



Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital

Date: FRIDAY, 27 NOVEMBER 2015
Time: 10.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy John Barker
John Bird (External member)
Dennis Cotgrove
Deputy Alex Deane
The Rt Hon the Lord Mayor, The Lord Mountevans
Marianne Fredericks
Lucy Frew
Christopher Hayward
Vivienne Littlechild
Edward Lord
Deputy Catherine McGuinness
Wendy Mead
Ann Pembroke
Deputy Henry Pollard
Ian Seaton
Alderman Alan Yarrow

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Lunch will be served in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **ELECTION OF CHAIRMAN**

To elect a Chairman for the year ensuing.

For Decision

4. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman for the year ensuing.

For Decision

5. **MINUTES**

To agree the public minutes and summary of the meeting held on 28 November 2014 (copy attached).

For Decision
(Pages 1 - 4)

6. **MINUTES OF THE REFERENCE SUB-COMMITTEE**

To agree the public minutes and summary of the meeting of the Reference Sub-Committee held on 30 March 2015 (copy attached).

For Decision
(Pages 5 - 8)

7. **CHRIST'S HOSPITAL - PROCESS FOR THE PRESENTATION OF A CHILD**

Report of the Town Clerk.

For Decision
(Pages 9 - 14)

8. **APPOINTMENT OF DONATION GOVERNORS**

For Decision

a) To appoint a Donation Governor in the room of Sophie Fernandes for an existing presentee at CH (2013-2020)

b) To appoint a Donation Governor for the City's 2015 presentee (2016-2023)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

11. **EXCLUSION OF THE PUBLIC**

MOTION - 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 Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 28 November 2014.

For Decision
(Pages 15 - 16)

13. **NON-PUBLIC MINUTES OF THE REFERENCE SUB-COMMITTEE**

To agree the non-public minutes of the Reference Sub-Committee meetings held on:

For Information

a) 28 November 2014 (Pages 17 - 18)

b) 30 March 2015 (Pages 19 - 20)

14. **PROGRESS ON CHILDREN PRESENTED IN THE LAST FIVE YEARS**

Note from Christ's Hospital on the progress of current presentees and an opportunity for Donation Governors to provide their own updates.

For Information
(Pages 21 - 22)

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

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT WHILST THE PUBLIC ARE EXCLUDED**

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**COMMITTEE OF ALDERMANIC ALMONERS, COMMON COUNCIL GOVERNORS
AND DONATION GOVERNORS OF CHRIST'S HOSPITAL**

Friday, 28 November 2014

Minutes of the meeting of the Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital held at the Guildhall EC2 at 12.00 pm

Present

Members:

Deputy Henry Pollard (Chairman)	Lucy Frew
Marianne Fredericks (Deputy Chairman)	Vivienne Littlechild
Deputy John Barker	Deputy Catherine McGuinness
Dennis Cotgrove	Wendy Mead
Alderman Jeffrey Evans	Ann Pembroke
Sophie Fernandes	Ian Seaton

Officers:

Saimah Tahir	Town Clerk's Department
Philippa Sewell	Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Alex Deane, Christopher Hayward, Deputy Catherine McGuinness and Edward Lorde.

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

There were no declarations of interest.

3. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman for the year ensuing.

The Town Clerk read a list of those eligible to stand and Deputy Henry Pollard being the only Member indicating his willingness to serve, was duly elected as Chairman for the ensuing year.

4. ELECTION OF DEPUTY CHAIRMAN

The Committee proceeded to elect a Deputy Chairman for the year ensuing. The Town Clerk read a list of those eligible to stand and Marianne Fredericks being the only Member indicating her willingness to serve, was duly elected as Deputy Chairman for the ensuing year.

The Chairman thanked Members for their support and took the opportunity to express what a rewarding role it was sitting on the Committee.

5. **MINUTES**

The public minutes and summary of the meeting held on 22 November 2013 were approved.

6. **MINUTES OF THE REFERENCE SUB-COMMITTEE**

The Committee noted the minutes of its Reference Sub-Committee meeting held on 22 November 2013.

7. **APPOINTMENT OF REFERENCE SUB - COMMITTEE**

Members proceeded to appoint a Reference Sub-Committee for the interviews that would be taking place on the 28th November 2014.

The Town Clerk asked Members to indicate their willingness to serve and Lucy Frew being the only Member present wishing to serve on the Reference Sub-Committee, was duly appointed.

RESOLVED – That the Reference Sub-Committee composition be approved with the following Membership:-

Deputy Henry Pollard (Chairman)
Marianne Fredericks (Deputy Chairman)
Lucy Frew

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

In response to a Member's question, the Town Clerk advised that candidates who were shortlisted for presentation must have met the following criteria: -

- Christ Hospital's own selection criteria to be eligible for presentation, including having a household income below £56,000 (assessed and verified by Christ's Hospital);
- A close City connection or with a City Fringe Borough; and
- Come from a family where the child may benefit from a boarding Environment

A Member requested term times and calendar events for the School were sent to all Members of the Committee, the Town Clerk agreed to request the information from the School.

The Town Clerk advised that William Stephenson whose term ends in 2015, required a replacement Donation Governor as his Donation Governor Ray Catts had left the City of London Corporation. Dennis Cotsgrove volunteered and the Town Clerk undertook to contact the School to confirm the appointment.

The Committee thanked the School for hosting Members during their visit to the School and requested that future visits take place on a Saturday to allow more Members to attend.

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

10. **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 Schedule 12A of the Local Government Act.

Item No.

11 – 16

Exemption Paragraph(s)

1, 2 & 3

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 28th November 2014 were approved.

12. **NON-PUBLIC MINUTES OF THE REFERENCE SUB-COMMITTEE**

The Committee received the non-public minutes of the Reference Sub-Committee held on 28th November 2014.

13. **APPLICATIONS FOR PRESENTATION 2016**

The Committee received the application documentation for the short listed candidates for presentation in September 2015.

14. **PROGRESS ON CHILDREN PRESENTED IN THE LAST FIVE YEARS**

The Committee received updates from current Donation Governors on their respective Presentees.

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

There were no questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

The meeting closed at 12.45 pm

Chairman

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**REFERENCE SUB (COMMITTEE OF ALDERMANIC ALMONERS, COMMON
COUNCIL GOVERNORS AND DONATION GOVERNORS OF CHRIST'S
HOSPITAL) COMMITTEE**

Monday, 30 March 2015

Minutes of the meeting of the Reference Sub (Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital) Committee held at the Guildhall EC2 at 12.30 pm

Present

Members:

Henry Pollard (Chairman)

Lucy Frew

Marianne Fredericks (Deputy Chairman)

Officers:

Saimah Tahir

Town Clerk's Department

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on the 28th November 2014, were approved as a correct record.

4. QUESTIONS ON NON-PUBLIC MATTERS RELATING TO THE WORK OF THE COMMITTEE

Candidates for a Presentee Place at Christ's Hospital

The Sub-Committee questioned the way in which Christ's Hospital selected candidates for the City of London Corporation. A Member noted that in recent years the number of candidates provided by the School had decreased dramatically and went onto question the reason for not including the child that was to be considered at this meeting in the original list of candidates. The Chairman highlighted the importance of having a number of good quality candidates to choose from in order to continue to secure funding for future presentation places. He requested that the School provide a response to both question in order for the Committee to have a better understanding of Christ's Hospital's selection process. The Town Clerk agreed to raise the questions with the School.

Dates for Interview

The Sub-Committee discussed the interview dates set by the City of London Corporation for candidates. It was noted that holding interviews after the initial

assessment was not conducive as it was still possible for the children to fail the residential assessment. Members agreed that future interview dates would be set for once the residential assessments had taken place. The Town Clerk agreed to look into this and report back to the Chairman.

Representative from Christ's Hospital

The Sub-Committee requested that a representative from Christ's Hospital was invited to attend both the Grand and Sub-Committee of Christ's Hospital, this would help Members with any questions they had on the selection process.

RESOLVED: That;

1. the Town Clerk would contact the School regarding further clarification over the candidate selection process;
2. the Town Clerk would look into changing the City of London Corporation's interview dates to after the residential assessment; and
3. the Town Clerk would request for a representative of the School to join the Grand and Sub-Committee to provide advice on the selection process.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

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 as follows:-

<u>Item No.</u>	<u>Paragraph No.</u>
7 - 10	1, 2 & 3

7. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 28th November 2014 were approved as a correct record.

8. SELECTION OF A CHILD FOR PRESENTATION IN SEPTEMBER 2016

The Reference Sub Committee proceeded to select a candidate for presentation to Christ's Hospital in September 2015.

9. QUESTIONS ON NON-PUBLIC MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

The meeting closed at 12.50 pm

Chairman

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Committees	Dated:
Committee of Aldermanic Almoners, Common Council & Donation Governors of Christ's Hospital Education Board	27/11/2015
Subject: Christ's Hospital – Process for the Presentation of a Child	Public
Report of: Town Clerk	For Decision

Summary

Following a situation in 2014 whereby the Committee's first and second choices of candidates for presentation to Christ's Hospital had unfortunately not achieved the required standard following the residential exam and were therefore unsuccessful in obtaining a place at Christ's Hospital, Members questioned the way in which the candidates were selected and instructed the Town Clerk to investigate whether there was an alternative method of making appointments to the School.

Members also agreed that in the meantime future interview dates would be set once the residential assessments had taken place and therefore subject to any decision this day, the interviews will be set for a date to be confirmed in mid-March of each year.

An alternative method of nominating a child has been identified entitled 'Clerk to Present/Nominate' and it is considered that this would be the best way forward to avoid a recurrence of the situation in 2014.

Recommendations

That the Committee:

- 1) follow Christ's Hospital's 'Clerk to Present' method of nominating one candidate for the Committee's approval after both the Initial Assessments and the Residential Assessments have taken place (Option 3), in March of each year;
- 2) note that the November meetings of the Committee will therefore no longer be necessary;
- 2) indicate whether they would wish to continue to express the wish for a child with a City link or who resides or attends a school within the City or the City fringe to be nominated, whilst accepting that this may not always be possible; and
- 3) indicate any specific views they may have on meeting the candidate and delegate to the Town Clerk, in consultation with your Chairman and Deputy Chairman, the making of arrangements for a meeting in mid-March of each year, once the school knows which children have accepted place offers.

Main Report

Background

1. Since 1970 the Court of Common Council has made a donation to Christ's Hospital to enable the Corporation to present one child per annum to the School. Each child must be successful academically, suitable for boarding and preferably have a City link.
2. In June 2010 the Policy and Resources Committee considered a detailed report reviewing the City of London Corporation's Financial Support for Educational Institutions which contained information on the history of the School and its links with the City of London Corporation.
3. It was agreed that a fixed donation of £48,000 be made for each presentation over six years commencing in April/May 2011 which would amount to £288,000 over the six years and would be equivalent to two years of full fees per presentation place or £6,857 for each of the seven year the City Presentee is in the School. It was agreed that further presentations be reviewed in 2017.
4. Your Committee were also asked to consult the School on strengthening the selection criteria to consider only 'children who reside or attend a school within the City and the City fringe' and a more rigorous yet cost-neutral promotion of the scheme be implemented in addition to the approval of £150 per annum to be made available to each Donation Governor, to be put towards their pupil's extra-curricular activities.

Current Position - Existing Admission Process

5. Currently, in the autumn of each year, after the Initial Assessment results for the children are available, the Admissions Office at Christ's Hospital are asked for the names of suitable candidates.
6. In October/November of each year the City Corporation's Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital meet and appoint a Reference Sub Committee usually consisting of the Chairman and Deputy Chairman and the Donation Governor for that year. The Reference Sub Committee meet, usually later that day, and interview the suggested children and select a child to present to the School for commencement at the School the following September. The selection is subject to that child reaching the required standard in the entrance assessments held in January the following year and the demonstration of suitability for boarding at Christ's Hospital. Often a second choice is made in case the first choice is unsuccessful in the residential exam. This situation often leads to the hopes and expectations of the prospective children and their families being raised and ultimately a number of disappointments.
7. Following a situation in 2014 whereby the Committee's first and second choices had unfortunately not achieved the required standard following the residential exam and were therefore unsuccessful in obtaining a place at Christ's Hospital, Members questioned the way in which the candidates were selected and the

Committee instructed the Town Clerk to investigate whether there was an alternative method of making appointments to the School. Members also agreed that in the meantime future interview dates would be set once the residential assessments had taken place and therefore subject to any decision this day, the interviews will be set for a date to be confirmed in mid-March of each year. The Committee also indicated that they may welcome a presentation from the School to explain the process dependant upon the information obtained by the Town Clerk.

Options

8. The Senior Committee Member Services Officer of the Town Clerk's Department visited the School and sought clarification on the options available in the appointment process and the School were very helpful in providing the information to prepare this report.
9. The School is academically selective and there is a two stage selection process for all pupils. An Initial Assessment that uses computer based tests and, for those that pass, a Residential Assessment where there is further academic testing and where the School also assess the child's suitability for boarding.
10. On current figures, the gross family income from all sources of a Presentee must not exceed £56,000 at the point at which the child sits the residential assessment. This figure is set to be indicative of the income of two parents at the national average wage and is reviewed in June of each year. I am advised that the majority of presentees' families have incomes significantly lower than this maximum.
11. Having regard to the above and the rules for the presentation of candidates, attached at Appendix A, there are three options for the selection of a Presentee to the School:-

Option A - The City of London Corporation can nominate a choice of pupil to the Admissions Office at the School before the date of the Initial Assessments, which are usually held in mid-October of each year. Common Councilmen were canvassed annually for candidates over a number of years and, as increasingly few children were identified in this way, this option ceased to be used some years ago;

Option B - School's Admissions Office can send details of candidates after the Initial Assessment results are available, usually early in November. The School tries to find candidates with some form of City link although this has not always been possible. This is the option which the City of London Corporation currently follow and the disadvantages of this situation are referred to in the above paragraphs; and

Option C - The City of London can delegate the selection of a child to the Clerk of Christ's Hospital who would look at applicants after both the Initial Assessments and the Residential Assessments and provide one nomination to the City Corporation. This is entitled 'Clerk to Present'. This is likely to happen in February of each year. The City could continue to express the wish for a child

with a City link but, as above, this is not always possible. The Committee could consider and approve the presentation of the child based on information in papers only, or it could appoint a Reference Sub Committee with Power to Act to informally meet the child in March and make a decision. Further details on how this could work in practice could be drawn up if the Committee agrees to this course of action. It is envisaged however that the arrangements would largely be as present, with the membership of the Committee continuing to be canvassed to discover who would be available to be the Donation Governor for that year and to meet the nominated candidate on a chosen date. The only difference would be that only one child would be met and perhaps the child and parent could be invited to lunch so that they could perhaps be more relaxed.

The School have advised that should the Sub Committee or the Donation Governor take exception to the nominated child it would be possible although, because of the timing, not ideal, for the Clerk to nominate an alternative child to be presented. If that were to happen, the first child would not be refused a place at the School at this stage.

Proposals

12. Having regard to the problems experienced with the current option (Option B) and the lack of candidates nominated by Governors previously under Option A, it is considered that the best way forward would be for Option C to be followed and that the Clerk of Christ's Hospital present or nominate one candidate to the City of London in early March of each year, after both the Initial Assessments and the Residential Assessments have taken place. If the Committee wish, it would be possible for the City to continue to express the wish for a child with a City link or a child who resides or attends a school within the City or the City fringe to be nominated, whilst accepting that this may not always be possible.

Corporate & Strategic Implications

13. In securing the City of London's presentation rights to Christ's Hospital and enabling children with links to the City to gain a place at an independent boarding school, the City would following its strategic aim to provide valued services, such as education, employment, culture and leisure, to London and the nation.

Conclusion

14. Given the recent experiences associated with the presentation of a child to Christ's Hospital and the Committee's instruction to review the appointment process, it is considered that Option 3 should be followed and that the Clerk of Christ's Hospital to present/nominate one child for the Committee's approval in March of each year.

Appendices

- Appendix 1 – Extract from Christ's Hospital's – Guide for Donation Governors

Jacqui Daniels

Senior Committee and Member Services Officer, Town Clerk's Department

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APPENDIX 1 – EXTRACT FROM THE CHRIST'S HOSPITAL GUIDE FOR DONATION GOVERNORS

The Presentation System

What is a 'Presentation'?

The Presentation system, believed to be unique to CH, is a means of supporting and encouraging the selection of suitable pupils to be considered for admission to CH, by persons or organisations who have demonstrated a serious commitment to CH. An individual Donation Governor, business, charity or Livery Company selects and nominates - that is to say 'presents' - a child for entry to the School

The child is said to be in receipt of a 'Presentation' and the individual or corporate representative Donation Governor is known as the 'Donation Governor' or 'Representative Donation Governor'. A system of patronage has been in place in varying forms over the centuries since the School's early days; its purpose has always been to encourage and facilitate the identification and admission to the School of children with need for the education that CH can provide, and for whom such an education would otherwise be unlikely to be available

The Governance of Christ's Hospital

Christ's Hospital has provided a boarding education to boys and girls in need since its foundation in London by King Edward VI in 1552. Since shortly after the Charity Commission was created in 1853, the School has been a UK registered charity, governed until 2007, by a series of some eighteen consecutive Schemes (the equivalent of Trust Deeds). In 2004 a major re-structuring of the then current Scheme was embarked upon, and the new governance arrangements became effective from 1st August 2007. Christ's Hospital is now a charity in two parts, each with its own Board.

The Foundation of Christ's Hospital, whose trustee body is the Council of Almoners Limited, holds and is responsible for the endowments and other major assets of the charity and for raising and allocating funds for the running of the School.

The School of Christ's Hospital, has its own policy-making Board of School Governors (BSG) to whom the Head Master is responsible for all aspects of the education and welfare of the pupils. The common purpose shared by these two bodies continues unchanged – namely the education of children and especially those with need to board who would otherwise not realise their potential.

Rules for the Presentation of Candidates

1. No Donation Governor may present his/her own child, stepchild or grandchild or any children, stepchildren or grandchildren of such child or stepchild.
 2. Any Donation Governor who delegates the exercise of his/her presenting privileges to another shall be liable for all acts by that other person in relation to the Presentation, unless the Council of Almoners shall, on consideration of any special circumstances, otherwise order.
 3. No Presentation may be the consequence of a sale, bargain or any other consideration made to achieve the Presentation.
 4. A presenting Donation Governor must state to the Clerk on his/her Presentation Petition whether or not, and to the best of his/her knowledge, the Presentee for whom he/she is petitioning is related to any Donation Governor and if so to what degree.
- The Council of Almoners has discretion to decide the Presentation privileges available to Donation Governors. The following are the current rules under this discretion:**
5. Donation Governors may apply for a second or subsequent presentation upon making a further donation.
 6. If a Presentee leaves the School for any reason in the first two years, the presenting Donation Governor is invited to select another Presentee without making a further donation.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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