

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Wednesday, 17 June 2015**

Minutes of the meeting of the Board of Governors of the City of London School held at City of London School, Queen Victoria Street, EC4V 3AL on Wednesday, 17 June 2015 at 10.30 am

**Present**

**Members:**

Deputy Billy Dove	Christopher Martin (External Member)
Sophie Fernandes	Sylvia Moys
Stuart Fraser (Ex-Officio Member)	Deputy Joyce Nash
Marianne Fredericks	Dame Mary Richardson (External Member)
Alderman David Graves	Ian Seaton
Deputy the Revd Stephen Haines	Deputy Dr Giles Shilson
Ronel Lehmann (External Member)	Deputy James Thomson
Lord Levene of Portsoken (External Member)	Prof. Whitehouse (External Member)
Edward Lord	

**Officers:**

Peter Lisle	Town Clerk's Department
Jacqui Daniels	Town Clerk's Department
Pauline Wilkinson	Town Clerk's Department
Sarah Port	Chamberlain's Department
Sam Cook	Remembrancer's Department
Sarah Fletcher	Head, City of London School
Dr Richard Brookes	Senior Deputy Head, City of London School

**Deputy Joyce Nash in the Chair**

- 1. APOLOGIES**  
Apologies for absence were received from Sir Michael Snyder.
- 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**  
Ian Seaton declared that he was on the Education Board.
- 3. ORDER OF THE COMMON COUNCIL**  
The Board received the Order of the Court of Common Council of 23 April 2015, appointing the Board of Governors of the City of London School for 2015/16 and setting out its terms of reference.
- 4. ELECTION OF CHAIRMAN**  
The Board proceeded to elect a Chairman in accordance with Standing Order No. 29.

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

Ian Seaton took the Chair and thanked Governors for their support. The Chairman went on to welcome Christopher Martin following his recent illness and Richard Brookes, the new Senior Deputy Head to his first meeting of the Board.

#### **5. ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk reported that, in accordance with Standing Order No. 30. (3) (a), the immediate past Chairman had chosen to exercise his right to serve as Deputy Chairman for the ensuing year.

Deputy Dr Giles Shilson was therefore duly appointed as Deputy Chairman for the ensuing year.

#### **VOTE OF THANKS TO THE PAST CHAIRMAN**

Deputy Joyce Nash paid tribute to Deputy Dr Giles Shilson, the past Chairman of the Board and proposed a Vote of Thanks which was seconded by Edward Lord.

**RESOLVED UNANIMOUSLY:** That, at the conclusion of his three year term of office as their Chairman, the Board of Governors of the City of London School wish to extend to:

#### **DEPUTY DR GILES SHILSON**

their sincere thanks and appreciation for the manner in which he has presided over their deliberations and the detailed care and interest he has shown in all aspects of the life of the City of London School.

Giles brought his academic pedigree to the role and during his Chairmanship, the School has continued to achieve excellent academic standards, to modernise appropriately and update its curriculum. The School achieved its most successful 'A' level results in the Summer of 2012 and Mandarin was introduced as a full curriculum subject in September 2013.

In his role he has handled the numerous and complex issues surrounding the School with great skill, determination and diplomacy and he had the courage to make difficult decisions when necessary. He has ensured that the School remains in a healthy financial position and appropriate investments in new facilities have been made – such as the highly successful David Levin Playground which was opened in the Autumn of 2013 – while keeping the School's fees at a competitive level.

Under his guidance the School has continued to offer a substantial number of bursaries to enable talented pupils from disadvantaged backgrounds to attend the School. Substantial funds have been raised for bursaries despite the

difficult economic background and a number of generous new financial supporters – including the Wolfson Foundation – have been recruited. A Development Director has recently been appointed as part of a longer term plan to ensure that the School can continue to provide bursaries in this way.

In his role as Chairman, he has supported and actively encouraged an expansion of the School's "outreach" programme. A partnership with the ARK Bentworth Primary Academy has been established and has flourished throughout his time in office. The School also entered into a highly successful project to assist Stepney Green Maths and Computing College to establish its own Sixth Form. In these, and through other initiatives, City of London School has been able to provide support to, and share its facilities with, maintained sector schools in poorer areas of the capital.

During his time as Chairman the School has appointed a new Head following David Levin's decision to join the United Learning Trust. The Chairman led this process with great professionalism and vision and we, as Governors, were delighted to appoint Sarah Fletcher.

Finally the Governors wish to thank him for his generous hospitality during his years in office and to convey to him, their good wishes for his future health and happiness.

6. **MINUTES**

The public minutes of the meeting held on 25 February 2015 were considered and approved as a correct record.

7. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Co-opted Governors concerned left the room during consideration of the item.

The Board considered a report of the Town Clerk which requested that Governors consider the re-appointment of co-opted Governors of the Board for further three year-terms. The Chairman remarked he was content to support the re-appointments.

In answer to a Member's question the Town Clerk confirmed that such appointments would usually be reviewed in advance of the conclusion of their terms of office.

A Governor, also the Chairman of the Board of Governors of the City of London Freemen's School, reported that his Board was considering the introduction of a limit of three terms of three years for its co-opted Governors.

**RESOLVED** – That Lord Levene, Christopher Martin and Dame Mary Donaldson be re-appointed onto the Board for a further term of three years.

The Cop-opted Governors concerned re-entered the room and were congratulated on their re-appointment.

8. **APPOINTMENT OF THE BURSARY COMMITTEE**

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

The Board proceeded to appoint their Bursary Committee for 2015/16.

**RESOLVED** - That the following Governors be appointed to the Bursary Committee for the ensuing year:

Ian Seaton (Chairman)  
Deputy Dr. Giles Shilson (Deputy Chairman)  
Deputy the Reverend Stephen Haines  
Edward Lord  
Sylvia Moys  
Deputy Joyce Nash  
Dame Mary Richardson

9. **APPOINTMENT OF THE REFERENCE SUB COMMITTEE**

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

The Board proceeded to appoint their Reference Sub Committee for 2015/16.

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

Ian Seaton (Chairman)  
Deputy Dr. Giles Shilson (Deputy Chairman)  
Deputy the Reverend Stephen Haines  
Edward Lord  
Sylvia Moys  
Deputy Joyce Nash  
Professor Whitehouse

10. **APPOINTMENT OF THE AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for 2015/16.

**RESOLVED** – That Edward Lord be re-appointed as the Board’s AGBIS representative for the ensuing year.

11. **ASSOCIATION OF GOVERNING BODIES OF INDEPENDENT SCHOOLS - ANNUAL GENERAL MEETING AND CONFERENCE**

The Board considered a report of their AGBIS representative providing information on the AGBIS AGM and Conference which took place on 10 March 2015 and also details of a breakout session on governance which had been particularly interesting and had resulted in a suggestion to undertake a review of governance at the School to ensure that the Board was following best practice.

Members discussed the advantages and disadvantages of appointing a group to undertake a review of governance.

**RESOLVED** – That

- 1) the report be noted; and
- 2) a Governance Working Party be appointed, to be led by Edward Lord, the AGBIS representative and comprising the Chairman, Deputy Chairman, the Head and the Senior Deputy to review the current governance of the School, considering the possible appointment of Committees together with any skill sets which the Board would benefit from; with as much as possible of the information to be considered via email with a view to the submission of a Strategy paper to the October meeting of the Board.

12. **TEACHERS' PAY PANEL**

The Board considered a report of the Director Human Resources informing them of the recent pay discussions that took place on behalf of the Board regarding the Staff Side and Common Room pay claim for September 2015.

**RESOLVED** – That the:-

- 1) report be noted;
- 2) continuation of the Teachers' Pay Panel be agreed in relation to any pay claim made on behalf of the Staff Side and Common Rooms for the academic year commencing in September 2016; and
- 3) Terms of Reference of the Teachers' Pay Panel, attached to the report, be endorsed.

13. **HEAD'S REPORT**

The Board received a report of the Head of the City of London School relative to various School issues such as means tested sponsored awards, the renewal of HSBC financial support, health and safety matters and the building works planned for the summer of 2015.

14. **COUNTER-TERRORISM AND SECURITY ACT 2015**

Governors received a report of the Remembrancer concerning the Counter Terrorism and Security Act 2015 which placed two new duties on the Board. Firstly the Board now had a need to prevent people being drawn into terrorism and secondly they would need to co-operate with panel put into place by local authorities to identify and provide support to those who were vulnerable to being drawn into terrorism.

During a detailed discussion of the report it was noted that the Corporation was looking at its departments working together in order to identify particular risks e.g. educational establishments and venue hire and to suggest ways forward. It was noted that children could be radicalised in their own homes via the computer and Governors discussed various ways of engaging with parents and the community on this matter and it was particularly noted that good practice encouraged self-help groups for parents and there were good leaflets available. It was agreed that an update be provided at each meeting of the Board, if appropriate.

**RESOLVED** – That the report and the duties placed on the Board as set out in paragraphs 2 and 3 of the report, be noted.

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

In answer to a question from the Chairman, the Town Clerk reported that one Governor was still to apply for their DBS check and the Member reported that she would be applying for her check to be undertaken that afternoon.

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

There were no items of urgent business.

17. **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.

Item Nos.	Exemption Paragraphs
18	3
19	1,2 & 3
20	3
21	1, 2 & 3
22	1, 2 & 3
23 - 29	3
30	1, 2 & 3

18. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 25 February 2015 were considered and approved as a correct record.

19. **EDUCATION STRATEGY**

The Board considered a report of the Head of the City of London School concerning the Education Strategy.

20. **HEAD'S REPORT**

The Board considered a report of the Head of the City of London School concerning various School matters.

21. **SCHOOL FEES - SERVICE BASED REVIEW**

The Board received a report of the Head of the City of London School concerning School fees and the Service Based Review.

22. **SCHOLARSHIPS AND BURSARIES - SERVICE BASED REVIEW**

The Board received a report of the Head of the City of London School concerning Scholarships and Bursaries and the Service Based Review.

23. **SCHOOL SECURITY**

The Board received a report of the Head of the City of London School concerning security issues and the Town Clerk reported action taken using urgency procedures approving certain security works.

24. **SABBATICAL APPLICATIONS**

The Board considered a report of the Head of the City of London School concerning applications for sabbatical leave.

25. **RISK REGISTER**

The Board noted that a report of the Head of the City of London School concerning the risk register would be submitted to a future meeting of the Board.

26. **WAIVER OF PROCUREMENT REGULATIONS TO PURCHASE A MANAGEMENT INFORMATION SYSTEM**

The Board received a report of the Head of the City of London School concerning the waiver of procurement regulations to purchase a Management Information System.

27. **CHILD PROTECTION ISSUES - ANNUAL REPORT**

The Board received the annual report of the Head of the City of London School concerning child protection issues.

28. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

**Herbert Henry Asquith**

In answer to a question from a Governor, the Head reported that the School was commissioning a piece of string music to mark the centenary of the end of the service as Prime Minister of former City of London School pupil, Herbert Henry Asquith.

29. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

30. **GOVERNORS ONLY ITEMS**

**Governors Only minutes**

The Governors Only minutes of the meeting held on 24 February 2014 were considered and approved as a correct record.

**The meeting ended at 2.35 pm**

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Chairman

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