



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

**Date:** MONDAY, 25 APRIL 2016  
**Time:** 11.00 am  
**Venue:** CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,  
KT21 1ET

**\*\* MEMBERSHIP SUBJECT TO APPROVAL AT THE COURT OF  
COMMON COUNCIL ON THURSDAY, 21 APRIL 2016 \*\***

**Members:**

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

**Enquiries:** David Arnold  
020 7332 1174  
david.arnold@cityoflondon.gov.uk

**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 FOLLOW)**  
To note the Order of the Court of Common Council of 21 April 2016, appointing the Board and setting its Terms of Reference.  

**For Information**
4. **ELECTION OF CHAIRMAN**  
To elect a Chairman pursuant to Standing Order No. 29.  

**For Decision**
5. **ELECTION OF DEPUTY CHAIRMAN**  
To elect a Deputy Chairman pursuant to Standing Order No. 30.  

**For Decision**
6. **MINUTES**  
To agree the public minutes and summary of the meeting held on 18 January 2016.  

**For Decision**  
(Pages 1 - 4)
7. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**  
To note the draft public minutes and summary of the meeting held on 18 March 2016.  

**For Information**  
(Pages 5 - 6)
8. **APPOINTMENT OF BURSARY AND SUB-COMMITTEES**  
Report of the Town Clerk.  

**For Decision**  
(Pages 7 - 14)
9. **APPOINTMENT OF AGBIS REPRESENTATIVE**  
To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.  

**For Decision**
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **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**

13. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 18 January 2016.
- For Decision**  
(Pages 15 - 20)
14. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**  
To note the draft non-public minutes of the meeting held on 18 March 2016.
- For Information**  
(Pages 21 - 24)
15. **HEADMASTER'S REPORT**  
Report of the Headmaster of the City of London Freemen's School.
- For Discussion**  
(Pages 25 - 46)
16. **BURSAR'S REPORT**  
Report of the Headmaster of the City of London Freemen's School.
- For Information**  
(Pages 47 - 50)
17. **LETTINGS REPORT**  
Report of the Headmaster of the City of London Freemen's School.
- For Decision**  
(Pages 51 - 56)
18. **HEAD OF THE JUNIOR SCHOOL REPORT**  
Report of the Headmaster of the City of London Freemen's School.
- For Information**  
(Pages 57 - 62)
19. **OLD FREEMEN'S ASSOCIATION MEMORIAL CLUBHOUSE - LEASE TERMINATION**  
Report of the Headmaster of the City of London Freemen's School.
- For Decision**  
(Pages 63 - 78)
20. **DEPARTMENTAL REPORTS 2014/15**  
a) English (Pages 79 - 80)  
b) Mathematics (Pages 81 - 84)

- c) Biology (Pages 85 - 86)
- d) Computing (Pages 87 - 88)
- e) Technology (Pages 89 - 90)
- f) Modern Foreign Languages (Pages 91 - 92)
- g) Geography (Pages 93 - 94)
- h) PE & Games (Pages 95 - 98)

**For Information**

**21. NEW SCHOOL POLICIES**

- a) Asthma Policy (Pages 99 - 104)
- b) Automated External Defibrillator (AED) Policy (Pages 105 - 108)
- c) Boarding pupils needing off-site medical appointments (Pages 109 - 110)
- d) Drugs and Drug Testing Policy (Pages 111 - 116)
- e) Head Injury and Concussion Policy (Pages 117 - 130)
- f) Homely Remedies Policy (Pages 131 - 134)

**For Decision**

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

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

**For Information**  
(Pages 135 - 136)

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

**24. 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**

**25. MEMBERS ONLY HEADMASTER'S REPORT**

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

**For Decision**

# Agenda Item 6

## **BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Monday, 18 January 2016**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Rooms, West Wing, Guildhall on Monday, 18 January 2016 at 11.30 am

### **Present**

#### **Members:**

Stuart Fraser (Chairman)	Vivienne Littlechild
Deputy Roger Chadwick (Deputy Chairman)	Sir Clive Martin
Deputy John Bennett	Andrew McMillan
Nicholas Goddard	Graham Packham
Alderman Timothy Hailes	Councillor Chris Townsend
Ann Holmes	Philip Woodhouse
Michael Hudson	Gillian Yarrow

#### **Officers:**

Natasha Dogra	- Town Clerk's Department
Roland Martin	- Headmaster of the 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
Mark Lowman	- City Surveyor's Office
Steve Telling	- Chamberlain's Department

### **1. APOLOGIES**

Apologies had been received from Michael Bramwell, Hugh Morris and Elizabeth Rogula.

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

There were no questions.

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

There was no urgent business.

6. **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.
7. **NON-PUBLIC MINUTES**  
The non-public minutes of the meeting were considered and approved as a correct record
8. **REPAIRS MAINTENANCE AND IMPROVEMENTS FUND**  
The Committee received a report regarding the projection of the cost of works to be met from the Repairs, Maintenance and Improvements Fund.
9. **PROPOSED 2016/17 REVENUE BUDGET**  
The Committee received the proposed 2016/17 revenue budget report.
10. **REVIEW OF BURSARY GUIDELINES**  
The Committee reviewed the current Bursary Guidelines.
11. **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.
12. **HEADMASTER'S REPORT**  
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.
13. **HEAD OF JUNIOR SCHOOL REPORT**  
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.
14. **GATEWAY 4C ISSUES REPORT CITY OF LONDON FREEMEN'S SCHOOL MASTER PLAN DELIVERY SWIMMING POOL REPLACEMENT**  
The Board received the issues report regarding the delivery of the swimming pool replacement.
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 was no urgent business.

**The meeting ended at 12.35 pm**

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Chairman

**Contact Officer: Natasha Dogra**  
**tel. no.: 020 7332 1434**  
**[natasha.dogra@cityoflondon.gov.uk](mailto:natasha.dogra@cityoflondon.gov.uk)**

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**ACADEMIC & EDUCATION SUB COMMITTEE - BOARD OF GOVERNORS OF  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Friday, 18 March 2016**

**Minutes of the meeting of the Academic & Education Sub Committee - Board of Governors of the City of London Freeman's School held at the City of London Freeman's School, KT21 at 10.30 am**

**Present**

**Members:**

Stuart Fraser (Chairman)  
Deputy Brian Harris  
Andrew McMillan  
Councillor Chris Townsend (Co-Opted Member)

**Officers:**

David Arnold	- Town Clerk's Department
Roland Martin	- Headmaster of the 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
Richard Dolan	- Head of Upper School, City of London Freeman's School
Gareth Hughes	- Head of Sixth Form, City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School

**1. APOLOGIES**

Apologies for absence were received from Deputy Roger Chadwick (Deputy Chairman) and Sir Clive Martin.

**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 non-public summary of the meeting held on 10 November 2015 be approved, subject to the correction of Officers' roles and titles.

**4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were none.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There was none.
6. **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 I of Schedule 12A of the Local Government Act.
7. **NON-PUBLIC MINUTES**  
**RESOLVED** – That the non-public minutes of the meeting held on 10 November 2015 be approved.
8. **HEADMASTER'S REPORT**  
The Sub-Committee considered a report of the Headmaster regarding a number of policies that needed to be reviewed before the next Board meeting.
9. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no questions.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
The Sub-Committee noted two items of urgent business.

**The meeting closed at 12.10 pm**

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Chairman

**Contact Officer: David Arnold**  
**tel. no.: 020 7332 1174**  
**david.arnold@cityoflondon.gov.uk**

# Agenda Item 8

<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London Freemen's School	25 April 2016
<b>Subject:</b> Appointment of Bursary and Sub-Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> David Arnold, Town Clerk's Department	

## Summary

The purpose of this report is to consider the appointment of the Board's Bursary Committee and two sub-committees and to approve their composition and terms of reference.

For ease, details of the composition and terms of reference of the Bursary Committee and the two sub-committees and the 2015/16 Membership are set out in Appendices 1 and 2 respectively.

## Recommendation(s)

Members are asked to:

Consider the appointment, composition and terms of reference of the following for the ensuing year:-

- City of London Freemen's School Bursary Committee
- Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School
- Academic and Education Sub-Committee of the Board of Governors of the City of London Freemen's School

## Main Report

### Background

1. This report considers the appointment, terms of reference and composition of the Board of Governors of the City of London Freemen's School's Bursary Committee and sub-committees.
2. Each of the Board's Committees and sub-committees are considered in turn below. Details of their terms of reference and proposed composition are set out in Appendix 1 of this report.

## **Current Position**

### Bursary Committee

3. There are a number of different awards which are provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee are concerned with applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three term's assistance).
4. Meetings precede Board meetings as and when an application for assistance is received.

### Finance, General Purposes and Estates Sub-Committee

5. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
6. It was intended that the Finance and General Purposes Sub Committee would primarily have a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board which would take any relevant decisions.
7. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

### Academic and Education Sub-Committee

8. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
9. It was proposed that the Academic and Education Sub Committee would have an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by the Board. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
10. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

## Appendices

- Appendix 1 – Composition of Sub-Committees
- Appendix 2 – 2015/16 Bursary and Sub- Committee Membership

### **David Arnold**

Committee and Member Services Officer  
Town Clerk's Department

T: 020 7332 1174

E: [david.arnold@cityoflondon.gov.uk](mailto:david.arnold@cityoflondon.gov.uk)

(A) **Bursary Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

**Terms of Reference**

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

PROVIDED ALWAYS that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

(B) **Finance, General Purposes and Estates Sub-Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the Sub-Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The Sub-Committee should report to each Board of Governors' meeting.

**Terms of Reference**

With 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:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- 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).

(C) **Academic and Education Sub-Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

**Terms of Reference**

With 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 development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;

- INSET and Professional Development policy and practice;
- staffing issues;
- to monitor general compliance with child protection requirements (not involving individual cases); and
- to make recommendations on any other issues which have been referred by the full Board.



**2015/16 Bursary and Sub- Committee Membership**

**Bursary Committee**

Stuart Fraser  
Deputy Roger Chadwick  
Deputy John Bennett  
Michael Bramwell  
Philip Woodhouse  
Vivienne Littlechild

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

Stuart Fraser  
Deputy Roger Chadwick  
Michael Bramwell  
Deputy Brian Harris  
Vivienne Littlechild  
Philip Woodhouse

**Academic and Education Sub-Committee**

Stuart Fraser  
Deputy Roger Chadwick  
Deputy Brian Harris  
Sir Clive Martin  
Andrew McMillan  
Councillor Chris Townsend

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