



Board of Governors of the City of London School

Date: WEDNESDAY, 15 JUNE 2016
Time: 11.00 am
Venue: CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

Members:

Deputy Billy Dove	Sylvia Moys
Keith Bottomley	Deputy Joyce Nash
Deputy Roger Chadwick (Ex-Officio Member)	Dame Mary Richardson (Co-Opted Member)
Marianne Fredericks	Ian Seaton
Deputy the Revd Stephen Haines	Deputy Dr Giles Shilson
Alderman Vincent Keaveny	Deputy James Thomson
Ronel Lehmann (Co-Opted Member)	Prof. Michael Whitehouse (External Member)
Lord Levene of Portsoken (Co-Opted Member)	Chairman, Board of Governors of the City of London School for Girls (Ex-Officio Member)
Edward Lord	
Christopher Martin (Co-Opted Member)	

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Lunch will be served at the rising of the Board
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. **ORDER OF THE COURT OF COMMON COUNCIL**
To note the Order of the Court of Common Council dated 21 April 2016, appointing the Board and setting its Terms of Reference.

For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order No. 29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order No. 30.

For Decision
6. **MINUTES**
To agree the public minutes and summary of the meeting held on 24 February 2016.

For Decision
(Pages 3 - 6)
7. **APPOINTMENT OF THE BURSARY COMMITTEE**
To appoint the Bursary Committee for the ensuing year – to comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Bursary Committee for 2015/16:-
Ian Seaton (Chairman)
Deputy Dr. Giles Shilson (Deputy Chairman)
Deputy the Reverend Stephen Haines
Edward Lord
Sylvia Moys
Deputy Joyce Nash
Dame Mary Richardson

[N.B. The Sub Committee met once during 2015/16.]

For Decision
8. **APPOINTMENT OF THE AGBIS REPRESENTATIVE**
To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

For Decision

9. **HEAD'S REPORT**
Report of the Head of the City of London School.
For Decision
(Pages 7 - 14)
10. **LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**
Report of the Director of Community and Children Services.
For Information
(Pages 15 - 18)
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
13. **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

14. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 24 February 2016.
For Decision
(Pages 19 - 22)
15. **FINANCIAL FORECASTS FOR 2016/17 AND 2017/18 AND ESTIMATED SCHOOL RESERVES BALANCES**
Report of the Chamberlain.
For Information
(Pages 23 - 30)
16. **HEAD'S REPORT**
Report of the Head of the City of London School.
For Decision
(Pages 31 - 60)
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

19. **SAFEGUARDING REPORT**
Report of the Head of the City of London School.

For Information

MOUNTEVANS, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 21st April 2016, doth hereby appoint the following Committee until the first meeting of the Court in April, 2017.

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 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 for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to eight 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 2016/17**

ALDERMEN

- 1 Vincent Thomas Keaveny

COMMONERS

- 2 (2) Keith David Forbes Bottomley, *for two years*
8 (4) Charles Edward Lord, O.B.E., J.P.
8 (4) Dr Giles Robert Evelyn Shilson, Deputy
11 (3) The Revd. Stephen Decatur Haines, Deputy
8 (3) Ian Christopher Norman Seaton
4 (3) James Michael Douglas Thomson, Deputy
8 (2) Marianne Bernadette Fredericks
5 (2) Sylvia Doreen Moys
18 (1) William Harry Dove, O.B.E., J.P., Deputy
14 (1) Joyce Carruthers Nash, O.B.E., Deputy

together with:-

Ronel Lehmann

Lord Levene of Portsoken

Christopher Martin

Dame Mary Richardson

Professor Michael Whitehouse

together with the ex-officio Members referred to in paragraph 1 above.

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 Director of Finance.

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Wednesday, 24 February 2016

Minutes of the meeting of the Board of Governors of the City of London School held at the City of London School, EC4 at 11.00 am

Present

Members:

Ian Seaton (Chairman)	Edward Lord
Deputy Dr Giles Shilson (Deputy Chairman)	Christopher Martin (Co-Opted Member)
Keith Bottomley	Sylvia Moys
Deputy Billy Dove (Chief Commoner)	Deputy Joyce Nash
Deputy the Revd Stephen Haines	Dame Mary Richardson (Co-Opted Member)
Ronel Lehmann (Co-Opted Member)	Deputy James Thomson
Lord Levene of Portsoken (Co-Opted Member)	Prof. James Whitehouse (Co-Opted Member)

Officers:

David Arnold	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Sarah Fletcher	- Head, City of London School
Dr Richard Brookes	- City of London School
Michael Clarkson	- City of London School
Coco Stephenson	- City of London School

1. **APOLOGIES**

Apologies for absence were received from Marianne Fredericks and Alderman David Graves.

Chairman's Welcome

The Chairman welcomed Keith Bottomley to his first meeting as Governor and expressed the Board's thanks to Sophie Ann Fernandes, who had recently resigned from the Board of Governors.

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

There were none.

3. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 2 December 2015 be approved.

4. **GOVERNANCE SELF-REVIEW**

The Board considered a report of the Town Clerk regarding possible changes to the constitution and governance structure of the Board, following a recent self-review of governance. The report set out some options to increase the constitution of the Board Governors, as suggested at the previous Board meeting, which Governors were advised would require subsequent consideration by the Policy and Resources Committee and Court of Common Council. The Town Clerk's report suggested that if Governors were minded to make any change to the constitution, then consideration should be given to option c as it would increase levels of relevant expertise, return to consistency with the current constitutions of the Boards of Governors of the City of London Freemen's School and School for Girls, and maintained the appropriate balance between City Corporation and Co-Opted Governors (increasing the number of Governors in that category from 5 to 6).

The Board considered a proposal by a Governor (which he tabled at the meeting) to increase the constitution of the Board to 20 Governors: by amending the Membership from one to two Aldermen and five to eight Co-Opted Governors whilst ceasing the Ex-Officio status of the Chairmen of the Boards of Governors of the City of London Freemen's School and School for Girls. The Governor's proposals also included the addition of Finance and Estates and Academic and Education Sub-Committees to meet termly as well as Governance and Senior Appointments and Marketing and Development Sub-Committees to meet as and when required. The Head supported the proposals tabled by the Governor.

The Town Clerk added that a change to the quorum would be required to ensure there would not be a majority of external Co-Opted Governors at any one meeting, if the Board were minded to support the Governor's proposals. The Deputy Chairman suggested that the quorum could reflect a minimum of five Common Councilmen or no less than the number of Co-Opted Members at any one meeting.

Some Governors noted their concerns at the addition of a second Alderman and the termination of the Ex-Officio status of the Chairmen of the Boards of Governors of the City of London Freemen's School and School for Girls. It was agreed that the current number of Aldermen, Common Councilmen and Ex-Officio status of the Chairmen of the Boards of Governors of the City of London Freemen's School and School for Girls would be maintained.

Governors noted that a skills audit would be carried out to establish the appropriate membership of the various sub-committees, the terms of reference for which would be considered at a future Board meeting.

RESOLVED – That:-

- a) the number of Co-Opted Governors in the Board's constitution and Terms of Reference be increased from five to eight, for subsequent submission the Policy and Resources Committee and the Court of Common Council; and

- b) the establishment of four Sub-Committees for Finance and Estates, Academic and Education, Governance and Senior Appointments and Marketing and Development, be approved.

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

There were none.

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

There was none.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – 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 1 of Schedule 12 A of the Local Government Act.

8. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 2 December 2015 be approved.

9. **HEAD'S REPORT**

The Board considered a report of the Head that provided an update regarding the management and operational activities of the School since the last meeting.

10. **GATEWAY 3/4 OPTIONS APPRAISAL - SUMMER WORKS**

The Board considered a joint report of the City Surveyor and the Head that sought approval to the Summer Works Programme to be carried out at the City of London School during August 2016.

11. **REVIEW OF BURSARY GUIDELINES**

The Board considered a joint report of the Chamberlain, the Head of the City of London School, the Headmistress of the City of London School for Girls, and the Headmaster of the City of London Freemen's School regarding the operation of the Bursary guidelines.

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

There were none.

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

The Board considered one item of urgent business.

14. **HEAD'S REPORT APPENDIX 4A - KEY RISKS FACED BY THE CITY OF LONDON SCHOOL**

The Board considered a report of the Head that provided Governors with details of the key risks faced by the School and the controls that were being put in place to mitigate their impact.

The meeting closed at 1.10 pm

Chairman

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Committee(s)	Dated:
Board of Governors of the City of London School	15 June 2016
Subject: Head's Report	Public
Report of: The Head, City of London School	For Decision
Report author: Sarah Fletcher, Head of the City of London School	

Summary

- This report contains entries re:
 - 1 Governing Board Structure and Composition
 - 2 Outreach Report
 - 3 Franchising Report

Main Report

1. Governing Board Structure and Composition

CLS Bursary Trust

The trustees have been written to about proposed changes to the composition of the Bursary Trust. They have all agreed the addition of two members of the CLS Governing Board, the Chairman and Deputy Chairman.

Composition of the Board

Provision has been agreed for three additional co-opted members.

Sub committees

Below are proposed terms of reference for a Finance and Estates Committee, an Academic and Education Committee and a Governance Committee.

Proposed terms of reference for Sub-Committees of the Governing Board

1.1 Finance and Estates Sub-Committee

The Committee primarily has a monitoring and advisory role, identifying any financial problems before they become serious and recommending a course of action to the Board, which would take any relevant decisions. The Committee usually meets once a term in sufficient time to report to the Board on any matters that need agreement.

Composition

- The Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.

- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Committee will be attended by the Head, the Senior Deputy Head, the Bursar and the Finance Manager. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The Committee should report to each Board of Governors' meeting.

Terms of Reference

The Committee has the power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- Adoption of strategic financial targets eg cash reserves, level of surplus, percentage of staff costs to gross fees etc;
- Advice on the creation of a five to ten year financial plan;
- The annual budget;
- Any proposed fee increases and additional charges;
- Consideration of any proposals for major capital spending, including development of facilities;
- The review of any investments and reserves held by the School;
- To make recommendations to the full Board on any other finance issues which may arise (e.g, a rise in employers' contribution to pensions, salary structure, etc.);
- Policy on and application of scholarships and bursaries;
- Fund raising policy and activity;
- Policy on and implementation of lettings and any other commercial activity.

1.2 Academic and Education Sub-Committee

The Education Committee has an important role in supporting the Head and Senior Management Team, ensuring that important curricular and pastoral issues are given appropriate discussion by the Board. To enable the Committee to fulfil this role it is expected that Governors appointed to the Committee would, with the Head's support, observe classes and meet with pupils from time to time. The

Committee usually meets twice a year in sufficient time to report to the Board any matters that need agreement.

Composition

- The Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Committee will be attended by the Head and the Senior Deputy Head. The Assistant Heads Academic; Teaching and Learning and Outreach; Pastoral; and Co-curricular will attend as appropriate. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The Committee should report to each Board of Governors' meeting.

Terms of reference

The Committee has the power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- The School's ethos and aims;
- The development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- Curriculum, co-curricular and pastoral issues;
- Standards, including academic results;
- Pastoral policy and practice, including oversight of safeguarding and the single central register;
- INSET and Professional Development policy and practice;
- Staffing issues;
- Parental complaints procedures;
- Monitoring general compliance with child protection requirements (not involving individual cases);
- Making recommendations on any other issues referred by the full Board.

1.3 Governance Sub-Committee

The Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Common Council Governors.

Composition

- The Chairman of the Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to three other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of the majority of Common Council Governors present at the meeting and voting.

The Committee has the power to act on the following matters:

- The Committee will maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors. Such individuals will be interviewed and elected to the Board as agreed by the majority of those present, including a majority of Common Council Governors present and voting.
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors;

1.4 Teachers Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

- The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

- The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

- One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and
- The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

- To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.
- Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

- Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.
- Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.
- Teachers' Pay Panel will usually meet in March.
- Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.

2. Outreach report

- Outreach and partnership remain important parts of school life for both staff and pupils at CLS. This academic year, we have not just maintained but strengthened existing relationships as well as building new ones:

- The partnership between CLS and Ark Bentworth Primary Academy is now in its fifth year. This year, CLS teachers in English, French, PE and Science have worked with pupils and staff at Bentworth to offer enrichment activities. These have included introductory French lessons, storytelling and use of both laboratories and sports facilities here at CLS. Of particular note is the structural support that Jono Santry has provided to assist with improving PE provision at Bentworth. CLS continues to provide a member of the SMT to sit on their Governing Board. Joe Silvester is the governor with responsibility for teaching and assessment. Responsibility for this and liaison with the Deputy at Bentworth about Teacher Development are good examples of the reciprocal nature of the partnership and the way in which both institutions can benefit.
- The CLS / Royal Drawing School association is now in its third year. Ian Dugdale, the new Head of Art and Design, has added his existing contacts to this arrangement to enhance the partnership further. It is his intention to broaden the scope of the arrangement over the coming year to allow more CLS boys access to their facilities and expertise.
- The CCF partnership with St Thomas the Apostle remains strong with boys from both schools enjoying plenty of camps and training opportunities as well as the regular Monday evening programme.
- The CLS Community Service Programme has a new member of staff in charge – Steven Swann. He has rapidly demonstrated an appetite for expanding and improving our offering. At the time of writing, he is in the process of overseeing volunteering for eighty boys to begin in September. This is low key outreach at its very best. Boys give their time to a variety of different organisations – shelters, charity shops, old people’s homes, primary schools etc. The boys are ambassadors for the school and do us proud.
- Science of the Mind – this extremely successful conference ran for a second year at Guildhall in March 2016. Pupils from eight different schools attended a day of workshops and keynote lectures from academics and PhD candidates. This time the theme was ‘Engineering the Future’. This was a high-profile piece of CLS outreach / partnership and was well received by schools and pupils alike.
- CLS student conferences – two subjects (Biology, and Religion and Philosophy) ran student conferences this year. On both occasions, students from a range of different schools were invited to CLS to hear academics and examiners speak about their A-level. Other subject are looking to follow suit in 2016-17.
- Careers and Higher Education – the provision and collaboration here has been extensive. CLS is fortunate to have hosted countless talks, advisory sessions and information evenings. The CoL schools have been invited to all of them.
- Stepney Green – CLS ran a structured programme of teacher support in the academic year 2014-15. This year, CLS’ contribution to their staff development was written up glowingly in their Ofsted inspection report. The inspectors praised the sharing of time and resources between the schools which they suggested contributed to the success of the newly opened Stepney Sixth Form.
- Ark Globe Academy – professional development of Science staff. CLS was approached by the Ark network’s Director of Science to see if we could offer any support to their Globe Academy which is nearby. After a period of high turnover, they felt that our A-level staff could share expertise and knowledge in such a way as to benefit both parties. This term, a member of the CLS staff will visit to help support staff development. In return, he will gain valuable insights into the workings of a different school as well as a useful professional experience.

- CoL schools subject groups. CLS Heads of Department have continued to arrange meetings with their opposite numbers at all of the CoL schools to meet to discuss shared challenges and opportunities for collaboration.
- CLS History Department and The Archer Academy – the Head of History Andrew Bracken has established a professional link with this newly opened free school. Our department has a reputation for delivering challenging and engaging courses to all boys and Archer Academy staff have visited to observe lessons.
- Partnership with the Institute of Education. This year, nine CLS staff have taken the opportunity to work with an academic from the IoE to conduct small scale enquiries into particular aspects of their professional practice. They have been able to take the time to look in depth at areas of interest to them and have had their research supported with reading and advice from a major educational institution. The staff will share their reports with their colleagues in the Autumn Term.
- The City Centre is a newly established educational hub at Guildhall. Following a successful first meeting, five different heads of department are exploring collaborative educational programmes.
- Primary Schools PE course - CLS is hosting and arranging a one day course for PE teachers from across London to access expert advice and tuition about PE provision in Primary schools.
- Drama workshops – CLS has hosted drama workshops for pupils from a range of schools that do not have the same quality of provision as us.
- CoL schools’ sports days – CLS has agreed to organise and facilitate this during the next academic year.
- CoL schools’ joint concert - The inaugural concert was held this year and was a great success. The Music departments from all schools contributed players and pieces and all came together for a large choral piece as the grand finale.
- Land Securities – CLS is looking to forge a partnership with the holders of one of the largest portfolios of property in London. Initial discussions are taking place about the possibilities of links between CLS and Land Securities staff and of their offering facilities and support for educational events

3. Franchising Abroad

Numbers of independent schools are now franchising abroad. There are different franchise models, some carry more reputational risk than others. The experience of most other schools who have done this is positive, with international franchises bringing in significant sums, which are now being converted into new buildings and provision of bursaries.

We would like to bring this subject to our agenda for our Away Day in August and will give more detail at that meeting.

We would like the Board to mandate exploratory discussions with the Corporation with regard to overseas franchising as a general principle.

Contact: Sarah Fletcher
 Head
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skf@clsb.org.uk

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Committee(s)	Dated:
Community and Children Services Safeguarding Sub Committee Board of Governors of the City of London School Board of Governors of the City of London School for Girls Board of Governors of the City of London Freeman’s School Education Board Board of Governors of the Guildhall School of Music and Drama	13 May 2016 2 June 2016 15 June 2016 27 June 2016 20 June 2016 21 July 2016 19 Sept 2016
Subject: Local Authority Designated Officer 2015/16 Annual Report	Public
Report of: Director of Community and Children Services	For Information
Report author: Chris Pelham, Assistant Director People	

Summary

This report updates Members on the activity and performance of the Local Authority Designated Role (LADO) for 2015/16. This update is further to the 2014/15 annual report that was submitted to the Committee in September 2015 which provided Members with background information on the role of the LADO, referral data and highlighted the need to raise greater awareness of the role both across the City of London Corporation and partners.

The Community and Children Services Committee requested that the 2014/15 report be taken to several committees to raise awareness of the role.

In addition to sharing the 2014/15 report with Members across a number of committees, a significant amount of training and briefings on the role of the LADO was carried out. As a result of this awareness-raising activity there has been a significant percentage increase in referrals to the LADO in 2015/16 compared to previous years.

Recommendation

Members are asked to note the report.

Main Report

Background

The responsibilities of the LADO are set out in “Working Together” to safeguard children, March 2015, and the London Child Protection Procedures, 5th edition, 2015, Chapter 17. All allegations made against staff (including volunteers) that call into question their suitability to work with, or be in a position of trust with, children, whether made about events in their private or professional life, need to be formally reported to the LADO.

In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly in to the Assistant Director, People.

Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

Current Position

Raising Awareness

As a result of the low referral rate to the LADO, as reported in the 2014/15 Annual Report, the Community and Children Services Committee requested that the report be circulated to other relevant committees in order to raise awareness of the role.

Between September 2015 and January 2016, the report was presented to the following committees;

- Safeguarding Sub (Community & Children's Services) Committee
- Establishment Committee
- Culture, Heritage and Libraries Committee
- Barbican Residential Committee
- Board of Governors of the City of London Freeman's School
- Board of Governors of the City of London School
- Board of Governors of the City of London School for Girls
- Board of Governors of the Guildhall School of Music and Drama
- Chief Officers Group

In addition to attending these committees, the LADO has updated partners on the City of London Executive Safeguarding Children Board, the Safeguarding Education Forum and Domestic Abuse Forum. As part of the LADO role, support and advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to social care.

There has also been a considerable focus on delivering LADO training across the multi-agency partnership, and within individual agencies during 2015/16. This has included the LADO delivering the following training and/or briefings:

- Forty representatives from voluntary sector-based organisations attended a children services briefing event, which included a slot on the role of the LADO.
- Forty-nine City of London staff attended Child Protection training that included the role of the LADO.
- Nine City of London staff attended allegations management and private fostering training.
- Approximately 30 staff from Sir John Cass Foundation Primary School received training on the LADO role and professional allegations at an inset day in January 2016.

- The role of the LADO has been included in the City of London Children Services Induction programme, which has been delivered to approximately 70 professionals from across a number of agencies working with children and families.

In addition to these sessions, the City and Hackney Safeguarding Children Board has delivered training in the City on the role of the LADO and Safer Recruitment, as part of the Board's core training offer:

- Twenty-two people from the Police, Health, Youth Services and Education attended training on safeguarding in October 2015.
- Forty people from Early Years Settings, City of London HR, Health, Education and the voluntary sector attended two sessions on Safer Recruitment in February and March 2016.

Referrals

As a result of this activity there has been a significant increase in the number of LADO referrals, compared to the three previous years:

3 – 2012/13
 2 – 2013/14
 5 – 2014/15
 11 – 2015/16

The referrals in 2015/16 have come from a range of sources:

1 - Youth Service
 2 – Independent Schools
 3 – Maintained School
 1 – City of London Corporation
 1 - Anonymous
 1 – Early Years Setting
 1 – Other Local Authority
 1 – Education Employment Agency

The reasons for the referrals were:

3 – Physical
 3 – Sexual
 5 – Behaviour

Learning

As a result of no referrals being made by Health, the City and Hackney Safeguarding Children Board commissioned the Safeguarding Lead in the Clinical Commissioning Group to carry out a review of safeguarding practice across relevant health partners to ensure staff were aware of the role. This review concluded that the practice was appropriate and staff were aware of the role.

In March 2016, a similar exercise was initiated in respect of the Police in Hackney and the City. Initial discussions have commenced between the LADO and the Professional Standards Division in the City of London Police to review police awareness of the role.

A recurring theme that has been coming through on the LADO referrals has been concerns around safer recruitment practices within organisations. In some agencies safer recruitment practices are not always consistently being implemented, especially in relation to checking references and DBS checks. There have also been issues with staff who have been employed for some considerable time, whereby when checks have been made on their employment background there is limited information on their employment history and references for the post. These findings resulted in the commissioning of training into safer recruitment, as referenced above.

Corporate & Strategic Implications

The work of the LADO is a statutory requirement and supports the City of London's responsibility to ensure safeguarding children duties are in place and effective. The role of the LADO is a key role in implementing the City of London Corporation Safeguarding Policy and aligns with a key priority in the Department of Community and Children Services Business Plan.

Implications

There are no financial implications associated with this report.

Conclusion

The report has highlighted LADO activity and referral rates for 2015/16, and demonstrated the impact that raising awareness and delivering training and briefings has had on the increase in referrals to its current highest level in the City. The delivery of training and briefing sessions will continue as part of the 2016/17 LADO work plan.

Appendices

Not applicable.

Background Papers

Local Authorities Designated Officer Annual Report 2014/15.

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