

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 16 October 2015

Minutes of the meeting of the Board of Governors of the City of London School held at Guildhall on Friday, 16 October 2015 at 10.30 am

Present

Governors:

Ian Seaton (Chairman)	Lord Levene of Portsoken (External Member)
Deputy Dr Giles Shilson (Deputy Chairman)	Christopher Martin (External Member)
Deputy Billy Dove, Chief Commoner	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
Alderman David Graves	Dame Mary Richardson (External Member)
Deputy the Revd Stephen Haines	Deputy James Thomson
	Prof. Whitehouse (External Member)

In Attendance

Officers:

Julie Mayer	- Town Clerk's
Steven Reynolds	- Chamberlain's Department
Sarah Fletcher	- Head, City of London School
Dr R M Brookes	- Senior Deputy Head, City of London School
Michael Clarkson	- Bursar, City of London School

1. APOLOGIES

Apologies were received from Lord Levene of Portsoken and Ronel Lehmann.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 17 June 2015 were approved.

Before commencing the business on the agenda, the Chairman expressed concern in that some Governors had not received a full set of papers and the despatch had been late, due to printer failure. Furthermore, in accordance with the 2011 Governance Review, Governors had not received the draft minutes within the prescribed 7 working days. The Town Clerk apologised and agreed to investigate further, in order to prevent a recurrence.

Matters arising

The Chairman of the new Governance Working Party, Mr Edward Lord, advised that Ms Sophie Fernandez and the new Bursar, Mr Michael Clarkson had joined the Working Party. The Board would receive an initial report from the Group at their next meeting in December. The Chairman welcomed the new Bursar, Mr Michael Clarkson, to his first Board Meeting.

Governors noted that Dr Richard Brookes was in attendance at the last Meeting of the Board but this was his first since taking up his new position, as Senior Deputy Head, at the start of the term. The attendance of school staff had not been recorded on the last set of minutes and the Town Clerk agreed to amend the draft and republish the final version.

4. **REVENUE OUTTURN 2014/15**

The Board received a joint report of the Head and the Chamberlain, setting out the Revenue Outturn position for 2014/15.

Mr Lord moved (and Deputy Shilson seconded) a resolution to Policy and Resources Committee, requesting that future Revenue Outturn Reports be presented in conventional commercial format, with expenditure shown as a negative value (in brackets), rather than in the public sector format. Governors noted that a similar resolution had also been passed by the Markets Committee.

In response to questions, Governors noted that contributions for repairs and maintenance had been phased to meet future commitments at the appropriate intervals and the London Living Wage had been factored in.

Governors also noted that the security budget had been discussed at length at a recent informal meeting. A Governor advised that he had taken detailed, contemporaneous notes of a discussion, some time ago, as to who would meet the costs of the new security systems, which he agreed to share with the Chairman. Governors asked for clarity as to whether this commitment would be met from the central pool, or from reserves. In response to a question about the Risk Register, the Head confirmed that security had been downgraded from red to amber, since the start of the works in the summer. It was also suggested that financial risk be incorporated into CLS-08 – inadequate resources. Governors asked for a schedule of capital work over the next 5 years and the Head confirmed that this was being progressed.

Finally, the Chairman asked if the schedule for producing financial reports could be revisited in order to ensure that both the Head and the Chairman had early sight of the reports before the agendas were published.

RESOLVED - that:

1. The Revenue Outturn report for 2014/15 be noted.
2. The Policy and Resources Committee be asked to note the view of the Board of Governors of the City of London School in that future Revenue

Outturn Reports be presented in conventional commercial format, with expenditure shown as a negative value (in brackets), rather than in the public sector format.

5. BURSARY FUND INCORPORATING SCHOLARSHIPS AND PRIZES FUND - REPORT AND FINANCIAL STATEMENTS

The Board considered a report of the Chamberlain, which provided Governors with the Annual Report and Financial Statements, for the year ended 31 March 2015, of the City of London School Bursary Fund (Charity 1) incorporating the City of London School Scholarships and Prizes Fund (Charity 2) for information. The report also asked Governors to consider whether part of the cash balance of £487,938, as at 31 March 2015, should be invested in the City of London Charities Pool.

The Chairman agreed to receive a tabled recommendation, in respect of fund raising, which would be considered as part of the Head's Non-Public Report. Governors therefore agreed to defer recommendation 2 in the report, in respect of transferring a cash balance to the City of London Charities Pool, as this would be superseded by the tabled recommendation, should Governors be minded to approve it.

RESOLVED – that, the Annual Report and Financial Statements for the Year ended 31 March 2015 be noted.

6. EDUCATION TRUST - REPORT AND FINANCIAL STATEMENTS

The Board received a report of the Chamberlain, which provided Governors with the 2014/15 report and Financial Statements for the City of London School Education Trust (Charity Number 1118571).

RESOLVED – that, the report be noted.

7. HEAD'S REPORT

The Board received the Head's report and congratulated her on an excellent report and particularly the high number of Oxbridge entrants. Governors noted that, over the coming year, she would be focussing on supporting achievement by fine-tuning subject advice at A-level and by building a greater awareness of learning support in the classroom.

RESOLVED – that, the Head's report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

10. 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.

Item No	Para No
11-13	3
14	1 & 2
15-16	-

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 17 June 2015 were approved.

12. **HEAD'S REPORT**

The Board considered and approved the Head's Non-Public Report.

13. **RISK REGISTER**

The Board considered and approved a report of the Head.

At 12.15pm, the Board agreed to suspend standing orders in order to finish the business on the agenda.

14. **APPLICATION FOR SABBATICAL LEAVE**

The Board considered and approved a report of the Head.

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**

The Chairman agreed to the admission of a late item of business, to be considered and approved by Governors only.

The meeting ended at 12.30 pm

Chairman

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