



Board of Governors of the City of London School for Girls

Date: FRIDAY, 4 DECEMBER 2015
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Sir Michael Snyder (Chairman)	Alderman John Garbutt
Clare James (Deputy Chairman)	Christopher Hayward
Randall Anderson	Tom Hoffman
Professor Anna Sapir Abulafia (External Member)	Ann Holmes
Nicholas Bensted-Smith	Sylvia Moys
Professor John Betteridge (External Member)	Elizabeth Phillips (External Member)
Nigel Challis	Deputy Richard Regan
Dennis Cotgrove	Mary Robey (External Member)
Emma Edhem	Alderman William Russell
Dr. Stephanie Ellington (External Member)	Richard Sermon (External Member)
Stuart Fraser (Ex-Officio Member)	Ian Seaton (Ex-Officio Member)

Enquiries: Gemma Stokley
tel. no.: 020 7332 1407
gemma.stokley@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 22 October 2015.

For Decision
(Pages 1 - 6)

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**

Report of the Town Clerk.

For Decision
(Pages 7 - 10)

5. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 11 - 12)

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

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

8. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

9. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 22 October 2015.

For Decision
(Pages 13 - 18)

10. PRESENTATION

Presentation of the Head of the Prep School.

11. PROPOSED 2016/17 REVENUE BUDGET

Joint report of the Chamberlain and the Headmistress.

For Decision
(Pages 19 - 38)

12. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND

Joint report of the Chamberlain, the Headmistress and the City Surveyor.

For Decision
(Pages 39 - 46)

13. REPORT OF THE HEADMISTRESS

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

For Decision
(Pages 47 - 50)

14. UPDATED CONTRACT WITH PARENTS AND ASSOCIATED DOCUMENTS

Report of the Headmistress.

For Decision
(Pages 51 - 102)

15. SCHOOL REFURBISHMENT PROGRAMME

Report of the Headmistress.

For Decision
(Pages 103 - 124)

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

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

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

Thursday, 22 October 2015

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the Guildhall EC2 at 2.00 pm

Present

Members:

Sir Michael Snyder (Chairman)	Dr. Stephanie Ellington (External Member)
Clare James (Deputy Chairman)	Christopher Hayward
Randall Anderson	Tom Hoffman
Nicholas Bensted-Smith	Ann Holmes
Professor John Betteridge (External Member)	Sylvia Moys
Nigel Challis	Elizabeth Phillips (External Member)
Emma Edhem	Alderman William Russell

Officers:

Christopher Braithwaite	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girl's
Neil Codd	- City of London School for Girls
Claire Tao	- City of London School for Girls
Pat Dixon	- Community and Children's Services Department

1. APOLOGIES

Apologies for absence were received from Dennis Cotgrove, Stuart Fraser, Alderman John Garbutt, Deputy Richard Regan, Mary Robey, Ian Seaton and Richard Sermon.

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

Ann Holmes and Nick Bensted-Smith declared non-pecuniary interests as members of the Board of Governors of the City of London Corporation Primary Academy, Islington

Alderman William Russell declared non-pecuniary interests as a member of the Board of Governors of Knightsbridge Schools International, a member of the Board of Governors Knightsbridge School, a member of the Court of the Worshipful Company of Haberdashers and a Trustee of Place2Be.

Christopher Hayward declared a non-pecuniary interest as a member of the Court of The Worshipful Company of Pattenmakers.

3. **MINUTES**

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

4. **APPOINTMENT OF CO-OPTED GOVERNOR**

The Board considered a report of the Town Clerk which requested the Board to consider the appointment of Professor Anna Sapir Abulafia as a co-opted Governor of the Board for a three-year term.

RESOLVED – That the Board agrees to appoint Professor Anna Sapir Abulafia as a co-opted Governor of the Board for a three-year term.

5. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**

The Board considered a report of the Director of Community and Children's Services which provided Governors with information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015.

The Chairman noted that the report suggested that multi-agency training on Safeguarding may be appropriate, but noted that the Board of Governors had received a training presentation on Safeguarding at the last Board meeting, and felt that Safeguarding was an issue which was taken extremely seriously by all Governors.

The Headmistress explained that she updated the Lead Governor for Safeguarding (Alderman Russell) on a bi-weekly basis regarding any issues of concern regarding pupils. The Headmistress also noted that she and her staff regularly called the LADO to discuss issues on an informal basis.

RESOLVED – That the Board notes the report.

6. **HEADMISTRESS' REPORT**

The Board considered the report of the Headmistress which provided information regarding forthcoming events, educational visits, visiting days, lettings, health and safety, 2015 leavers, 2015 gap years and building projects. The Headmistress also provided the Board with a verbal update regarding the current school trip to Guatemala.

Governors asked questions about the proportion of girls with medical conditions compared to national averages and about the percentage of students who took gap years before university.

RESOLVED – That the Board notes the report.

7. **PROPOSED PURCHASE OF NEW STEINWAY GRAND PIANO**

The Board considered a report of the Headmistress which requested approval for the purchase of a new Steinway Grand Piano and for the use of income from lettings and an anticipated donation from the Friends of the City of London School for Girls for this purchase.

The Board discussed the proposal and, while all Governors were broadly in favour of the proposal, agreed that further information should be provided regarding the direct financial benefit of purchasing the new piano.

RESOLVED – That the Board:

- a) Delegates to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to agree the purchase of a new Steinway Grand Piano; and
- b) Delegates to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to authorise the use £72,000 of profit from School lettings to pay the balance after a donation (in the region of £10,000) from the Friends of the City of London School for Girls is made

8. REVENUE OUTTURN 2014/15

The Board considered a joint report of the Chamberlain and Headmistress which provided the School's Revenue Outturn for 2014/15.

RESOLVED – That the Board notes the report.

9. ANNUAL REPORT AND FINANCIAL STATEMENTS 2014/15 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND

The Board considered a report of the Chamberlain which provided with the Annual Report and Financial Statements for the year ended 31 March 2015 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund for information. The report also requested that the Board consider whether part of the cash balance of £269,705 as at 31 March 2015 should be invested in the City of London Charities Pool.

RESOLVED – That the Board:

- a) Notes the Annual Report and Financial Statements for the year ended 31 March 2015; and
- b) confirms that no further cash balance be invested in the City of London Charities Pool for either charity at this time.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

12. **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 No.	Paragraphs in Schedule 12A
13, 14, 16-20	3
15	1, 2, 3
21	1

13. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were approved as an accurate record.

14. **PRESENTATION**

The Board received a presentation from the Deputy Head, Academic concerning the School's academic results.

15. **HEADMISTRESS' REPORT**

The Board considered and approved a report of the Headmistress which provided information on non-public matters in relation to the School.

16. **CITY OF LONDON SCHOOL FOR GIRLS REFURBISHMENT PROGRAMME**

The Board considered and approved a report of the Headmistress to progress proposals for the refurbishment of the School.

17. **OPPORTUNITIES TO EXPAND CITY OF LONDON SCHOOL FOR GIRLS**

The Board considered and approved a report of the Headmistress which provided options for the potential expansion of the School.

EXTENSION OF THE MEETING

At this point, the time limit for Committee meetings as set out in Standing Order No 40 had been reached, but there being a two-thirds majority of the Committee present who voted in favour of an extension, the Committee agreed to continue the meeting.

18. **CITY OF LONDON SCHOOL FOR GIRLS RISK REGISTER**

The Board considered and approved a report of the Headmistress which sought Members' views regarding the School's risk register.

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

There were no questions.

20. **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.

21. INCREMENTAL PROGRESSION

The Board considered and approved a report of the Director of Human Resources regarding incremental progression for the Headmistress.

The meeting closed at 4.15 pm

Chairman

Contact Officer: Chris Braithwaite
tel. no.: 020 7332 1427
christopher.braithwaite@cityoflondon.gov.uk

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Committee: Board of Governors of the City of London School for Girls	Date: 4 December 2015
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London School for Girls	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<ol style="list-style-type: none">1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.2. The terms of reference of the Board of Governors of the City of London School for Girls are attached as an appendix to this report for your consideration.	
<u>Recommendations</u>	
The Board is recommended to:	
<ol style="list-style-type: none">a) subject to any comments, approve the Terms of Reference of the Board for submission to the Court as set out in the appendix; andb) consider the frequency of their meetings going forward.	

Contact:

Gemma Stokley

Telephone: 020 7332 1407

Email: gemma.stokley@cityoflondon.gov.uk

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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 Commoners 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 2015/16**

ALDERMEN

- 2 William Russell
- 1 John Garbutt

COMMONERS

- 19 (3) Dennis Cotgrove, B.A., *for three years*
- 15 (4) Richard David Regan, Deputy
- 26 (4) Sir Michael Snyder, Deputy
- 2 (2) Emma Edhem, *for three years*
- 2 (2) Christopher Michael Hayward, *for three years*
- 8 (3) Clare James, M.A.
- 3 (2) Nigel Kenneth Challis
- 2 (2) Ann Holmes
- 2 (2) Nicholas Michael Bensted-Smith, J.P.

together with :-

- Prof. J. Betteridge
- Dr. S. Ellington
- Ms. E. Phillips
- Ms. Mary Robey
- Mr R. Sermon M.B.E.

together with the ex-officio Members referred to in paragraph 1 above and three 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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Committee: Board of Governors of the City of London School for Girls	Date: 4 December 2015
Subject: Action Taken under Delegated Authority	Public
Report of: Town Clerk	For Information
<u>Summary</u>	
<p>This report advises Members of action taken under delegated authority by the Town Clerk in consultation with the Chairman and Deputy Chairman since the last meeting of the Board, in accordance with Standing Order No. 41(b).</p> <p>Recommendation That the action taken since the last meeting of the Board be noted.</p>	

Main Report

Background

1. Standing Order no. 41(a) provides a mechanism for decisions to be taken between scheduled meetings of the Board of Governors, where in the opinion of the Town Clerk, it is urgently necessary for a decision to be made. Standing Order No. 41(b) provides a mechanism for decisions to be taken between scheduled meetings of the Board of Governors, where the Board has delegated power to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make a decision.

Decisions Taken Between Meetings (Delegated Authority)

2. In accordance with Standing Order 41(b), a decision has been taken in respect of the following matter since the last meeting of the Standards Committee on 22nd October 2015:- Proposed purchase of new Steinway Grand Piano.
3. The Board of Governors considered a report on this matter at their meeting on 22 October. The Board agreed that replacement of the piano was a good idea but wanted a realistic projection of additional income that could be generated by agreeing to replace the Steinway grand piano with a new one. This information was subsequently included within a further report of the Headmistress.
4. The Town Clerk therefore agreed the purchase of a new Steinway Grand Piano and authorised the use of £72,000 of profit from School lettings to pay the balance after a donation (in the region of £10,000) from the Friends is made.

Conclusion

5. In accordance with Standing Order 41(b), Members are asked to note the decision taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Standards Committee's last meeting on 22nd October 2015.

Background Papers:

- Minutes of the meeting of the Board of Governors of the City of London School for Girls on 22nd October 2015.
- Report of the Headmistress of the City of London School for Girls 'Proposed purchase of new Steinway Grand Piano'.

[Copies of background papers concerning the decision are available to Members upon request from the contact below]

Contact:

Gemma Stokley
Town Clerk's Department
Tel: 020 7332 1407
Email: gemma.stokley@cityoflondon.gov.uk

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

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