



Board of Governors of the City of London School for Girls

Date: THURSDAY, 14 NOVEMBER 2013

Time: 11.00 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Sir Michael Snyder (Chairman)	Alderman David Graves
Clare James (Deputy Chairman)	Tom Hoffman
Professor John Betteridge (co-opted)	Alderman Vincent Keaveny
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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Lunch will be served in Guildhall Club at 1pm

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 8 October 2013 (copy attached).

For Decision
(Pages 1 - 6)

4. **REVIEW OF TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

Report of the Town Clerk.

For Decision
(Pages 7 - 10)

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

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

7. **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.

For Decision

Part 2 - Non-Public Agenda

8. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 8 October 2013 (copy attached).

For Decision
(Pages 11 - 16)

9. **PRESENTATION FROM THE DIRECTOR OF IT**

The Director of IT, City of London School for Girls, will deliver a presentation to Governors around how the School use various IT systems for administration and management and also how it is being used to deliver the curriculum.

For Information

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

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

For Decision
(Pages 17 - 26)

11. **REVENUE BUDGETS 2013/14 AND 2014/15**

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

For Decision
(Pages 27 - 42)

12. **CITY OF LONDON SCHOOL FOR GIRLS: GYMNASIUM ACCOMMODATION - DETAILED OPTIONS APPRAISAL**

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

For Decision
(Pages 43 - 60)

13. **TEACHING STAFF PAY CLAIM 2013**

Report of the Director of Human Resources.

For Information
(Pages 61 - 66)

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

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

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Tuesday, 8 October 2013

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London Girl's School - ST GILES TERRACE, BARBICAN, EC2Y 8BB on Tuesday, 8 October 2013 at 11.00 am

Present

Members:

Sir Michael Snyder (Chairman)	Alderman Robert Hall
Clare James (Deputy Chairman)	Tom Hoffman
Nigel Challis	Sylvia Moys
Dennis Cotgrove	Deputy Richard Regan
Deputy Billy Dove	Mary Robey (External Member)
Stuart Fraser (Ex-Officio Member)	Virginia Rounding
Alderman David Graves	Deputy Dr Giles Shilson (Ex-Officio Member)

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Sarah Port	- Chamberlain's Department
Peter Young	- Corporate Property Group Director, City Surveyor's Department
Karyn Ramsay	- Senior Corporate Property Facilities Manager, City Surveyor's Department
Diana Vernon	- Headmistress, City of London School for Girls
Andrew Douglas	- Deputy Head, City of London School for Girls
Ena Harrop	- Director of Studies, City of London School for Girls
Ned Yorke	- Bursar, City of London School for Girls

1. APOLOGIES

Apologies for absence were received from Professor John Betteridge (co-opted), Ray Catt, Dr. Stephanie Ellington (co-opted) and Henrika Priest.

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 21 June 2013 were considered and approved as a correct record.

MATTERS ARISING

Appointment of Co-opted Governors (page 2) – The Chairman reported that the two candidates that the Headmistress had recently approached to serve on the Board in this capacity were, unfortunately, unable to accept the invitation due to their current commitments. He reassured Governors that the recruitment of two new co-opted Governors was therefore still a work in progress.

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

The Board received a report of the Chamberlain providing Governors 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.

RECEIVED.

5. REVENUE OUTTURN 2012/13

The Board received a joint report of the Chamberlain and the Headmistress of the City of London School for Girls comparing the 2012/13 revenue outturn for the City of London School for Girls with the budget for the year.

In response to a question, the Bursar confirmed that this year's income from lettings had taken account of the rise in energy costs referred to within the Revenue Outturn report.

RECEIVED.

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

The Board received a report of the City Surveyor providing Governors with an update on the Assistant Property Facilities Manager (APFM) role across the three City of London schools.

In response to a question from the Chairman, the City Surveyor stated that, following discussions with the Chamberlain, Officers were satisfied that the APFM role could be centrally funded from net savings. The Chairman was pleased to note that this had been the outcome of discussions in this area.

RECEIVED.

7. REPORT OF THE HEADMISTRESS

The Board considered a report of the Headmistress relative to various issues including Governors' Visiting Days, Lettings, Health & Safety and Educational Visits.

Governors' Visiting Days

The Headmistress thanked Mr Hoffman for his recent visits to the School to host talks with pupils on 'Careers in the City'.

Health & Safety

The Headmistress reminded the Board that the School's Health & Safety Policy was a document which needed to be approved by Governors on an annual basis. The Board were informed that, following discussions with Corporate HR, there were still some minor amendments to be made to the final document.

In response to a question, the Headmistress reported that mental health issues were becoming increasingly common amongst young people and that CLSG was not unique in this trend. Governors were informed that further information as to how such issues were addressed at the School could be found in the non-public report of the Headmistress.

In response to a further question regarding the frequency with which risk assessments for legionella were carried out at the School, the Bursar stated that this was in line with statutory requirements and that the School were guided by the City Surveyor on this. The City Surveyor stated that the current arrangements were satisfactory but that he would follow up this matter with the contractor to ensure that the School continued to meet its statutory requirements in this area.

RESOLVED – That, the Board:

- approve the Management of Health and Safety in Schools Policy subject to some minor amendments to be signed off by the Chairman; and
- approve the Educational Visits Policy.

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

A Governor, also the current Chairman of the Board of Governors of the City of London Freemen's School, questioned whether all policies were common to all three City Schools.

The Town Clerk reported that, whilst certain statutory policies such as the Child Protection and Data Protection Policy were common to all three City Schools, others were not. He added that Officers were keen to try and identify more opportunities for 'joined up working' across the three City Schools but also recognised the need to maintain a degree of flexibility to enable the Schools to personalise any common policies by way of additional annexes for example.

The Chairmen of all three City School Boards suggested that the Bursar should look to take this matter forward with his counterparts at the other two City Schools.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Deputy Dove reported that he was currently the nominated Governor for Special Educational Needs on the Board of Governors of the City of London School. He stated that he would be happy to fulfil the same role on this Board.

RESOLVED – That, Deputy Billy Dove be appointed as the Board's 'lead' Governor on Special Educational Needs.

10. 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>Exempt Paragraphs</u>
11	2
12	2, 3 & 4
13	1 & 3
14	1
15	-
16	-

11. PRESENTATION FROM THE DIRECTOR OF STUDIES

Ena Harrop, Director of Studies was heard with regard to this year's public examination results. She went on to inform Governors of the latest teaching and learning research being trialled at the School, introducing the Board to concepts such as 'Assessment for Learning'.

12. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 21 June 2013 were considered and approved as a correct record.

13. REPORT ON ACTION TAKEN UNDER URGENCY

The Board received a report of the Town Clerk providing Governors with details of a decision taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Board's last meeting on 21 June 2013.

14. NON-PUBLIC REPORT OF THE HEADMISTRESS

The Board received a non-public report of the Headmistress relative to various School issues such as Pastoral Issues, HMC Membership and Staffing Matters.

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

There were no questions in the non-public session.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Matters relating to a forthcoming Reference Sub (Arrears) Meeting, the Teaching Staff Pay Claim 2013/14 and Recruitment were raised.

The meeting ended at 12.40 pm

Chairman

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Agenda Item 4

Committee: Board of Governors of the City of London School for Girls	Date: 14 November 2013
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London School for Girls	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<p>1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.</p> <p>2. The terms of reference of the Board of Governors of the City of London School for Girls are attached as an appendix to this report for your consideration.</p>	
<u>Recommendations</u>	
<p>3. That, subject to any comments, the terms of reference of the Board be approved for submission to the Court as set out in the appendix.</p> <p>The Board are also asked to consider the frequency of their meetings going forward.</p>	

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

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

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

2. **Quorum**

The quorum consists of any five Common Council Governors.

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

3. **Membership 2013/14**

ALDERMEN

- 1 Benjamin Robert Hadley Hall
- 2 David Andrew Graves

COMMONERS

- 6 (4) Raymond Michael Catt
- 4 (4) Henrika Priest
- 12 (3) Tom Hoffman
- 12 (3) Sylvia Doreen Moys
- 3 (3) Virginia Rounding
- 13 (2) Richard David Regan, Deputy
- 24 (2) Sir Michael Snyder, Deputy

together with :-

- Prof. J. Betteridge
- Dr. S. Ellington
- Ms. Mary Robey
- Mr R. Sermon MBE

together with the ex-officio Members referred to in paragraph 1 above and five Members to be appointed this day.

4. **Terms of Reference**

To be responsible for:-

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

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Agenda Item 8

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

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Agenda Item 10

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of the Local Government Act 1972.

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Agenda Item 11

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of the Local Government Act 1972.

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Agenda Item 12

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of the Local Government Act 1972.

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Agenda Item 13

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of the Local Government Act 1972.

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