



Board of Governors of the City of London Freemen's School

Date: MONDAY, 18 JANUARY 2016
Time: 11.30 am
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

Stuart Fraser (Chairman)	Andrew McMillan
Roger Chadwick (Deputy Chairman)	Hugh Morris
Deputy John Bennett	Graham Packham
Michael Bramwell	Adam Richardson
Nicholas Goddard	Alderman Matthew Richardson
Alderman Timothy Hailes	Elizabeth Rogula
Deputy Brian Harris	Ian Seaton (Ex-Officio Member)
Ann Holmes	Sir Michael Snyder (Ex-Officio Member)
Michael Hudson	Councillor Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin	Gillian Yarrow

Enquiries: **Natasha Dogra**
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natasha.dogra@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 12:30pm.
N.B. Part of this meeting may be subject to audio visual 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 summary of the previous meeting.

For Decision
(Pages 1 - 4)

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

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

6. **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

7. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting.

For Decision
(Pages 5 - 8)

8. **REPAIRS MAINTENANCE AND IMPROVEMENTS FUND**

Joint report of the Chamberlain, Headmaster and City Surveyor.

For Decision
(Pages 9 - 18)

9. **PROPOSED 2016/17 REVENUE BUDGET**

Joint report of the Chamberlain and Headmaster.

For Decision
(Pages 19 - 40)

10. **REVIEW OF BURSARY GUIDELINES**

Joint report of the Chamberlain, the Headmistress (CLGS), the Head (CLS) and Headmaster (CLFS).

For Decision
(Pages 41 - 56)

11. **BURSAR'S REPORT**

Report of the Headmaster.

For Information
(Pages 57 - 60)

12. **HEADMASTER'S REPORT**

Report of the Headmaster of the City of London Freemen's School.

For Information
(Pages 61 - 90)

13. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School.

For Information
(Pages 91 - 94)

14. **GATEWAY 4C ISSUES REPORT CITY OF LONDON FREEMEN'S SCHOOL
MASTER PLAN DELIVERY SWIMMING POOL REPLACEMENT**

Report of the City Surveyor – to follow.

For Decision

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

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

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 23 November 2015

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 23 November 2015 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Vivienne Littlechild
Roger Chadwick (Deputy Chairman)	Sir Clive Martin
Deputy John Bennett	Andrew McMillan
Michael Bramwell	Hugh Morris
Nicholas Goddard	Graham Packham
Alderman Timothy Hailes	Adam Richardson
Deputy Brian Harris	Alderman Matthew Richardson
Ann Holmes	Councillor Chris Townsend
Michael Hudson	Philip Woodhouse

Officers:

Natasha Dogra	- Town Clerk's Department
Roland Martin	- Headmaster, City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Steve Telling	- Chamberlain's Department
Huw Rhys Lewis	- City Surveyor's Department

1. APOLOGIES

Apologies had been received from Elizabeth Rogula, Ian Seaton and Gillian Yarrow.

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

Councillor Chris Townsend declared a non-pecuniary interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. MINUTES

The public minutes and summary of the last meeting were approved as a correct record.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

The Board received a report of the Town Clerk regarding the terms of reference of the Board. Members agreed that the voting rights of co-opted members must be clearly defined. The Board delegated authority to the Chairman and Deputy Chairman, in consultation with the Town Clerk, to agree the wording for this.

Discussions ensued regarding the exclusion of public at Board meetings and whether parents should be invited to attend meetings. The Town Clerk advised the Board that the Assistant Town Clerk was currently reviewing Access to Information regulations and would be consulting the Court of Common Council regarding this matter in due course.

Resolved – that the terms of reference be approved.

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

Members noted the information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015. It was noted that during this period there had been a total of five LADO referrals from various sources, which is lower than the City of London's statistical neighbours.

Received.

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

There were no questions.

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

There was no urgent business.

8. **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 Section 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting were considered and approved as a correct record.

10. **REPORT OF HEADMASTER**

The Board received a report of the Headmaster of the City of London Freemen's School relative to various School matters including the School Roll, Public Examination results, inspection response, safeguarding policy and staffing Matters.

11. **REPORT OF THE HEAD OF JUNIOR SCHOOL**

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

12. **BURSAR'S REPORT**

The Board received a report of the Bursar regarding various issues including the Master-plan, arrears of fees, HR matters, development, catering and marketing events.

13. **ISQ BUSINESS REVIEW AND STAFFING SUPPORT, CITY OF LONDON FREEMEN'S SCHOOL.**

The Board considered the ISQ Business Review and staffing support report of the Headmaster.

14. **MASTER-PLAN UPDATE**

The Board received a verbal update from the City Surveyor regarding the Master Plan.

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

There were no questions.

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

There were two items of urgent discussion.

The meeting ended at 12.45 pm

Chairman

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