

# **BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**Monday, 25 April 2016**

**Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at the Guildhall EC2 at 11.00 am**

## **Present**

### **Members:**

Deputy Roger Chadwick (Chairman)	Sir Clive Martin (Co-Opted Member)
Stuart Fraser (Deputy Chairman)	Andrew McMillan (Co-Opted Member)
Deputy John Bennett	Graham Packham
Nicholas Goddard (Co-Opted Member)	Deputy Elizabeth Rogula
Deputy Brian Harris	Councillor Chris Townsend
Michael Hudson	Gillian Yarrow (Co-Opted Member)
Sir Clive Martin (Co-Opted Member)	

### **Officers:**

David Arnold	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Evelyn Guest	- Deputy Head, City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Matt Robinson	- Head of the Junior School, City of London Freeman's School

## **1. APOLOGIES**

Apologies for absence were received from Alderman Timothy Hailes, Ann Holmes, Vivienne Littlechild, Hugh Morris, Adam Richardson, Alderman Matthew Richardson, Ian Seaton, and Philip Woodhouse.

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

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

## **3. ORDER OF THE COURT OF COMMON COUNCIL**

**RESOLVED** – That the Order of the Court of Common Council, 21 April 2016, appointing the Board and approving its terms of reference, be noted.

## **4. ELECTION OF CHAIRMAN**

**RESOLVED** – That, in accordance with Standing Order No 29, Deputy Roger Chadwick be elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

**RESOLVED** – That, in accordance with Standing Order No 30 (3(a)), Stuart Fraser be appointed Deputy Chairman for the ensuing year.

It was **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 Freemen's School wished to extend to:

**STUART FRASER**

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

With regard to School premises, Stuart oversaw the continued implementation of the School's 'Master Plan' and presided over the opening of a new Boarding House and Music Department as well as bringing the (unexpectedly early!) new swimming pool project through the planning process after the unfortunate fire of January 2014. The Chairman ably oversaw and steered the approval process and negotiations at all levels and the 'Phase 2' works were now underway.

During his time as Chairman, the School appointed a new Headmaster following Philip MacDonald's retirement. The Chairman led the recruitment process with great professionalism and vision and we, as Governors, were delighted to have appointed Roland Martin as new Headmaster to the school. We know that Roland has been grateful for your support of him in his first few months in post.

Stuart performed his role as Chairman with great enthusiasm and confidence and has demonstrated a profound understanding and dedication to his duties. His unfailing support of the School at various functions and events has been very much appreciated by the Headmaster, staff, parents and pupils alike. Academically, the School has achieved some of its best ever results under his Chairmanship.

Finally, the Governors wished to thank him for his generous hospitality during his years in office and to convey to him, and Mrs Fraser, their good wishes for his and Laura's future health and happiness.

6. **MINUTES**

**RESOLVED** – That the public minutes of the meeting held on 18 January 2016 be approved.

7. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

**RESOLVED** – That the draft public minutes of the Academic & Education Sub-Committee meeting held on 18 March 2016 be noted.

8. **APPOINTMENT OF BURSARY AND SUB-COMMITTEES**

The Board considered a report of the Town Clerk regarding the composition of the Board's Bursary Committee and two Sub-Committees.

**RESOLVED** – That the appointment and composition of the following Sub-Committees be approved as follows for the ensuing year:-

a) **Bursary Committee**

Deputy Roger Chadwick (Chairman)

Stuart Fraser (Deputy Chairman)

Deputy John Bennett

Nicholas Goddard

Andrew McMillan

Philip Woodhouse

Vivienne Littlechild

b) **Finance, General Purposes and Estates Sub-Committee**

Deputy Roger Chadwick (Chairman)

Stuart Fraser

Deputy Brian Harris

Vivienne Littlechild

Philip Woodhouse

Vacancy

c) **Academic and Education Sub-Committee**

Deputy Roger Chadwick (Chairman)

Stuart Fraser

Deputy Brian Harris

Andrew McMillan

Councillor Chris Townsend

Gillian Yarrow

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

**RESOLVED** – That the appointment of Deputy Roger Chadwick as the Board's representative to the Association of Governing Bodies of Independent Schools for the ensuing year be approved.

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

In response to a Member's question regarding progress with the new Swimming Pool, the City Surveyor advised that a report recently approved by the Projects Sub-Committee regarding a new tendering process for the works would be circulated to the Board after the meeting.

It was then agreed to continue further discussions during in Non-Public due to the likely disclosure of exempt information relating to the financial and business affairs of any particular person or authority (in accordance with paragraph 3 of Part I of Schedule 12A from the Local Government Act 1972).

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

There was none.

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 Section 12A of the Local Government Act.

13. **NON-PUBLIC MINUTES**  
**RESOLVED** – That the non-public minutes of the meeting held on 18 January 2016 be approved, subject to one minor amendment:-

**10. Review of Bursary Guidelines**  
'CLSF' in resolution ii be corrected to CLFS.

14. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**  
**RESOLVED** – That the draft non-public minutes of the Academic & Education Sub-Committee meeting held on 18 March 2016 be noted.

15. **HEADMASTER'S REPORT**  
The Board considered a report of the Headmaster of the City of London Freemen's School relative to various School matters including the School Roll, staffing matters, recent and forthcoming events, and pupil achievements.

16. **BURSAR'S REPORT**  
The Board received a report of the Headmaster of the City of London Freemen's School that provided an update regarding financial, human resources, marketing and catering matters.

17. **LETTINGS REPORT**  
The Board considered a report of the Headmaster of the City of London Freemen's School regarding the letting of facilities at the School.

18. **HEAD OF THE JUNIOR SCHOOL REPORT**  
The Board received a report of the Headmaster of the City of London Freemen's School that provided an update regarding matters relating to the Junior School since the last Board meeting.

19. **OLD FREEMEN'S ASSOCIATION MEMORIAL CLUBHOUSE - LEASE TERMINATION**  
The Board considered a report of the Headmaster of the City of London Freemen's School regarding a lease termination.

20. **DEPARTMENTAL REPORTS 2014/15**  
The Board received the various Departmental monitoring reports for 2014/15 and noted that they would be presented to the Academic and Education Sub-Committee for review instead of the Board of Governors with effect from September 2016.

**RESOLVED** – That:-

- a) the English Department Report 2014/15 be noted;
- b) the Mathematics Department Report 2014/15 be noted;
- c) the Biology Department Report 2014/15 be noted;
- d) the Computing Department Report 2014/15 be noted;
- e) the Technology Department Report 2014/15 be noted;
- f) the Modern Foreign Languages Department Report 2014/15 be noted;
- g) the Geography Department Report 2014/15 be noted; and

h) the PE and Games Department Report 2014/15 be noted.

**21. NEW SCHOOL POLICIES**

The Board considered the updated School Policies in relation to asthma, Automated External Defibrillators (AED), off-site medical appointments for boarding pupils, drugs, head injury and concussion, and homely remedies.

**RESOLVED** – That:

- a) the Asthma Policy be approved;
- b) the AED Policy be approved;
- c) the Boarding Pupils needing off-site Medical Appointments Policy be approved;
- d) the Drugs and Drug Testing Policy be approved;
- e) the Head Injury and Concussion Policy be approved; and
- f) the Homely Remedies Policy be approved.

**22. TRINITY EXAMS SPRING TERM 2016 RESULTS**

The Board received a report of the Headmaster of the City of London Freemen's School that provided details of the spring term 2016 results of the Trinity musical instrument exams. Members noted that these results could also be presented to the spring meetings of the Academic and Education Sub-Committee if available.

**RESOLVED** – That the spring term 2016 results of the Trinity exams be noted.

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

There was one question.

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

Deputy Roger Chadwick thanked Members for their support and contribution during his first meeting as Chairman of the Board.

**The meeting closed at 1.40 pm**

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Chairman

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