled to avoid clashes and competition between visits. All collection of money and other financial transactions must be handled by the Finance Office. The member of staff organising the visit is responsible for keeping precise and clear records of all income and expenditure relating to the visit.

The Bursar must approve any schedule for payment in instalments by parents and any staggered schedule of payment to outside service providers. Parents must be fully informed of all details relating to cancellation and withdrawal of their daughters from a visit, including information about possible loss of deposits.

If the organiser of a visit intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Headmistress and Bursar in advance. The financing of staff places on all school visits must be approved by the Bursar.

The Bursar should be consulted about any girl who is an Assisted Place holder or who might otherwise qualify for financial assistance. No parent or girl must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.

Staffing of Trips

Standard ratios of staff to pupils are:

Secondary Age Pupils 1 teacher for every 15 pupils for visits in the UK

1 teacher to every 10 pupils for visits outside the UK

Primary Age Pupils 1 teacher to every 10 pupils for all visits

Staff planning to organise a visit must consider the ages, behaviour and other factors relating to the children they are planning to take, together with the activities to be undertaken, and where necessary plan to take a greater number of staff with them. All visits must normally be accompanied by at least two CLSG teachers, no matter how small the number of girls going on the visit. For residential visits, at least one teacher must be a woman.

The school's catering manager must be informed of girls who will be missing from school lunch and requests for packed lunch should be submitted well in advance.

If the visit is to take place outside normal school hours in whole or in part, the organiser of the visit is required to recruit two emergency contacts for the visit. Before departure, parents must be given full contact details for the entire duration of the visit.

A First Aid kit must be taken on all visits out of school. Organisers of visits must factor possible First Aid and medical requirements into their planning of all visits. Sister and/or the school doctor should be consulted where necessary.

One week before departure, a full set of documents relating to the visit must be given to:

- The Headmistress's PA
- The Bursar
- The Deputy Head
- Both Emergency Contacts (unless the Deputy Head and Bursar are fulfilling these roles)

These details should include:

- A full list of all participants, including staff, together with their emergency contact details
- Copies of all parental consent forms and medical information forms
- Contact numbers for use during the visit
- A full and detailed itinerary including any contingency plans
- Copies of contracts with travel companies and other service suppliers where applicable
- Copies of all insurance policies and other documents relating to matters such as emergency medical aid abroad

Special arrangements for supervision are made when pupils of the school undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take

part in unaccompanied activities. Details of the school's policy and procedure for Duke of Edinburgh Award Scheme activities appear at Annex K.

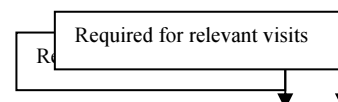
References

External

- [National Guidance www.oeap.ng](http://www.oeap.ng)
- ["Health & Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies"](#)
- ["Good Practice in Adventure Activities within the Education Sector," An Adventure Licensing Authority guidance document](#)
- ["School Trips" ROSPA guidance documents](#)
- ["Health & Safety on Educational Excursions" Scottish Government guidance document](#)
- ["School Trips: Glenridding Beck,"](#) and ["Five Steps to Risk Assessment,"](#) Health & Safety Executive guidance documents
- [Child Safety Education Coalition](#)
- ["Taking Students Offsite" ATL guidance document](#)
- ["What is Outdoor Learning?"](#) and ["Why does Outdoor Learning Matter?"](#) Institute for Outdoor Learning guidance documents

Internal

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Pupil Code of Conduct
- Pastoral Care, Discipline and Exclusions Policy
- SEND Policy
- Supporting Pupils with Long Term and/or/Serious Illness Policy
- City of London Equal Opportunities Policy

Summary of Enclosures:

Annex A:	Staff Checklist for Educational Visits	*	
Annex B:	Approval in Principle Form	*	

Appendix 1:	Firm Selection for Tour Operators and Centres		*
Appendix 2:	Outdoor Activity Centres		*
Appendix 3:	Accommodation for Out-of-School Visits		*
Appendix 4:	Questionnaire to be completed by an Adventure Activity Provider		*
Appendix 5:	Off Site Swimming Pool Checklist		*
Appendix 6:	Farm Visits		*
Appendix 7:	Canoeing/Sailing/Climbing/Mountaineering/Walking/Windsurfing and other Adventurous Activities		*
Appendix 8:	Ski Equipment		*

Annex C:	Preliminary School Educational Visit Budget Form	*	
Annex D:	Risk Assessment Form	*	
Annex E:	Parental Consent Form and Confidential Medical Information Form	*	
Annex F:	The School's Code of Conduct for Educational Visits.	*	
Annex G:	The School's Emergency Procedures Framework	*	
Annex H:	Example of Letter to Cover Host Family Vetting and Unsupervised Activities		*
Annex I:	Example of Letter to Confirm Suitability of Families to Host School		*
Annex J:	Example of letter to be sent to Parents concerning "contracted out educational visits" run by organisations other than the school.		*
Annex K:	School's Policy and Procedure for Duke of Edinburgh Award Scheme activities		*

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STAFF CHECKLIST FOR EDUCATIONAL VISITS

Planning for safety

Please retain this form until after the visit.

Name of Visit:	
Date:	
Name of Teacher in charge	
Signature:	Date:

In advance of the visit:

		Yes	No	n/a
1a.	Have you checked your trip date against any possible clashes on the Portal? Please contact Deputy Head's PA if unsure.			
1b.	Have you clearly identified the aims of the visit?	X		
2.	Is the visit appropriate to the age, ability and aptitude of the group?	X		
3.	Has there been suitable progression/preparation for pupils prior to the visit?	X		
4.	Does the visit conform to National and school guidelines?	X		
5.	Have you consulted the relevant sections of the Norton Waugh School Risk Assessment Management software, which is available on the school's computer network?			X
6.	If staff are going to <u>lead</u> adventurous activities, have they been 'approved' in line with school and National guidelines?			X
7.	If using an external provider for adventurous activities, does the provider hold either an LOfC Quality Badge or an AALA Licence?			X
8.	Do you know or have you visited the locations?	X		
9.	Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations.)			X
10.	Have any adult helpers (non-teachers) been approved by the Headmistress as to their suitability?			X
11.	Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by: a) the type, level and duration of activity b) the requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing conditions	X		
12.	Are you (the visit leader) aware of, and comfortable with your role?	X		
13.	Are all staff aware of and comfortable with their roles?	X		
14.	Are all helpers aware of and comfortable with their roles?			X
15.	Is insurance cover adequate?	X		
16.	Has a suitable risk assessment been carried out and shared with all involved?			X
17.	Do you and/or other staff know the pupils that you are taking away?	X		
18.	Have you advised pupils in advance about your expectations of their behaviour? Are pupils aware of any 'rules'? Have you identified and agreed with pupils and staff the sanctions available to curb unacceptable behaviour?	X		
19.	Are pupils aware of the nature and purpose of the visit?	X		
20.	Are parents aware of the nature and purpose of the visit? Has written consent been obtained?	X		
21.	Have you issued all relevant details? (e.g. Itinerary, kit lists etc.)	X		
22.	Are you and other staff aware of the relevant medical details of pupils?	X		
23.	Has parental consent been gained for named staff to administer specific drugs/injections, and have named staff received appropriate training?			X
24.	Are you aware of whether members of staff/helpers have medical conditions?	X		
25.	Are you and/or other staff able to administer first aid, and up-to-date and proficient?			X
26.	Do you have a first aid kit appropriate to the visit?	X		
27.	Have you considered the suitability and safety of the transport to be used, and is there an appropriate balance between time spent travelling and time spent on site?	X		

28.	Is there flexibility within the programme? Do you have appropriate contingency plans that would be suitable in the event of changing conditions, staff illness, etc?	x		
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		Yes	No	n/a
29.	For journeys taking place outside school hours, do you have emergency contact phone number/s for designated staff?	x		
30.	Are you aware of the appropriate action to be taken in the event of a major accident/incident?	x		
31.	Have you obtained references for any service providers you intend to engage?			x
32.	Has the Head or Deputy met a senior manager of the provider's management to discuss their suitability?			x
33.	Will you need a weather forecast or other local information such as tide times, etc. and do you know where to get this information?			x
34.	Is a mobile phone necessary? If so, can you get reception in the area you are visiting?	x		
35.	Will your group need waterproof clothing, boots or other equipment? If so, have you checked who is responsible for ensuring that this equipment is fit for the purpose?			x
36.	Does any specialist equipment conform to the standards recommended by responsible agencies?			x
37.	Have all financial matters been dealt with appropriately and approved by the Bursar?	x		
38.	Has the venture been approved by the Headmistress and (if necessary) the Governors?	x		

On the day

39.	Do you have a list of pupils/groups (+emergency phone numbers if out of school hours)	x		
40.	Have you ensured that has the names of all participants, including adults? + contact details if out of school hours have been given to the people required by the policy?	x		
41.	Have you sufficient cash/spare cash?	x		
42.	Have you the relevant literature, work sheets, clipboards, etc?			x
43.	Have you an appropriate first aid kit, + sick bags, litter sack, etc. if needed?			x
44.	Are you checking/double checking pupil numbers at appropriate times?	x		
45.	Have you warned the group in advance of potential hazards? If necessary, have you arranged to supervise these areas particularly carefully?			x
46.	Are pupils aware of the procedure in areas where there is traffic? (eg. If walking, is it pairs, crocodile, groups? – may pupils run? – are pupils aware of the procedure at road crossings? etc.)	x		
47.	Have you arranged a clear recall signal if your group is working away from you? And have you taken steps to ensure that they all understand it and can respond effectively?			x
48.	If you are arranging a rendezvous for the group after a period of time, have you ensured that each group (and each member of staff) has a watch and knows exactly where to meet?	x		
49.	Do pupils know what action they should take if they become separated from the group?	x		
50.	Are you conducting on-going risk assessment, and if necessary adapting the programme to suit changed or changing circumstances?	x		

At the end of the visit

51.	Have you ensured appropriate arrangements are in force for the dismissal of pupils?			
52.	Have you reported back to the Headmistress?			
53.	Has the group been debriefed and any relevant follow-up work completed?			
54.	Have all loose ends been tied up, eg. Paperwork, finance, thank you letters etc.?			
55.	Have you evaluated the visit, and if appropriate made notes of points to be considered for future visits?			

FIRM SELECTION FOR TOUR OPERATORS AND CENTRES

Name of Visit:	
Date:	
Name of Teacher in charge:	
Signature:	Date:

Firm name:
Address:
Date of assessment:
Name of contact person within organisation:

Item	Satisfactory		Reg No or Other details	Action Required		Follow Up action		Comments
	Yes	No		Immediate	Follow-up	Carried Out By	Date Completed	
ABTA approved								
EC bonded								
Brochure details								
Recommendation by other schools								
Pre-visit visit								
Confirmation that all staff have the minimum appropriate qualifications for activities they will lead								
Equipment								
Accommodation								
Willing to visit school								
For adventurous activities LOTC Quality Badge and/or AALA Licence								
Meeting with senior rep of organisation by Head or Deputy Head								

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OFF SITE SWIMMING POOL CHECKLIST

NB Open water swimming is not permissible on CLSG educational visits without express permission of the Governing Body

	YES	NO
<ul style="list-style-type: none"> Will this swimming take place in a UK public swimming pool? 		
<ul style="list-style-type: none"> Will this swimming take place in other pools? 		
For pools other than UK public pools only:		
<ul style="list-style-type: none"> Is there regular testing of water quality? 		
<ul style="list-style-type: none"> Are accurate signs displayed indicating the depth? 		
<ul style="list-style-type: none"> Is the depth of the water less than 1.5 metres? (if so diving should not be permitted) 		
<ul style="list-style-type: none"> Is the swimming pool room, in the case of an indoor pool, locked when not in use? 		
<ul style="list-style-type: none"> Is there constant pool supervision? 		
<ul style="list-style-type: none"> Do the supervisors have current National Pool Lifeguard Qualifications (or recognised equivalent abroad)? 		
<ul style="list-style-type: none"> Is there a resuscitator? Are the lifeguards trained in its use? 		
<ul style="list-style-type: none"> Is there poolside rescue equipment? 		
<ul style="list-style-type: none"> Are there a poolside telephone and an alarm? 		
<ul style="list-style-type: none"> Is an emergency action plan (EAP) displayed? 		
<ul style="list-style-type: none"> Are normal operative procedures (NOP) available? 		
<ul style="list-style-type: none"> Is the number of pupils/students supervised by one qualified adult fewer than 20? 		
<ul style="list-style-type: none"> Are the changing facilities in keeping with basic hygiene and personal safety? 		
<ul style="list-style-type: none"> Do the pupils/students know not to leave any group member alone at any time in the pool? 		
Prepared by:		
Date:		

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CANOEING/SAILING/CLIMBING/MOUNTAINEERING/WALKING/WINDSURFING AND OTHER ADVENTUROUS ACTIVITIES

Name of Visit:
CLSG Teacher in Charge:
Date:
Position:

Name of centre:
Address:
Date of assessment:

Activity	Yes	No	Details of instructors, National Governing Body qualifications	Details of Centre Licence Numbers
Will the party take part in canoeing?				
Will the party take part in sailing?				
Will the party take part in climbing?				
Will the party take part in mountaineering?				
Will the party take part in walking?				
Will the party be taking part in any other adventurous activity? Give details				

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SKI EQUIPMENT

Name of Visit:
CLSG Teacher in Charge:
Date:
Position:

Name of centre:
Address:
Date of assessment:

Item	Satisfactor		Action Required		Follow Up		Comments
	Yes	No	Immediate	Follow-up	Carried Out By	Date Completed	
Gloves							
Sunglasses							
Goggles							
Skis							
Boots							
Sticks							
Helmets*							
Other							
Check ski instructor qualifications							
Check ski technician qualifications							

* It is a requirement that helmets should be worn by all participants engaged in snowsport activities

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OUT-OF-SCHOOL VISITS FORM – APPROVAL IN PRINCIPLE

VISIT LEADER
Signature:
Name in BLOCK capitals:
Position:

Date approval in principle requested:
Date approval in principle granted:

TITLE OF VISIT:

1. Number of Pupils on Visit

No. of boys (name school):	Female:
Classes or groups involved:	

2. Accompanying Staff

Name:	First Aid Qualification?	Yes/No
Name:	First Aid Qualification?	Yes/No
Name:	First Aid Qualification?	Yes/No
Name:	First Aid Qualification?	Yes/No
Name:	First Aid Qualification?	Yes/No
Name:	First Aid Qualification?	Yes/No

3. Educational Objectives of Visit

--

4. Venues/Activities

--

5. Departure and Return

Departure date:	Departure time:
Return date:	Return time:

6. Transport Requirements

Is transport required?
If yes, specify requirement:

7. Outside Agencies

Will an outside agency or holiday or travel firm be involved?	Yes/No
If yes, fill in and attach form Firm Selection (Appendix 1)	
Form completed satisfactorily?	Yes/No

8. Adventurous Activities

Will any adventurous activities take place?	Yes/No
If yes, fill in and attach form Adventurous Activity Safety (Appendix 2)	
Form completed satisfactorily?	Yes/No

9. Overnight Stay

Will the visit involve an overnight stay?	Yes/No
If yes, fill in and attach form Accommodation for Out-of-School Visits (Appendix 3)	
Form completed satisfactorily?	Yes/No

10. Exchanges and Home Stay Visit

Is this trip an exchange or home stay visit?	Yes/No
Will standard letters be used to explain to parents?	Yes/No
Has confirmation about host families been received?	Yes/No

11. Insurance and Finance

Will <i>additional</i> insurance be required?	Yes/No
Have insurance arrangements been passed to the Bursar for approval?	Yes/No
Has the Bursar approved the proposed financial arrangements for the trip and signed the separate financial forms? (Annex C)	Yes/No
Have you made arrangements with the catering manager for provision of packed lunch and/or arrangements for girls missing lunch in school? If so, attach copy.	Yes/No

12. Swimming

Will there be swimming?	Yes/No
Have you filled out a swimming checklist? (Annex B Appendix 5)	

13. Parents with Group and Other Extra Helpers

Name:	Name:
Name:	Name:
Name:	Name:
Name:	Name:

14. Availability and Details of Mobile Telephones

Name:	Staff/Parent/Other	Mobile Phone No.
Name:	Staff/Parent/Other	Mobile Phone No.
Name:	Staff/Parent/Other	Mobile Phone No.
Name:	Staff/Parent/Other	Mobile Phone No.

15. Home Contact People

Name 1:	Address:
Daytime telephone number:	
Night-time telephone number:	
Other telephone numbers:	

Name 2:	Address:
Daytime telephone number:	
Night-time telephone number:	
Other telephone numbers:	

16. Risk Assessment

Have you filled in and attached Risk Assessment Form at Annex D?	Yes/No
--	--------

17. Pupils with known Medical Difficulties

Name:	Disability:
Name:	Disability:
Name:	Disability:
Name:	Disability:
Have arrangements been made to handle any known medical condition?	Yes/No
Are all details relating to pupils and their medical conditions attached?	Yes/No

18. National Guidance

Have you complied with all relevant aspects of National Guidance? (see www.oeapng.info)	Yes/No
---	--------

TO THE HEADMISTRESS

I request approval in principle for the proposed visit, details of which are outlined above.

Signature:	Date:
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HEADMISTRESS' APPROVAL IN PRINCIPLE

Approval in principle is given, subject to all risk assessments and other appendices to this document being filled out satisfactorily and the Bursar and Deputy Head having given their approval to arrangements. The educational visit does not receive final approval until after my second signature of this document.

Signature:	Date:
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BURSAR'S APPROVAL OF INSURANCE AND FINANCE

Signature:	Date:
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FORM CHECKED AND COPY RETAINED BY THE DEPUTY HEAD

I have discussed this visit with the organiser and I am satisfied that the planning has been carried out in accordance with National Guidance and school policy.

Please ensure a detailed itinerary and a final list of pupils attending seven days before the party is due to leave is lodged with the Headmistress, Deputy Head and Bursar.

Please submit a report and evaluation of the visit, including details of any incidents, as soon as possible on return but not later than two weeks thereafter.

DEPUTY HEAD'S APPROVAL

Signature:	Date:
Checked by Deputy Head's PA to avoid calendar clashes or cover problems	Date: Initials:

Parental Consent (Annex E) and Medical Information (Annex F) Forms – To be filled in once Approval in Principle has been granted

All consent forms and medical questionnaires completed, signed and returned?	Yes/No
Have arrangements been made to handle any medical condition?	Yes/No
Are all details relating to pupils and their medical conditions attached?	Yes/No
Are any inoculations or other special precautions advised for the location of this trip? (attach details)	Yes/No

HEADMISTRESS' FINAL APPROVAL

I am satisfied with all aspects including the planning, organisation and staffing of this proposed visit. I therefore give approval for it to go ahead.

Signature:	Date:
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RISK ASSESSMENT FORM

Visit details:	Carried out by:	Date:
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Issue List significant hazards which may result in serious harm or affect several people, who affected, likelihood Consider STAGED: Staff, Timings, Activity, Group, Environment, Distance	How to manage it What procedures will we have (control measures)	Who to be Informed		
		Parents	Staff	Pupils

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The activity should only take place if the 'residual risk' following implementation of control measures is deemed acceptable.

Updated August 2013

Name of Visit	
Date:	
Name of Teacher in charge:	
Signature:	Date:

CODE OF CONDUCT FOR EDUCATIONAL VISITS

1. The code of conduct which must be adhered to by all pupils taking part in educational visits organised by or on behalf of City of London School for Girls is set out below. Acceptance of participation in a school visit implies acceptance by both parents and pupil of the code of conduct as a basic condition of the contract for the visit.
2. Normal school rules apply for the duration of the visit except as amended below. These will be interpreted sensibly in the light of the particular activity and local conditions. In particular the school's total ban on misuse of drugs will be strongly applied at all times. Behaviour must always reflect the high standards demanded at the City of London School for Girls.
3. Standards of dress must be appropriate to the activity and occasion. Specific guidelines on clothing and the standard of dress required for a particular visit will be issued by the staff organiser if necessary. Pupils should note that the standards of dress expected in many countries abroad are more modest and more formal than those which are considered acceptable in the UK.
4. When staying in shared accommodation, including hotels, pupils must show consideration for other guests and must observe the rules laid down by their host.
5. The staff organiser must be aware of the girls' whereabouts. Girls may only leave the school party unaccompanied when they have been given permission to do so by a member of staff.
6. Normally, girls under 14 will not be allowed to leave the party, although this will be a matter of discretion for the staff organiser. Girls must never leave the party to go off alone and must keep in groups. The size of the group will be determined by the staff organiser. Girls must ensure that they are aware of how to contact a member of staff if necessary, the time when they must be back and the point where they are to meet the party. They must also inform a member of staff of where they are going and when they will return.
7. The laws, rules and traditions of foreign countries must be respected at all times.
8. Younger students under the age of 16 will not be permitted to consume alcohol under any circumstances. Students over the age of 16 who have written parental consent may be permitted to consume a moderate quantity of alcohol at the absolute discretion of the staff organiser of the visit. Under no circumstances will excessive drinking or abuse of these guidelines be tolerated.

9. Parents are required to accept responsibility for any damage or costs incurred by their daughter due to her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of her actions, must be met by the pupil's parents in the event that they are not covered by insurance.

10. A serious breach of the code of conduct or of the normal rules of acceptable behaviour may result in the pupil being repatriated or returned home at the expense of her parents. The decision to repatriate or send home a pupil is at the discretion of the staff organiser or, where necessary, the senior member of staff accompanying the visit. There is no appeal against this decision.

Declaration

I undertake, by my good conduct and sense of responsibility at all times, to be a worthy representative of my school. I have read the rules that apply to this visit and agree to abide by them.

I understand that prior permission from a member of staff must be obtained for any unaccompanied time spent away from the main party.

I understand (applicable to students of 16 years of age only) that written permission from my parents must be obtained in advance to allow me to consume a moderate quantity of alcohol. I accept that the discretion of the staff leaders is final.

I accept that the staff organisers' judgement is final in matters relating to discipline on the visit.

Signed (Parent) Date

Name (Please print)

Signed (Pupil) Date

Name (Please print)

For parents of girls over 16 only

I give permission for my daughter to consume a moderate quantity of alcohol at the absolute discretion of the staff organiser of the visit.

Signed (Parent) Date

Name of Girl

EMERGENCY PROCEDURES FRAMEWORK DURING THE VISIT

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that group members do not make phone calls, send emails, or use social media unless authorised to do so by the visit leader;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notify the police if necessary;
- notify the British Embassy/Consulate if an emergency occurs abroad;
- inform the school contact. The school contact number should be accessible at all times during the visit;
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- notify insurers, especially if medical assistance is required (this may be done by the school contact);
- notify the provider/tour operator (this may be done by the school contact);
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures;

- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;

- keep a written account of all events, times and contacts after the incident;

- complete an accident report form as soon as possible. Contact HSE or Corporation of London, if appropriate;

- no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area; this will be arranged through the Corporation Press Office.

- Where possible, restrict pupils' use of phones/mobile phones until such time as is appropriate.

- no-one in the group should discuss legal liability with other parties.

Updated August 2013

SAMPLE LETTER TO CONFIRM SUITABILITY OF FAMILIES TO HOST SCHOOL – To be sent to partner schools or agencies organising home visits

Dear

I am writing to you about our forthcoming exchange, to which we are greatly looking forward.

We have recently been reviewing our procedures for overseas visits and exchanges. British Government Guidelines require us to seek assurances that appropriate measures are in place for ensuring the health, safety and welfare of pupils on exchange visits, including assurances that host families are appropriate for hosting students. I would be very grateful if you could confirm in writing (scan and email) what procedures are in place for vetting host families, that all the families which will be hosting our students are well known to your school, and that all of these families are appropriate for receiving a young person from abroad.

Thank you very much in advance for your help.

Yours sincerely,

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THE DUKE OF EDINBURGH AWARD SCHEME

1. The school is committed to providing girls with the opportunity to participate in the Duke of Edinburgh Award Scheme and has developed a tradition of preparing large numbers of girls to achieve Bronze, Silver and Gold.
2. The school does not act as an operating authority for the Duke of Edinburgh Award Scheme. The operating authority for the school is the Corporation of London.
3. The Duke of Edinburgh Award Scheme requires participants to undertake some activities for which they alone assume responsibility and also requires participants to take part in expeditions which are normally unaccompanied. These activities are essential to the Scheme's philosophy, which emphasises the development of self-reliance.
4. It is therefore recognised that some Duke of Edinburgh Award Scheme activities, including practice and assessed expeditions differ from other types of School Educational Visits.
5. These differences include young people undertaking expeditions in groups which are unaccompanied and which involve young people camping out over night without necessarily being under direct adult supervision.
6. All expeditions and similar activities are organised in accordance with the Duke of Edinburgh Award Scheme guidelines, as contained in The Duke of Edinburgh Award Handbook and Expedition Guide.
7. When young people are unaccompanied, they are subject to remote supervision through regular checks.
8. Supervision of CLSG students on Duke of Edinburgh Award Scheme expeditions may be undertaken by members of CLSG staff or may be undertaken by fully qualified adults provided by approved Duke of Edinburgh Award Scheme Centres (such as the Jubilee Centre in Essex) with which the school works. The group leader and teachers retain ultimate responsibility for pupils at all time during adventure activities, even when the group is under instruction by a member of the provider's staff. The provider is responsible for the safe running of an activity. Clear handover and handback procedures should be in place. Everyone, including the pupils, must have an understanding of the roles and responsibilities of the school staff and the provider's staff.
9. Some opportunities for expeditions at Silver and Gold level may be taken up directly by individual girls or groups of girls from approved Duke of Edinburgh Award Scheme Centres and other providers. When this occurs, the school is not the organiser of the activity and the activity does not constitute a CLSG Educational Visit. The school does not have a duty of care for the participants, and does not accept any responsibility for the organisation of the activity. Where this occurs, similar conditions pertain to those outlined in Annex K in relation to STA.

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PROJECT BOARD - OFFICER'S MONTHLY UPDATE REPORT: - September 2013

Lead Officer's Name	Carol Bell
Project Officer's Name -	Douglas Finch
Project Name:	City of London Girls School Main Hall Extension
Project Number:	40100002
Project Status (RAG)	AMBER

Programme	Contract Completion 13 th December 2013
	Anticipated Completion 15 th January 2014
Budget	Approved Budget £1,047,000
	Anticipated Outturn Cost £1,047,000

Project Update:	<ul style="list-style-type: none"> ● PROGRESS TO DATE ● Courtyard finishes and planter have been removed and initial excavation carried out. ● Existing reinforced concrete slab has been exposed. The level of this slab has compromised the proposed mechanical services design which was based on the installation of a raised floor. Redesign has now been carried out. However, the contractor has reported an anticipated delay of 3 weeks to the progress of the works. Measures to mitigate this delay are currently being examined. ● The amended steelwork design has been approved and fabrication drawings are being prepared. Also, architectural drawings are being amended to reflect Changes to the structural steelwork design. ● Extension of the retaining wall is complete. ● 7 No. works packages have been procured with a total value of £665,551
Next Milestone to be achieved:	<ul style="list-style-type: none"> ● Discharge of planning Condition No.3 to be achieved by 8th October 2013. ● Steelwork fabrication drawings to be issued for approval. ● Rooflight and glazed screen samples to be approved by Planning Officer. ● Re-design of the mechanical services installation to be completed and co-ordinated with the Barisol type ceiling.
Stakeholder issues	Construction programme required for information. Project Board Meeting scheduled for 19 th September 2013

BUDGET

RAG Status

RAG STATUS	> 5% or 500k £/€ (lowest) overspend	< 5% or 500k £/€ (lowest) overspend	Underspend or 0% overspend
GREEN	R*	A*	G*

Approved Budget	Actual Spend To Date	Estimated Outturn Cost (Range)
£1,047,000	£184,000	£1,047,000

PROGRAMME

RAG Status

RAG STATUS	> 4 weeks delay to planned completion	1 - 4 weeks delay to planned completion	Ahead or < 1 week delay to planned completion
AMBER	R*	A*	G*

Approved completion Date	Slippage	Estimated Completion Date
13 th December 2013	3 weeks	15 th January 2014*

* The 3 week delay reported by the contractor will extend the contract into the Christmas holiday period and result in a total delay of 4.5 weeks.

Risk/Issues	Any Risks/Issues to be entered onto PV and/or be updated. (Attach Risk Register)	Risk status
1	Discharge of pre-commencement planning conditions including submission of material samples for approval.	AMBER

PROJECT VISION – OFFICER’S MONTHLY UPDATE REPORT: September 2013

Officer’s Name –	Carol Bell
Project Name:	City of London School for Girls – Gymnasium Extension
Project Number:	40800005
Project Update:	<ul style="list-style-type: none"> • PROGRESS TO DATE Gateway 2 Report approved at Project Sub-Committee Feasibility study completed and options costed. Project Board approval to submit Gateway 3 or Gateway 3/4 report to Board of Governors and Project Sub-Committee • KEY UPCOMING ACTIONS + MILESTONES Chairman’s approval to streamlined process to be sought 26/09/13 to enable combined Gateway 3/4 report to be submitted to November Project Sub-Committee • PROGRAMME SAVING / SLIPPAGE On target to start on site June 2014 with completion targeted for spring term 2015 • EXPLANATION OF CURRENT COSTS Circa £800,000 - Feasibility study cost estimate of selected options plus professional fees, statutory charges and staff costs • COST SAVING OPPORTUNITIES / RISK OF OVERSPEND On budget – project budget is still to be established as final options have not been confirmed
Next milestone to be achieved	Approval of Gateway 3 (or gateway 3/4) report by Board of Governors and Project Sub-Committee
Project Status (RAG) (this is to be which RAG status is greater):	Green

BUDGET

RAG Status

Green

> 5% or 500k £/€ (lowest) overspend	< 5% or 500k £/€ (lowest) overspend	Underspend or 0% overspend
R*	A*	G*

Approved Budget	Actual Spend To Date	Estimated Outturn Cost (Range)
£	£	£

PROGRAMME

RAG Status

Green

> 4 weeks delay to planned completion	1 - 4 weeks delay to planned completion	Ahead or < 1 week delay to planned completion
R*	A*	G*

Approved completion Date	Slippage	Estimated Completion Date
Date to be established	0 Weeks	Date to be established

Risk/Issues	Any Risks/Issues to be entered onto PV and/or be updated. <i>Risk register attached. "Red" risks to be entered on PV</i>
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Notes:

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

Notes of a Meeting with Barbican Residents held on Wednesday 18th September 2013

Present

Gillian Laidlaw	GL	Thomas More House Resident
Tim Macer	TM	Chair, Residential Consultation Committee
Gianetta Corley	GC	Gilbert House Resident
Sarah Styles	SS	Barbican Estate Office
Ned Yorke	NY	Bursar CLSG
Sarah Hall	SH	City Surveyor's Department

(Apologies for absence: Andrew Douglas because of illness)

SH updated residents on the Main Hall Extension project, explaining that the noisy diamond drilling was taking longer than expected because of an unforeseen structural problem. It was agreed that SH would forward to NY a revised estimated date for completion of the external works. This would be passed to SS for residents' information together with confirmation that the tile repair on the Prep roof would be completed over half-term.

GC asked if there was any progress regarding the installation of the proposed electronic barrier at the entrance to St Giles Terrace. SH undertook to provide this information at the next meeting of the Barbican Occupiers User Group which is attended also by TM and a representative of the Barbican Estate Office.

[There being no further questions about the building works, SH left the meeting at this stage].

In discussing matters raised at the last meeting, it was agreed that the school's Marketing Officer would provide SS with the number of residents assisting the school as exam invigilators and language assistants for a possible Barbican Association Newsletter article.

Residents' representatives were delighted to hear that the ventilation plant for the Main Hall extension is to be sited in the G Floor external corridor rather than on the roof of the school building.

It was agreed that, climatic conditions permitting, the gymnasium windows would be closed during evening activities in the hope of reducing noise levels which have been causing a nuisance to some of the residents of adjacent first-floor Mountjoy House flats. NY said that he would be grateful for any feedback on reduction in noise nuisance following the school's several written and verbal approaches to the organisers of the evening activities.

GL asked that noise levels should be taken into account when and if the proposed gymnasium extension work starts in the summer of 2014. NY assured her that full consideration would be given to minimising noise inconvenience to residents as part of the standard planning process.

In the context of illegal car parking, GC asked if the Chinese Church were still hiring the school on Sundays. NY said that it was not and agreed to confirm at the next meeting if an alternative organisation has replaced it. In this case, he confirmed that those involved would be aware that car parking on St Giles Terrace is not permitted other than for registered disabled drivers *[Afternote: another religious group, the Global Harvesters Fellowship now hires the Main Hall on Sunday mornings. Two registered disabled members of this charity group have permission to park near the school entrance on St Giles Terrace].*

The Bolt and Heeks contractors' August newsletter posted on Estate House notice boards had been well received and it was agreed that NY would ask the City Surveyor to arrange for an update to be passed to SS for distribution as before. *[Afternote: Copy to be provided by SH/Doug Finch to SS].*

The poor and possibly dangerous condition of the steps leading down to the terrace west lake was raised by GC. This has been reported to the Barbican Occupiers User Group by the school as a concern because the steps are part of a fire escape route. Responsibility for their upkeep lies with the Barbican Estate Office and SS undertook to pursue this matter.

Agenda Item 12

By virtue of paragraph(s) 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 13

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

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Agenda Item 14

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