



Board of Governors of the City of London School for Girls

Date: THURSDAY, 22 OCTOBER 2015
Time: 2.00 pm
Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,
BARBICAN, EC2Y 8BB

Members:

Sir Michael Snyder (Chairman)	Christopher Hayward
Clare James (Deputy Chairman)	Tom Hoffman
Randall Anderson	Ann Holmes
Nicholas Bensted-Smith	Sylvia Moys
Professor John Betteridge (External Member)	Elizabeth Phillips (External Member)
Nigel Challis	Deputy Richard Regan
Dennis Cotgrove	Mary Robey (External Member)
Emma Edhem	Alderman William Russell
Dr. Stephanie Ellington (External Member)	Ian Seaton (Ex-Officio Member)
Stuart Fraser (Ex-Officio Member)	Richard Sermon (External Member)
Alderman John Garbutt	

Enquiries: Chris Braithwaite
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Lunch will be served at the School at 1PM
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. **MINUTES**
To agree the public minutes and non-public summary of the meeting held on 22 June 2015.

For Decision
(Pages 1 - 6)
4. **APPOINTMENT OF CO-OPTED GOVERNOR**
Report of the Town Clerk.

For Decision
(Pages 7 - 8)
5. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**
Report of the Director of Community and Children's Services. This report was referred to the Board of Governors by the Community and Children's Services Committee, as per the resolution attached to the report.

For Information
(Pages 9 - 28)
6. **HEADMISTRESS' REPORT**
Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 29 - 34)
7. **PROPOSED PURCHASE OF NEW STEINWAY GRAND PIANO**
Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 35 - 38)
8. **REVENUE OUTTURN 2014/15**
Joint report of the Chamberlain and the Headmistress of the City of London School for Girls.

For Information
(Pages 39 - 46)
9. **ANNUAL REPORT AND FINANCIAL STATEMENTS 2014/15 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**
Report of the Chamberlain.

For Decision
(Pages 47 - 72)

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 22 June 2015.

For Decision
(Pages 73 - 74)

14. **PRESENTATION**

Presentation of the Director of Studies concerning the School's academic results and use of research in the School. Details of the exam results are provided with this agenda, and the Director of Studies will present a detailed analysis at the meeting.

For Information
(Pages 75 - 104)

15. **HEADMISTRESS' REPORT**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 105 - 206)

16. **CITY OF LONDON SCHOOL FOR GIRLS REFURBISHMENT PROGRAMME**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 207 - 254)

17. **OPPORTUNITIES TO EXPAND CITY OF LONDON SCHOOL FOR GIRLS**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 255 - 264)

18. **CITY OF LONDON SCHOOL FOR GIRLS RISK REGISTER**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 265 - 276)

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

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

Part 3 - Members Only Agenda

21. **INCREMENTAL PROGRESSION**
Report of the Director of Human Resources.

For Decision

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Monday, 22 June 2015**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 22 June 2015 at 11.00 am

Present

Members:

Nicholas Bensted-Smith	Clare James
Professor John Betteridge (External Member)	Sylvia Moys
Nigel Challis	Elizabeth Phillips (External Member)
Dennis Cotgrove	Mary Robey (External Member)
Dr. Stephanie Ellington (External Member)	Alderman William Russell
Alderman John Garbutt	Richard Sermon (External Member)
Tom Hoffman	Sir Michael Snyder
Ann Holmes	

Officers:

Jacqui Daniels	Town Clerk's Department
Sarah Port	Chamberlain's Department
Ena Harrop	Headmistress, City of London School for Girls
Alan Bubbear	Bursar, City of London School for Girl's
Claire Tao	Deputy Head, Staff, City of London School for Girl's
Kate Brice	Deputy Head, Pastoral, City of London School for Girl's
Paula Wilkinson	Town Clerk's Department
Philip Saunders	Remembrancer's Department

Alderman Garbutt in the Chair

1. APOLOGIES

Apologies for absence were received from Emma Edhem, Christopher Hayward and Deputy Richard Regan.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

The Board of Governors received the Order of the Court of Common Council, 27 April 2015, appointing the Board of Governors of the City of London School for Girls for 2015/16 and its terms of reference.

4. **ELECTION OF CHAIRMAN**

The Board proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Sir Michael Snyder, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

The Chairman thanked the Board for their continued support and welcomed Alderman Garbutt to his first meeting the Board.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Board of Governors proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk read a list of those Governors eligible to stand and Clare James, being the only Governor expressing willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

6. **MINUTES**

The minutes of the Board of Governors meeting held on 4 February 2015 were approved as a correct record.

7. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

Mary Robey left the room during the consideration of the following item.

The Board received a report of the Town Clerk regarding the reappointment of Mary Robey as a Co-opted Governor as she had completed a 3 year term on the Board.

The Chairman and the Headmistress expressed their support for Mar Robey's re-appointment and informed the Board of the invaluable assistance and advice she provided.

RESOLVED – That, Mary Robey be reappointed as a co-opted Governor for a further term of three years.

Mary Robey returned to the room.

8. **APPOINTMENT OF THE BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee should comprise of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2015/16.

RESOLVED – that the following Governors be appointed to the Bursary Committee for the ensuing year:

Clare James (as Chairman)
Nicholas Bensted-Smith
Nigel Challis
Deputy Richard Regan
Mary Robey
Richard Sermon

9. **APPOINTMENT OF A REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee should consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2015/16.

RESOLVED – That the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Sir Michael Snyder (as Chairman)
Clare James (as Deputy Chairman)
Nigel Challis
Sylvia Moys
Deputy Regan
Alderman William Russell

10. **APPOINTMENT OF AN ACADEMIC WORKING PARTY**

The Town Clerk reminded Governors that the Academic Working Party should consist of six Governors, the Head and the Deputy Heads.

The Board proceeded to appoint their Academic Working Party for 2015/16.

RESOLVED – That the following Governors be appointed to the Academic Working Party for the ensuing year:

Mary Robey (as Chairman)
Professor John Betteridge
Dr Stephanie Ellington
Ann Holmes
Clare James
Elizabeth Phillips
Alderman William Russell
Ena Harrop – Headmistress
Neil Codd – Deputy Head, Academic
Kate Brice – Deputy Head, Pastoral
Claire Tao – Deputy Head, Staff

11. **APPOINTMENT OF THE AGBIS REPRESENTATIVE**

Mary Robey expressed a willingness to serve as the Board's AGBIS representative for the ensuing year.

RESOLVED – That Mary Robey be appointed as the Board's AGBIS representative for 2015/16.

12. **TEACHERS' PAY PANEL**

The Governors considered a report of the Director of Human Resources informing the Board of Governors of pay discussions that had taken place on behalf of the Board regarding the Staff Side and Common Room pay claim for September 2015.

RESOLVED – That:-

- 1) the report be noted;
- 2) the Panel's terms of reference as set out in Appendix 2 of the report be endorsed; and
- 3) it be agreed that the Teachers' Pay Panel should continue in relation to any pay claim made on behalf of the Staff Side and Common Rooms for the academic year commencing in September 2016.

13. **REPORT OF THE HEADMISTRESS**

The Board considered the public report of the Headmistress detailing matters including forthcoming events, health and safety and staff training and requesting the approval of a number of policies.

In answer to a Governor's question it was confirmed that the paperwork concerning School trips would be sufficient to cover the wide range of trips organised by the School, including the more adventurous activities. She undertook to:

- send a copy of a previous completed form to Governors via email for their information;
- amend the documents to reflect her title as Headmistress throughout;
- make policy documents available for Mary Robey to spot check on behalf of the Board, as necessary;
- include safeguarding in the list of issues on page 26 of the papers; and
- amend the policies in the light of further changes in guidance and submit them to the Board for approval.

RESOLVED – That the report be noted and approval be given to the following policies attached at Annexes B – F of the report concerning:-

Trip Paperwork;

SMSC Statement – Appendix to Collective Worship Curriculum Policies – revised May 2015;

NQT Induction Policy – revised May 2015;

Anti-Bullying Policy September 2014 (amended May 2015); and

Safeguarding and Child Protection Policy and its annexes – January 2015 (revised May 2015).

14. **COUNTER-TERRORISM AND SECURITY ACT**

Governors received a report of the Remembrancer concerning the Counter Terrorism and Security Act 2015 which placed two new duties on the Board. Firstly the Board now had a need to prevent people being drawn into terrorism and secondly they would need to co-operate with panel put into place by local authorities to identify and provide support to those who were vulnerable to being drawn into terrorism. The Town Clerk's Community Safety Team representative reiterated that there were significant safeguarding implications in terms of Prevent and the Prevent safeguarding risk matrix was featured in the City and Hackney Thresholds of need document.

During a detailed discussion of the report it was noted that the Corporation was looking at its departments working together in order to identify particular risks e.g. educational establishments and venue hire and to suggest ways forward. It was noted that dealing with this matter required a delicate balance of measures and approach and that children could be radicalised in their own homes via the computer and these homes could be based in other local authorities who also had the same obligations. Governors discussed various ways of engaging with parents and the community on this matter and it was particularly noted that good practice encouraged self-help groups for parents and there were good leaflets available.

The Headmistress reminded Governors of the presentation given to them earlier in the year promoting British values and social cohesion and stated that the girls would explore this issue further in their lessons and a counsellor was available if necessary.

RESOLVED – That the report and the duties placed on the Board as set out in paragraphs 2 and 3 of the report, be noted.

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

There were no questions.

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

There were no urgent items.

17. **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, as follows:-

Item Nos.	Exemption Paragraphs
18 - 23	3

18. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 4 February 2015 were considered and approved as a correct record.

19. **PRESENTATION**

The Board received a detailed presentation from the Deputy Head, Staff concerning Safeguarding and Child Protection. A summary report, outlining Safeguarding with the School since their last presentation in February, was handed to Governors.

20. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress concerning various School matters.

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

There were no questions.

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

There were no non-public urgent items.

23. **GOVERNORS ONLY MINUTES**

The Governors Only minutes of the meeting held on 4 February 2015 were considered and approved as a correct record.

The meeting ended at 1pm

Chairman

**Contact Officer: Jacqui Daniels
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jacqui.daniels@cityoflondon.gov.uk**

Committee: Board of Governors of the City of London School for Girls	Date: 22 October 2015
Subject: Appointment of Co-opted Governor	Public
Report of: Town Clerk	For Decision

Summary

The Board of Governors of the City of London School for Girls can appoint up to six co-opted Governors with experience relevant to the Board. This report requests the Governors to consider the appointment of Professor Anna Sapir Abulafia as a co-opted Governor of the Board for a three year term.

Recommendation

Governors are asked to consider the appointment of Professor Anna Sapir Abulafia onto the Board for a three year term.

Main Report

1. The Board of Governors of the City of London School for Girls can appoint up to six co-opted Governors with experience relevant to the Board.
2. Professor Anna Sapir Abulafia has been approached and has indicated that she is content to serve. To assist the Board in their decision, Professor Abulafia was invited to provide 100 words in support of her candidature and this is set out in 'Annex A' below.
3. The Chairman, Deputy Chairman and Headmistress all support the appointment of Professor Anna Sapir Abulafia onto the Board and Governors are asked to consider her appointment for a full three year term.

Contact:

Jacqui Daniels
020 7332 1480

jacqui.daniels@cityoflondon.gov.uk

ANNA SAPIR ABULAFIA

I hold the Chair of the Study of the Abrahamic Religions in the Faculty of Theology and Religion at Oxford and am a Fellow at Lady Margaret Hall. Before that I taught History at Lucy Cavendish College, Cambridge, where I was Graduate Tutor, Senior Tutor and Vice-President. I have also directed studies in History at Newnham College.

The main focus of my research is medieval Christian-Jewish relations within the broad context of twelfth and thirteenth-century theological and ecclesiastical developments. My latest book is Christian-Jewish Relations, 1000-1300. Jews in the service of medieval Christendom, and I have a keen interest in interfaith matters.

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Agenda Item 5

From: Community and Children's Services Committee Friday, 9 October 2015

**To: Establishment Committee
Culture, Heritage and Libraries Committee
Board of Governors for the City of London School
Board of Governors for the City of London School for Girls
Board of Governors for the City of London Freeman's School
Board of Governors for the Guildhall School for Music and Drama
Barbican Centre Board**

The Committee received a report of the Director of Community and Children's Services regarding the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015, which is contained in the annual report for the City and Hackney Safeguarding Children's Board.

In response to a query, Members were advised of the activity that had taken place to raise the profile of this role and the recommendations for 2015/2016 in relation to multi-agency training.

RESOLVED – it was moved by the Chairman, seconded by the Deputy Chairman and unanimously agreed by the Committee that the report be circulated for information to the following Committees:

- Establishment Committee
- Culture, Heritage and Libraries Committee
- Board of Governors for the City of London School
- Board of Governors for the City of London School for Girls
- Board of Governors for the City of London Freeman's School
- Board of Governors for the Guildhall School for Music and Drama
- Barbican Centre Board

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Committees:	Dates:
Safeguarding Sub Committee	25 September 2015
Community and Children's Services Committee	9 October 2015
Board of Governors for the City of London School for Girls	22 October 2015
Establishment Committee	28 October 2015
Chief Officers Group	4 November 2015
Board of Governors for the Guildhall School for Music and Drama	16 November 2015
Board of Governors for the City of London Freeman's School	23 November 2015
Culture, Heritage and Libraries Committee	25 November 2015
Board of Governors for the City of London School	2 December 2015
Barbican Centre Board	9 December 2015
Subject:	Public
Local Authorities Designated Officer Annual Report	
Report of:	For Information
Director of Community and Children's Services	

Summary

This report will give Members information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015, which is contained in the annual report for the City and Hackney Safeguarding Children's Board. During this period there have been a total of five LADO referrals from various sources, which is lower than the City of London's statistical neighbours.

Members will be advised of the activity that has taken place to raise the profile of this role and the recommendations for 2015/2016 in relation to multi agency training. Outlining the progress that has already been made with these recommendations and how this has increased the number of referrals for this period from five the previous year to six, within a five month timeframe.

Recommendation

Members are asked to note the report

Main Report

Background

1. Local Authorities Designated Officer (LADO) Role

The responsibilities of the LADO are set out in the statutory guidance, Working Together to Safeguard Children (2015) and the London Child Protection Procedures (5th edn. 2015, Chapter 17). All allegations made against staff, including volunteers, that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the LADO.

In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

The LADO would become involved when a professional or volunteer;

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Current Position

2. LADO Activity for April 2014 to March 2015

There have been concerns raised by the City and Hackney Safeguarding Children's Board about the low number of referrals to the LADO, which has been scrutinised within the quality assurance sub group of the board. In total there have been five referrals during the period of 2014 to 2015. Two were historical allegations, with one relating to a historical allegation against a teacher currently working in the City, which was unsubstantiated. The other relating to an incident that occurred in the late 50's and early 60's, which was investigated by the City of London Police.

Due to the number of referrals it is difficult to discern any particular themes, but there has been an increase in the number of historical allegations, which reflects a wider national picture. Despite efforts to raise awareness around the LADO role there continues to be a low referral rate of professional allegations from

school's nurseries, voluntary agencies and commissioned services in the City of London.

For 2014 to 2015 the key priorities have been to raise the profile of the LADO role with staff across the City of London Corporation and with external partners. This has been achieved by;

- working closely with agencies around their safeguarding responsibilities.
- offering advice and support around individual case concerns.
- assisting agencies with the referral process to the LADO.
- providing support and guidance to maintained and independent schools in the City through the Education Forum in regard to the referral process and criteria re professional allegations.
- raising awareness with partner agencies who attend the Children's Executive Board.
- introducing a Corporate Safeguarding Policy for Children and Adults in January 2014 which clearly sets out the guidance for professionals allegations.
- working with safeguarding champions across the City of London Corporation as to the role of the LADO.
- explaining the role of the LADO in briefing within the wider safeguarding campaign, "Notice the Signs".

The priorities for 2015 to 2016 will be to continue raising awareness; this will be achieved by;

- Ensuring that all professionals who work with children, from the statutory, voluntary and independent sectors, are engaged and understand the LADO process. Training events will also be held.
- A Safeguarding Conference was to be arranged in the City; this has now taken place and has been well attended by partner agencies.
- Quality assurance of in-house and independent safeguarding training will be taken to ensure that it is to an appropriate standard.
- There will be a review of how agencies ensure that parents feel confident and able to raise safeguarding concerns about professionals.
- A peer review of City of London LADO cases will be completed by another local authority.

Conclusion

3. It has been concerning that there have been a low number of LADO referrals in the City of London, despite efforts to increase awareness. One of the recommendations from the annual LADO report was to increase awareness around professional allegations by delivering multi-agency training. Training sessions were commenced in August 2015 and further training is planned for October 2015 and February 2016.

Since April 2015 there has been a significant increase in the number of LADO referrals. For 2014 to 2015 there were a total of five referrals for the whole year and since April of this year there have been six. It is not clear at this stage whether the increase in the number of referrals is due to professionals having increased awareness, however this will be reviewed and the findings will be incorporated in the annual report for 2015 to 2016. Guidance on Local Authorities Designated Officer role is now on the City and Hackney Safeguarding Children's Board web site.

Appendices

Local Authorities Designated Officers Annual Report for 2014 /2015

Background Papers

Working Together to Safeguard Children (2015)
[https://www.gov.uk/.../Working Together to Safeguard Children.](https://www.gov.uk/.../Working-Together-to-Safeguard-Children)
London Child Protection Procedures 5th edition, 2015, Chapter 17
www.londonscb.gov.uk/procedures/
City of London Local Authorities Designated Officer Guidance
www.chscb.org.uk

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City of London Local Authority Designated Officer (LADO) Annual Report 2014 - 15

1. Introduction

This report to City and Hackney Safeguarding Children Board provides an overview of the work of the Local Authority Designated Officer (LADO) in the City of London between April 2014 and March 2015. The report will review the progress that has been made to raise awareness around the safeguarding role during the year, as part of a wider safeguarding campaign. Identifying what action has been taken and the referral figures and outcomes.

2. LADO role

The responsibilities of the LADO are set out in “Working Together” to safeguard children, March 2015 and the London Child Protection Procedures 5th edition, 2015, Chapter 17. All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the LADO.

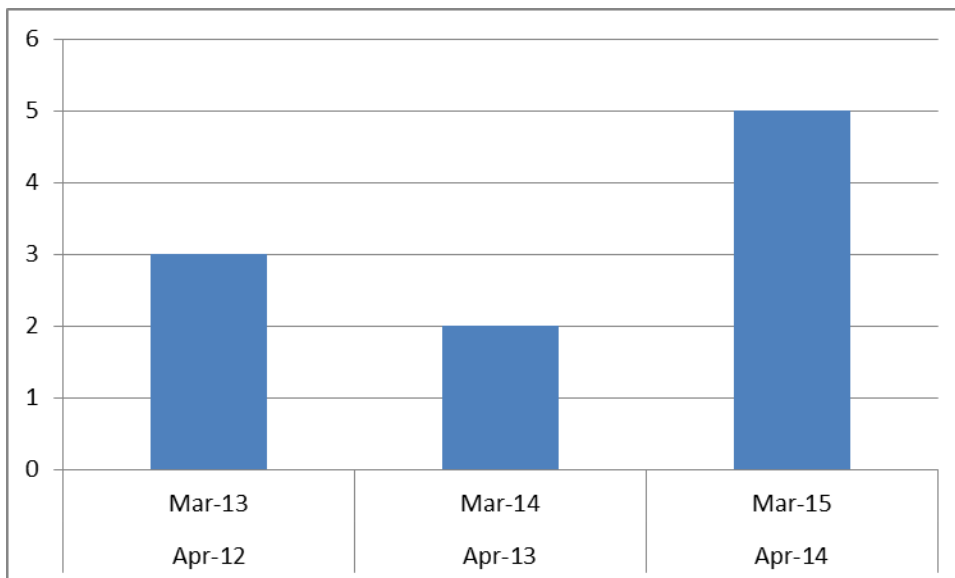
In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

3. Referrals

Since the Safeguarding and Looked After Children Ofsted Inspection in March 2012 there have been concerns raised around the low level of referrals to the LADO. Fig 1 shows the number of referrals received for each year since 2012. In Fig 2 there appears to be an increase in referrals for 2014 to 2015, two were historical allegations, with one of the historical allegations referring to a teacher at the school. One was a LADO referral

from the Substance Misuse Partnership and two were contacts from other Local Authorities.

Fig 1 Referrals from 2012 to 2015



Significant efforts have been made to raise awareness of the LADO role since March 2012. Following the Ofsted inspection the LADO has visited nurseries, schools and youth service providers, speaking with agencies about the role of the LADO and the pathways for making referrals. There is still further work required in working with voluntary agencies, police and probation to ensure that all we engage with all agencies in the City.

City of London has one maintained primary school and five Independent Schools. Out of the five schools, two are secondary, one is a specialist music and drama school, catering for children from 8 to 18 years and two are preparatory schools, the majority of children attending these schools come from other borough's. There has also been an independent review of safeguarding in the schools that come under the governance of the City of London, which consists of four in the City and one based in Surrey. This was completed in 2013 and recommendations around safeguarding training were acted on by the school, which was evidenced by a follow up review in 2014.

There are also six private nurseries and one children's centre, which is attached to the maintained primary school. These settings have also been visited as part of the raising awareness of the LADO role. Safeguarding training has also been offered to these settings and has taken place at the weekend to maximise attendance, this training was well attended across the nursery settings. Recently there has been a safeguarding awareness campaign called "Notice the Signs", 477 City of London employees and external agency staff were spoken to during this campaign about the role of the LADO. A key message of these briefing's taking place was to raise

awareness around the corporate safeguarding policy, which outlined professionals responsibilities in regard to professional allegations.

Fig 2 Referral Sources for LADO referrals 2014 to 2015

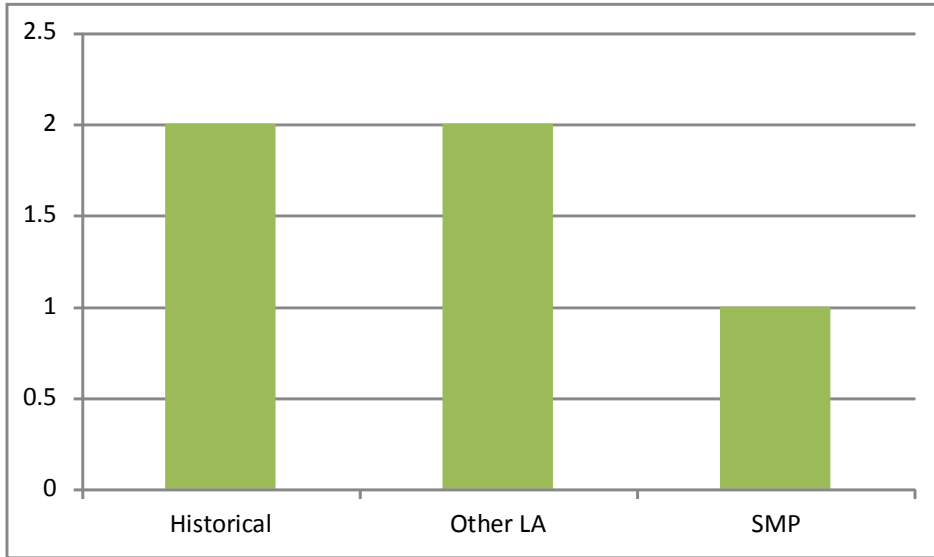
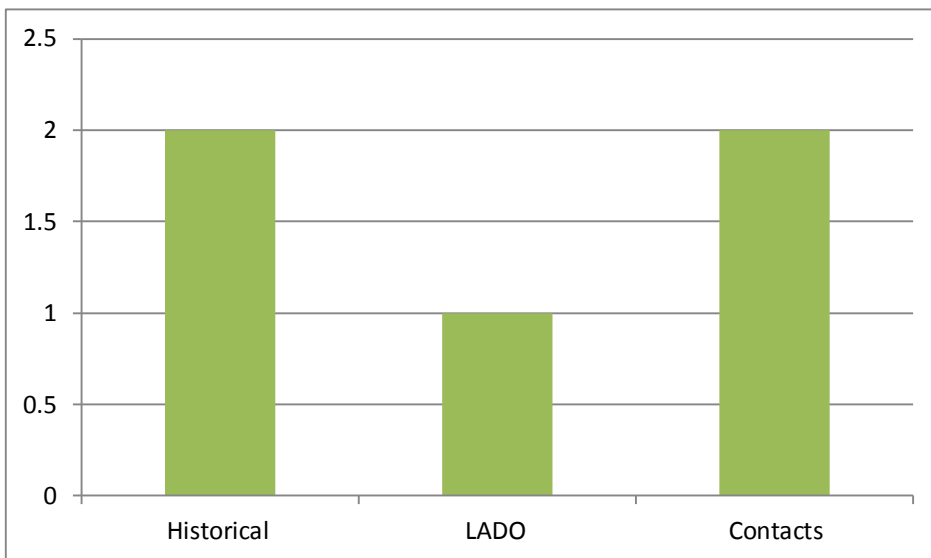


Fig 3 Referral type



This report identifies that there has been, and continues to be a sustained effort to raise awareness around the LADO role and professional allegations. When looking at the low referral rate from the Police and

Probation Service it is comparable with other local authorities for the year 2013 to 2014.

Hackney	- 0 from Probation Services	- 1 from the Police
Camden	- 0 from the Probation Services	- 4 from the Police
Enfield	- 0 from the Probation Services	- 0 from the Police
Haringey	- 0 from the Probation Services	- 0 from Police

As for health, the City and Hackney Safeguarding Children's Board is requesting information from health providers as to the low referrals rate from health visitors and this is currently being progressed.

4. Emerging themes

Due to the number of referrals it is difficult to discern any particular themes, but there has been an increase in the number of historical allegation, which reflects a wider national picture. As previously identified despite efforts to raise awareness around the LADO role there continues to be a low referral rate of professional allegations from school's nurseries, voluntary agencies and commissioned services in the City of London.

When analysing our data in comparison to other Local Authorities the City does have a low referral rate in relation to the numbers of referrals per percentage of educational establishments. When compared to other Local Authorities the City has two referrals less than the lowest cohort and approximately six referrals less than the highest.

A thematic review of the LADO referrals received has shown that parents have sometimes been reluctant to raise concerns around problems with staff. This has been due to their concerns that it may have implications on their child's place at the establishment. This is especially prevalent at the more prestigious independent establishments, when this has been raised as a factor, assurances have been given to parents.

Further scrutiny of the low referral rate has been undertaken through the s11 auditing process. This audit identified that there was full compliance around the handling of professional allegations by those agencies who completed the audit. However this does not prevent the need for continued scrutiny and training around professional allegations, which will be progressed during 2015/2016.

5. Multi-agency working

The City of London works closely with partners, schools and nurseries, who are represented on the City of London Executive Safeguarding Children's Board and the Education Forum, where safeguarding issues are

discussed. As part of the LADO role support and advice is offered to partners around their safeguarding duties, policies and procedures and individual case advice on potential referrals to social care. Training provided by the City and Hackney Safeguarding Board has been taken up by agencies in the City as can be seen by the information below. The schools have also commissioned in their own safeguarding training. A key area for development for 2015 to 2016 will be to scope and quality assure the training that is taking place within the schools and nurseries.

Data collated from CHSCB on the 26th February 2015 has identified that;

Six attended from the City:

Two members of staff- Guildhall School of Music and Drama
One member of staff – Charterhouse Square School
One Member of staff – St Pauls Cathedral School
Two members of staff- The Prince’s Drawing School

10 October 2014 – five attended

One member of staff – London Islamic School
One member of staff– Outward Housing
One member of staff – Respect
One member of staff – St Pauls Cathedral School
One member of staff – Windsor Fellowship

6 May 2014 - seven attended

Four members of staff – Cass Child & Family Centre
One member of staff – Guildhall School of Music & Drama
Two members of staff – London Islamic School

In January 2014, the Department of Community and Children’s Services developed a corporate-wide safeguarding policy, which aimed to ensure that all areas of the organisation had a clear understanding of the shared legal duties around safeguarding for children at risk of harm. A key area for development for 2015 to 2016 will be to evaluate whether this has had an impact on increasing awareness across the corporation. This will be achieved by ascertaining whether there has been an increase in the number of contacts with the safeguarding champions across the City of London Corporation.

The LADO continues to develop positive working relationships with partner agencies, from the City of London Police, Community Paediatricians, Adult Safeguarding, HR, and Commissioning. The LADO also represents the City on City and Hackney Safeguarding Children Boards, Training and Development Sub Group and Quality Assurance Sub Group.

6. Increasing awareness of the Managing Allegations process

As can be seen by this report there have been initiatives to raise awareness around the role of agencies in managing professional allegations. This has been achieved through face to face meetings with the LADO and through safeguarding briefings, with City of London staff, schools and nurseries. In February/March 2013 the City of London's Town Clerk commissioned an independent review of safeguarding arrangements which was undertaken by an independent consultant. This review involved four of the independent schools who came under the governance of the City of London.

Recommendations from this report identified that one of the School's needed to have a designated Child Protection lead who had received safeguarding training commensurate with the role. Further safeguarding training was also identified for teaching staff and Governors within the organisation. The City of London supported the commissioning of safeguarding training and eLearning modules for staff, which when reviewed in 2014 had been completed. There is also a safeguarding lead who has received training on professional allegations by the City and Hackney Safeguarding Children's Board by employees.

7. Links in London and nationally

The City of London LADO is a member of the pan-London LADO group which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2014 and March 2015 there was one referral to the LADO, which came through the MARAC forum, relating to a young male who came to police attention for a matter related to an allegation of harm to a child, and his occupation met the criteria under this scheme.

Where the employer can be identified, the information received in the notifications is passed to the employing organisation to address, but the employing organisation is not always clear from the referral, and in these cases no further action can be taken.

It would add to the effectiveness of the Scheme if at the point when the police officer asks for the nature of the employment in order to assess whether to refer in relation to NOS, the officer also asks the name of the employer.

9. Update on 2014- 15 Development priorities

Worked closely with agencies around safeguarding responsibilities

- By offering advice and support around individual case concerns;
- Assisting agencies with the referral process;
- Support and guidance provided to maintained and independent schools in the City through the Education Forum;
- Partner agencies attend the Children's Executive Board where safeguarding priorities and initiatives within the Department Business Plan are reviewed;
- The City of London introduced a Corporate Safeguarding Policy for Children and Adults in January 2014;
- Safeguarding Champions were identified across the City of London Corporations to support employees;
- A safeguarding awareness campaign called "Notice the Signs" was launched to raise awareness about safeguarding, including the LADO role. This campaign targeted all City of London employees and residents.

10. Service Development Priorities 2015/16

- Ensure that all professionals who work with children, from the statutory, voluntary and independent sectors, are engaged and understand the LADO process.
- Review independent safeguarding training, in relation to quality and frequency.
- Safeguarding Conference to be arranged in the City.
- Training events for City of London employees and partner agencies around safeguarding and professional roles and responsibilities.
- Meet with Safeguarding Champions on a quarterly basis to review referrals.
- Review of how agencies will ensure that parents feel confident and able to raise safeguarding concerns about professionals.

- Peer review to be undertaken on LADO cases.

Pat Dixon, LADO
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN
Date: April 2013-March 2014

1. Total number of Referrals to the Local Authority Designated Officer			
Local Authority	City of London	Number of referrals regarding allegations and matters of concern	5
2. Number of Referrals about each or organisation			
Agency	Number		
1.Social Care	2 Two contacts made from other LA		
2.Health-hospital staff	0		
3.Health-community	0		
4.Education	1 Historical Allegation relating to a current employee.		
5.Early Years-Child-minder	0		
6.Early Years-Nursery Staff			
7. Foster Carer-IFA with other LA children or other LA in house carers living in City.	0		
8.Police	0		
9.Probation	0		
10.CAFCASS			
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations	0		
12.Faith Groups	0		
13.Immigration/Asylum Support services	0		
14.Transport Transport provided to services through a contract	0		
15.Care Agency	0		
16.Other Dept. in City of London	1 LADO referral from substance misuse partnership		
17 Other	1 Historical allegation from alleged victim.		
18. Leisure Services	0		
19.Adult Services	0		
20.Housing Associations/ Providers	0		

3. Who made the Referral	
	Number
1.Social Care	2 Islington and Luton LADO's contact
2.Health-hospital staff	0
3.Health-community	0
4.Education	1 Historical allegation which came through School via an email in relation to current member of staff.
5.Early Years-Child-minder	0
6.Early Years-Nursery Staff	0
7.Foster Carer-IFA with City of London children	0
8.Police	0
9.Probation	0
10.CAFCASS	0
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations	0
12.Immigration/Asylum Support services	0
13.Transport Transport provided to services through a contract	0
14.Care Agency	0
15.Other Dept's City of London	1 Referral from Substance Misuse Partnership.
16. Other	1 self-referral from alleged victim of historical abuse.
17.Leisure Services	0
18.Adult Services	0
19.Housing Associations/Housing Providers.	0

Number of referrals about an adult within specific employment/volunteer sector which reached a multi-agency strategy discussion and/or meeting and primary reason(s) for referral.

Employer	Physical <i>state whether concern arose from authorised physical intervention restraint or arrest</i>		Emotional	Sexual	Neglect	Behaviour which called into question person's suitability
	Yes	No				
Social Care						1 LADO referral SMP
Health-hospital staff						
Health-community						
Education-teaching staff				1 LADO referral from school, historical allegation-not proven		
Education-non teaching staff						
Early Years-child-minders						
Early Years-nursery staff						
Foster Carers-IFA with City children						
Police						
Probation						
CAFCASS						
Voluntary Organisations						
Faith Groups						
Armed Forces						
Immigration/Asylum Support Services						
Care Agencies						
Transport				1 Historical allegation, self-referral to		

				LADO, forwarded to Police for investigation		
Other						
Leisure Services						
Adult Services						
Housing Associations/Provider						
4. Number of referred cases that resulted in: <i>please note there could be more than one outcome</i>						
Being Substantiated	2					
Being Unsubstantiated	3					
Being Unfounded	0					
CSM held	2					
Met the threshold for LADO input but not for a Complex strategy meeting	Of the five referral received by the LADO, two were historical allegations, one of which was relating to a current member of staff at the school. Two were contacts where the City was not the primary LADO involved, and one was a LADO referral from the substance misuse partnership.					
Criminal investigation/joint work with CAIT	0					
Criminal prosecution	0					
Caution	0					
Conviction	0					
Acquittal	0					
Initial inquires by employers						
Disciplinary investigation	0					
Disciplinary meeting/hearing	0					
Suspension	0					
Dismissal	0					
Cessation of use	0					
Deregistration	0					
Training needs identified for member of staff or the agency.	1 - Concerns around the delay in referring to LADO, employee who reported incident appeared unclear as to his role.					
Risk Assessment completed by Employer	1					
Referral to DBS	1 referral made to DBS by LADO of lead LA, as he had misled employers' in regard to have a previous conviction. Agency in City seen by City LADO re there role					

	responsibility in checking DBS.
Referral to regulatory body e.g. GMC /Ofsted etc...	
5. At the point of conclusion, the number of cases that were resolved within the following timeframes	
1 month	4
3 months	1
6 months	

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Agenda Item 6

Committee: Board of Governors of the City of London School for Girls	Date: 22 October 2015
Title: Headmistress' report	Public
Report of: The Headmistress of the City of London School for Girls	For Information

1. Forthcoming Events

26 th October – 3 rd November	Half Term
4 th November	16+ Entrance Examination
10 th November	Prize Day 2.00pm
11 th November	Prep Parents' Evening
12 th November	Year 7 Parents' Evening
13 th November	7+ Entrance Examination (Prep School Closed)
16 th November	School Opens at 10.15 for a 10.30am Start
	Year 12 Parents' Evening
19 th November	16+ Auditions and Interviews
	Prep Parents' Evening
20 th November	Lunchtime Concert at St Giles Church
23 rd – 24 th November	7+ Entrance Examination
23 rd – 26 th November	Senior Production Performances of 'Into the Woods'
27 th November	Young Musician of the Year Competition
	Kids Lit Quiz, NW London Heat
30 th November – 4 th December	Year 10 Drama GCSE Performances
30 th November – 11 th December	Year 11 Mock Examinations
2 nd December	Year 10 Parents' Evening
3 rd December	Prep Musical Performance
4 th December	7+ Entrance Final Results Emailed
	Kids Lit Quiz – UK Final (if we qualify in the heats)
7 th – 11 th December	Year 11 Drama GCSE Performances
8 th December	16+ Open Morning for Offer Holders
	Year 9 Options Evening
10 th December	Junior and Senior Carol Service's
11 th December	Term Ends
4 th January	Staff Day
5 th January	Term Begins
7 th January	Chamber Music Evening
	DARE Graduation
11 th – 15 th January	6 th Form Mocks
15 th January	11+ Entrance Examination (Senior School Closed)
21 st January	Year 9 Parents' Evening
26 th January	Year 11 Parents' Evening
26 th – 28 th January	Junior Drama Production Performances
1 st – 5 th February	Prep Book Fair
2 nd February	Prep Valentines Disco

3 rd February	Year 12 Higher Education Evening
4 th February	Intermediate Maths Challenge
	Year 7 Concert
10 th February	Sing and Swing Concert
12 th February	Prep Talent Show
15 th – 20 th February	Half Term
24 th February	Year 13 Parents' Evening
26 th February	Year 11 Lunchtime Concert

2. Educational Visits

17 th October – 1 st November	Year 12-13 Guatemala Trip
20 th – 28 th October	Year 10 & 11 China Trip
23 rd – 26 th October	Year 10-13 Rome Trip
2 nd – 5 th November	6 th Form Venice Art Trip
4 th – 6 th November	Year 4 Hooke Court Trip
17 th – 18 th November	Year 9 Black Country Trip
23 rd November	Year 11-13 Science Discovery Day Trip
13 th January	Year 7 Theatre Trip to see 'A Christmas Carol'
	Anne Holmm6th Form Theatre Club Evening Trip to see 'Les Liasions Dangereuses'
8 th – 11 th February	Prep Normandy Trip
10 th – 15 th February	Granada Trip
11 th – 16 th February	Iceland Trip
12 th – 18 th February	Ski Trip
22 nd – 24 th February	6 th Form CERN Trip – Date TBC

3. Governors' Visiting Days

Staff and pupils are always very pleased to welcome Governors to spend a day in school, either attending lessons in a particular subject or else shadowing a particular year group.

If any Governor would like to spend a day in school, he or she is asked to contact the Deputy Head at the school to discuss dates and the desired programme.

Anne Holmes visited on the 29th September and Alderman Garbutt on the 5th November 2015.

4. Lettings

Hirer	Dates	Venue
3S Swim School	Every Sunday	Swimming Pool
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Justin Craig Education	18,19,20,21,22,23 December	B Floor Classrooms
London Gay Men's Choir	16 November	New Hall & Music Rooms

Hirer	Dates	Venue
London Symphony Chorus	1,3,8,10,15,17,24,29 September, 1,6,8,15,20,22,27,29,31 October, 3,10,12,17,19, 21 Nov, 1,3,10,15 December	Main Hall or New Hall
London Symphony Orchestra Productions	14,21 Nov	
NANUK Swimming	Every Thursday & Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday, 8th November & 13 December	Main Hall
Tri for Fitness	Every Monday & Tuesday	Swimming Pool

5. Health & Safety

There has been one reportable incident during the period June to 29th September where a student fell in a sports club and fractured her elbow. When asked by the teacher, she did not feel the need to see the school nurse and went to an A&E department outside school hours to have her elbow treated.

The minutes of the Health & Safety Committee meeting on 1st September are at Annex A.

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	22 Girls
Mild Allergy	34 Girls
Asthma	27 Girls
Hay fever	36 Girls
Eczema	18 Girls
No Childhood Vaccinations	5 Girls
Epileptic	3 Girls
Diabetic	2 Girls
Extreme Hypermobility of Joints	5 Girls
Coeliac Disease	2 Girls
Seen by Child and Adolescent Mental Health Services	16 Girls
Impaired Mobility	2 Girls
Frequent unexplained seizures	2 Girls
Rheumatoid Arthritis	1 Girl
Recessive Dystrophic Epidermolysis Bullosa	1 Girl
Urology related issues	2 Girls
Pupils who have had formal assessment and / or are receiving on-going treatment for mental health, behavioural and related difficulties	32 Girls

6. Destinations of the 2015 Leavers

There were 85 Year 13 leavers in 2015, 73 of who are planning to begin university in the UK in 2014 and one of whom will be studying abroad.

Twelve of these girls have places at Cambridge and four have places at Oxford for a wide variety of courses. One girl has a place to study at Boston University in America and the remaining 11 are all taking gap years. One of these girls has already secured a place at UCL and another was selected to undertake an Internship for the year at IBM.

There were 12 girls who applied this year as post-gap 'Year 14' students. One of these girls secured a place at Brown in the US and the others have places at a wide range of highly respected institutions including Imperial, UCL and Bristol for a diverse range of subjects, including two for Medicine.

7. 2015 Gap Years

This year there are 11 leavers taking gap years and all have exciting plans including plans to gain medical work experience at home and abroad, as well as to undertake international travel. As mentioned above, one girl has an IBM internship and five girls this year are taking Art Foundation courses, three at Camberwell and two at Kingston.

8. Building Projects Summary

We had two sets of building works scheduled over the Summer. Both were aimed at ongoing planned refurbishments detailed in the 20 year plan. The contractor work concentrated on

- Refurbishment of Cloakroom B
- Refurbishment A Floor Men's Toilet
- Refurbishment A Floor Ladies' Toilet
- Refurbishment of Art Room 1
- Decoration of New Hall
- New reception corridor flooring
- External Decorations (North Elevation)
- Sports Hall Changing Room Refurbishment
- Swimming Pool Changing Room Refurbishment and creation of a wet and dry changing area
- External Window repair trial
- Passenger Lift Refurbishment
- Sub division of Bursar's Office to create new workspace for the Deputy Head - Staff

The second set of work concentrated on

- creation of a new SENCO office,
- various office moves to co-locate the Counsellors closer to the SENCO office,
- to create a small interview room
- refurbishment of the Reprographics room
- and some minor redecoration works.

All were completed on time, with only some minor remedial work required over the half-term holiday at the end of October.

List of Annexes:

A. Health and Safety Minutes

Background Papers:
None

Contact:
Alan Bubbear
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bursar@clsq.org.uk

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 3rd September 2015

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Mary Robey, James Cunningham, Neil Codd, Jane Curtis, Maggie Donnelly, Kerry Dignan, Carolyn Cole, David Libby, Sharon McCarthy, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Mark Wilkinson, Vicky Pyke (Secretary)

Item 1 Apologies

None

Item 2 Previous Minutes

Minutes of the 20th April were approved.

Item 3 Matters Arising

- **Health & Safety**

JV advised still some low grade issues outstanding mostly within PE but are being looked at.

- **DT Machinery**

SMc advised that all safety checks were carried out over the Summer Holidays.

- **Radiation Audit**

JV advised that the Radiation Audit has now been completed.

- **Prep Fencing around Lake**

JV advised that this was still at approval stage and should be completed by October half term. If approval is locally objected it will be sent to the National Planning Officer for a decision which could lead to another 6 -10 week delay.

Item 4 Health and Safety Audit

AB advised the CoL will be carrying out a Health and Safety Audit in compliance with HSG65. There may be follow up interviews with necessary staff if required.

Item 5 Health and Safety Assurance Inspection

JV advised everything in order and that the next inspection will be on 4th December 2015.

Item 6 Fire Drill/Emergency Evacuation Arrangements

Fire drill completed successfully and bomb alarm test to be carried out later this

term.

Item 7 AOB

AB advised that there will be a Crisis Management Team Table Top Exercise. RSM to arrange a suitable date. [Set for 13 October 2015]

Item 9 Next Meeting

Monday 4th January 2015

Committee:	Date:
Board of Governors of the City of London School for Girls	22 October 2015
Subject: Proposed purchase of new Steinway Grand Piano	Public
Report of: Headmistress	For Decision

Summary

The Board will be aware that the School has a second hand Steinway grand piano in the Main Hall which is used for extensively by the school for concerts and assemblies and by groups hiring the school's facilities, including two prestigious choirs and the London Symphony Orchestra. It was second hand when we purchased is 30 years ago and has been increasingly difficult to tune properly in recent years.

We would like to use income from the lettings and a donation from the Friends to purchase a new Steinway Grand Piano at a cost of £81,642 exc VAT. The Friends have agreed in principle to donate up to £10,000 for a new grand piano. Profit from lettings (between £60,000 and £80,000 a year) is usually put into the Reserves so the Board would be agreeing not to do this for one year.

Recommendations

Members are asked to:

- a) agree the purchase of a new Steinway Grand Piano; and
- b) authorise the use £72,000 of profit from School lettings to pay the balance after a donation (in the region of £10,000) from the Friends is made

Main Report

Background

1. The School has brought the issue of purchasing a new Grand Piano to the Board a few years ago during Diana Vernon's tenure as Headmistress. At that time it was decided to attempt to retune and recondition the current piano. While this led to some modest improvement the piano is beyond its useful life. It is now almost 50 years old and as a consequence is nigh on impossible to tune to the concert standard which we need for big events and which the choirs and orchestras that use it could expect.

Current Position

2. The Grand Piano in the main hall should be our showpiece instrument. However, it is now at the end of its performing life. It is holding us back in terms of the musical concerts we could offer here at City. Replacing it would open up new opportunities and would make an increase in letting fees more justifiable to our current customers. We have a very good offer on the table from Steinway, including trading in our current piano and a 20% institutional discount.

Options

3. Option 1 – do nothing. This is the lowest cost, though not zero cost option. We would still need to pay for continued tuning of the piano (£1,000 per year). There is also the reputational issue of continuing to use an ageing second hand piano.
4. Option 2 – purchase a younger second hand Steinway piano. This would cost the school in the region of £45,000 and would be a possible stop gap solution. The risk here is that in comparison to our competitor schools (St Paul's, North London Collegiate etc) we would compare unfavourably in terms of what we are able to offer at City.
5. Option 3 – purchase a new cheaper grand piano. This would cost us around £60,000. It would give us a good quality school piano but would leave us behind the game in terms of our competitors. It would also be a backward step for our customers hiring the school for rehearsals. These are prestigious groups used to working with the best, their concerts will use Steinways and they could expect their rehearsals to use the same. Visiting conductors have included Sir Simon Rattle, Donald Runnicles, Daniel Harding and Simon Halsey. The further strengthening of the arts with the creation of a cultural quarter around the school will offer further opportunities and pressure to deliver.
6. Option 4 – purchase a new Steinway grand piano. This would cost us around £82,000. It would bring us into line with our competitors and would give our paying customers a world class piano to use here.

Proposals

7. We propose Option 4 as the best option for the school in the long term. It would help us maintain our competitiveness with other London schools. In addition it would give us exciting opportunities to hold master-classes and concerts here at the school to expand the musical experience for the girls and raise additional money for the school.
8. Finally, we have not raised the letting fees at the school for 3 years, mainly due to the works that have been taking place (on the main hall and gymnasium) during this time. We will need to review this at the next board (given that we are also tasked with increasing letting income under the SBR). Being able to point to the building investment and the investment in a new piano would help us sell the benefits of an increased fee to the customers.

Corporate & Strategic Implications

9. This proposal supports the City of London's third Strategic Objective to provide valued services to London and the nation. It also supports the school ethos of excellence in everything that we do.

Implications

10. Cost of approximately £82,000 from letting revenue and donation from the Friends of CLSG. Loss to the reserves of approximately £72,000 this financial year. There are no other legal, property or HR implications.

Conclusion

11. In conclusion we are seeking Board approval to purchase a new Steinway Grand Piano to support musical education at the school and income generation from lettings. The purchase would be funded jointly by Friends of CLSG and income from lettings this financial year. The redirection of profits from lettings would reduce the amount we could put into reserves this year.

Alan Bubbear

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Agenda Item 8

Committee: Board of Governors City of London School for Girls	Date: 22 October 2015
Subject: Revenue Outturn 2014/15	Public
Report of: Joint report of The Chamberlain and the Headmistress	For Information

Summary

The School's revenue outturn for 2014/15, after transfers to reserves, was £1,000 net income, which was in-line with its budget of £1,000 net income as shown in the table below.

However, before transfers to reserves, the School achieved net income of £1,309,000 which is £60,000 higher than its budget of £1,249,000. This additional net income was transferred to the School's Capital Reserve Fund, in accordance with the 2002 funding guidelines report, and this is the reason transfers to reserves are shown as £60,000 higher than budgeted.

The 2002 funding guidelines report recommended that the School's General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £490,000 for 2014/15, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the budget included a transfer to the Capital Reserve Fund of £545,000. However, due to the School benefiting from £60,000 additional net income, the transfer to the Capital Reserve was increased to £605,000.

	Budget 2014/15	Actual 2014/15	Variation (Better)/ Worse 2014/15	Variance explanation at report paragraph
	£'000	£'000	£'000	
Expenditure	10,979	10,876	(103)	3 i) - 3 iii)
Income	12,228	12,185	43	3 iv) - 3 vi)
Total net (income) BEFORE transfers	(1,249)	(1,309)	(60)	
Transfers to reserves	1,248	1,308	60	2
Total net (income) AFTER transfers	(1)	(1)	-	

Total School funds as at 31 March 2015 amounted to £4,031,135 as detailed in Annex B (£3,962,708 as at 31 March 2014), which represents an increase of £68,427 as detailed at paragraph 4 to this report.

Recommendations

It is recommended that this revenue outturn report for 2014/15 is noted.

Main Report

2014/15 Budget Position compared to Revenue Outturn

1. Overall, net income before transfers for 2014/15 was £1,000 compared to an agreed net income budget of £1,000. Table 1 provides a comparison between the budget and outturn. Figures in brackets represent income, increases in income or reductions in expenditure.

TABLE 1 CITY OF LONDON SCHOOL FOR GIRLS			
Analysis of Service Expenditure	Budget	Actual	Variation (Better)/ Worse
	2014-15 £'000	2014-15 £'000	2014-15 £'000
EXPENDITURE			
Employees	7,387	7,328	(59)
Premises Related Expenses (note i)	653	617	(36)
Transport Related Expenses	14	6	(8)
Supplies & Services (note ii)	1,590	1,611	21
Staff Subsidy & Prizes	10	8	(2)
Scholarship Subvention Awards	465	465	-
Match Funding Awards	257	258	1
Support Services (Annex A)	603	583	(20)
Capital Charges	-	-	-
Total Expenditure	10,979	10,876	(103)
INCOME			
School & Staff Meals	141	138	3
Tuck Shop and Vending Machine	137	123	14
School tuition fees	10,286	10,305	(19)
Other tuition fees	285	292	(7)
Registration and Examination fees	174	171	3
Facilities Hire & Admin Charges	8	(3)	11
Interest	40	17	23
City Support (Annex A)	1,157	1,142	15
Total Income	12,228	12,185	43
TOTAL NET INCOME BEFORE TRANSFERS	(1,249)	(1,309)	(60)
TRANSFERS			
Capital Reserve	545	605	60
Self-Funded Scholarships	309	309	-
Repairs & Maintenance	394	394	-
Total Transfers	1,248	1,308	60
TOTAL NET (INCOME) AFTER TRANSFERS	(1)	(1)	-
BALANCE B/FWD 1 APRIL	(489)	(489)	-
BALANCE C/FWD 31 MARCH	(490)	(490)	-

Notes

- (i) Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies.
- (ii) Supplies and Services – includes equipment, furniture, materials, books, uniforms, printing, stationary, professional fees, grants & subscriptions, and advertising.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £490,000 for 2014/15, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the budget included a transfer to the Capital Reserve Fund of £545,000. However, due to the School benefiting from additional net income before transfers of £60,000 during the year, the transfer to the Capital Reserve was increased to £605,000. The balance in the Capital Reserve Fund as at 31 March 2015 was £1,410,939 (31 March 2014: £1,509,452).
3. The main reasons for the variations summarised in Table 1, resulting in an increase in net income of £60,000 before transfers were:-
 - i) lower than anticipated employee expenses of £59,000 principally due to a reduction in temporary staff costs of £48,000 as a result of a reduction in teaching staff sickness absence;
 - ii) a reduction in premises related expenses of £36,000 largely due to a reduction in energy costs of £37,000 as a result of continued efforts to improve energy efficiency within the School;
 - iii) a reduction in support services expenditure of £20,000 as a result of the latest assessment of time spent on support services by departments. This is largely offset by a corresponding reduction in City Support of £15,000 as detailed at iv) below;
 - iv) a reduction in City Support of £20,000 principally offsetting the fall in support services expenditure of £15,000 as detailed at 3 iii) above;
 - v) a reduction in interest on average cash balances of £23,000 coupled with a reduction in tuck shop income of £14,000 due to a fall in demand; partly offset by
 - vi) an increase in tuition fee income of £19,000 as a result of the continued popularity of the School.

Unrestricted, Designated and Restricted Funds

4. A summary of unrestricted, designated and restricted funds, showing the movements in 2014/15, is attached at Annex B. As planned, total funds have increased by £68,427 from £3,962,708 to £4,031,135 at 31 March 2015. The main movements are as follows:-
 - i) Unrestricted Fund net income, before transfers, of £1,309,188 as detailed in Table 1, which was used to partly offset the net expenditure, excluding transfers, charged to the designated funds, principally as follows:
 - ii) planned expenditure from the Capital Reserve Fund of £747,141 in relation to the Gymnasium Accommodation (£638,985) and the Main Hall extension (£108,156) projects, offset by the contribution of £30,000 from the Arabella Jones estate and interest of £13,440;
 - iii) planned expenditure from the Repairs & Maintenance Fund of £419,441 in accordance with the agreed programme of works, offset by interest of £5,994; and

- iv) net expenditure, before transfers, of £110,737 from the Self-Funded Scholarships Fund on awards following the annual assessment of parental circumstances and student departures.

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SUPPORT SERVICES AND CITY SUPPORT

<u>Support Services</u>	Budget	Actual	Variation (Better)/ Worse
	2014/15 £'000	2014/15 £'000	2014/15 £'000
Support Services			
Information Systems (IS)	83	130	47
Chamberlain	101	75	(26)
Comptroller & City Solicitor	8	17	9
Town Clerk	110	73	(37)
City Surveyor	35	25	(10)
Corporate & Democratic Core (CDC)	38	38	-
Support Services Sub-Total	375	358	(17)
Other Charges			
Staff Insurance	50	51	1
Other Insurance	48	47	(1)
City Surveyor's Employee Recharge	88	84	(4)
CLPS Staff	42	43	1
Other Charges Sub-Total	228	225	(3)
TOTAL SUPPORT SERVICES	603	583	(20)

<u>City Support</u>	Budget	Actual	Variation (Better)/ Worse
	2014/15 £'000	2014/15 £'000	2014/15 £'000
Scholarships			
General - see note i	(465)	(465)	-
2.5% Match Funding - see note ii	(257)	(258)	(1)
Total Scholarships	(722)	(723)	(1)
Support Services	(375)	(358)	17
Other Charges			
Staff Insurance	(50)	(51)	(1)
PP2P savings - see note iii	62	62	-
London Living Wage - Catering - note iv)	(37)	(37)	-
London Living Wage - Cleaning - note v)	(35)	(35)	-
Total Other Support	(60)	(61)	(1)
TOTAL CITY SUPPORT	(1,157)	(1,142)	(15)

SUPPORT SERVICES AND CITY SUPPORT

Notes:

- i) City's Cash finances the equivalent of 32.66 full fee scholarships per annum.
- ii) The funding guidelines, as agreed by Policy & Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.
- iii) As a result of new contracts procured by the City's PP2P Team, expenditure by City Schools should generally be reduced. However, as agreed by the Chief Officers' Group in January 2012, such savings are to benefit the City Corporation centrally to help achieve balanced revenue budgets on City's Cash over the medium term. In order to move these savings from the Schools to the centre, an adjustment has been made to the City's support to the Schools. This will leave the Schools in a neutral resource position as the reduction in costs from the PP2P savings will be offset by a reduction in income through the City's Support. Should a contract procured by the PP2P Team result in an increase in a School's costs then a compensatory increase will be made to the City's support to retain the neutrality principle.
- iv) The City of London School for Girls catering contract was awarded to The Brookwood Partnership for three years from 1 September 2013. Excluding the London Living Wage (LLW) costs would have remained broadly in line with the previous contract. However, in accordance with the City of London Corporation's policy on the LLW, all tenderers also quoted prices inclusive of LLW, and this added £37,000 to the annual cost. To ensure that the School is not financially disadvantaged, £37,000 has been added to the City's Support.
- v) The Corporate Cleaning Contract was awarded to MITIE from 1 September 2011, and further to iv) above, in accordance with the City of London Corporation's policy on the LLW, to ensure that the School is not financially disadvantaged, £35,000 has been added to the City's Support.

City of London School for Girls
2014/15 Movement of Funds

	Balance 1st April 2014	Interest	Income	Expenditure	Transfer Between Funds	Balance 31st March 2015
	£	£	£	£	£	£
Unrestricted						
Revenue Surplus	(489,195)	(17,318)	(12,167,713)	10,875,843	-	(1,798,383)
Scholarships Self Funded	-	-	-	-	309,000	309,000
Repairs and Maintenance	-	-	-	-	394,000	394,000
Capital Reserve Fund	-	-	-	-	605,188	605,188
	(489,195)	(17,318)	(12,167,713)	10,875,843	1,308,188	(490,195)
Designated						
Self Funded Scholarships	(699,339)	-	(141,116)	251,853	(309,000)	(897,602)
Subvention scholarships	-	-	(465,000)	465,000	-	-
Repairs and Maintenance	(1,002,934)	(5,994)	-	419,441	(394,000)	(983,487)
Retirement Fund	(202,773)	(1,794)	-	2,409	-	(202,158)
Drama Refurbishment	(5,600)	(50)	(2,304)	-	-	(7,954)
Capital Reserve Fund	(1,509,452)	(13,440)	(30,000)	747,141	(605,188)	(1,410,939)
School Fund	(36,839)	(265)	(827)	18,238	-	(19,693)
Music Refurbishment Fund	(5,281)	(47)	(3,192)	-	-	(8,520)
Art Refurbishment Fund	(151)	(1)	-	-	-	(152)
	(3,462,369)	(21,591)	(642,439)	1,904,082	(1,308,188)	(3,530,505)
Restricted						
Urban Scholars	(1,862)	-	(6,190)	7,065	-	(987)
Livery scholarships	(9,282)	-	(1,500)	1,334	-	(9,448)
	(11,144)	-	(7,690)	8,399	-	(10,435)
Total Funds	(3,962,708)	(38,909)	(12,817,842)	12,788,324	-	(4,031,135)

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Agenda Item 9

Committee:	Date:
Board of Governors of the City of London School for Girls	22 October 2015
Subject: Annual Report and Financial Statements 2014/15 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund	Public
Report of: The Chamberlain	For Decision

Summary

This report provides Governors with the Annual Report and Financial Statements for the year ended 31 March 2015 of The City of London School for Girls Bursary Fund (charity 1) incorporating The City of London School for Girls Scholarships & Prizes Fund (charity 2) for information. It also provides an opportunity to consider whether part of the cash balance of £269,705 as at 31 March 2015 should be invested in the City of London Charities Pool.

Recommendations

It is recommended that Governors:

- a) receive the Annual Report and Financial Statements for the year ended 31 March 2015 for information; and
- b) confirm that no further cash balance be invested in the City of London Charities Pool for either charity 1 or charity 2 at this time.

Main Report

Annual Report and Financial Statements for the year ended 31 March 2015

1. The audited Annual Report and Financial Statements for the year ended 31 March 2015 of The City of London School for Girls Bursary Fund (charity 1) incorporating The City of London School for Girls Scholarships & Prizes Fund (charity 2) are attached for information.
2. The governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity number: 276251) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.
3. During the year ended 31 March 2015 total funds increased by £195,113 to £3,919,391 (2013/14: total funds increased by £193,773). This movement comprised the following:-

- i) income of £669,303 (2013/14: £660,095) relating to voluntary income of £526,216 (2013/14: £517,035) and investment income and interest of £143,087 (2013/14: £143,060);
- ii) a net gain on the value of investments of £233,460 (2013/14: a net gain of £247,468); partly offset by
- iii) expenditure of £707,650 (2013/14: £713,790) comprising 58 bursary awards (2013/14: 61 bursary awards) of £654,816 (2013/14: £658,584); 6 scholarships & prizes (2013/14: 6 scholarships and prizes) of £52,533 (2013/14: £54,906); and bursary support costs of £301 (2013/14: £300).

Cash Available as at 31 March 2015

- 4. The total cash balance held as at 31 March 2015 was £269,705 (2013/14: £316,880) and Governors are requested to consider investing some of this cash in the City of London Charities Pool to provide an opportunity to earn potentially higher returns than interest on cash balances (0.89% for 2014/15 and estimated to be 0.5% in the current year).

Charities Pool

- 5. The Charities Pool (the Pool) is governed by a Scheme approved by the Charities Commission and the investments are managed by Artemis Investment Management LLP and monitored by the City's Financial Investment Board. The Pool offers small charities the opportunity to obtain better returns than could generally be achieved if investments were made individually, thus enabling the charities to maximise their activities for the public benefit. The value of the Pool as at 31 March 2015 was £22.7M (2013/14: £20.2M).

Charities Pool Performance to 31 March 2015

- 6. Performance is analysed relative to the Manager's benchmark (FTSE All Share), the performance objective (FTSE All Share +2-3% over a rolling 3 year period) and the WM Charity Universe ex property (the Charity Universe). The Charity Universe represents the performance of UK Charity funds with discretionary mandates and is the most representative database of UK Charity Fund assets.
- 7. The performance of the Pool against the Fund Manger's benchmark, the performance objective and the Charity Universe is set out below. The performance objective used is the benchmark plus 3%.

	FTSE All Share %	Performance Objective %	Charity Universe %	Charities Pool %
1 Year	6.6	9.7	12.3	10.5
3 Years	10.6	13.6	11.4	13.5
5 Years	8.3	11.3	8.8	11.6
10 Years	7.7	10.8	8.1	9.1

8. Over all time periods the Pool has outperformed the Manager's benchmark and the Pool has outperformed the performance objective over 1 and 5 years. Whilst the Pool has underperformed the Charity Universe for 1 year, it has outperformed the Universe over 3, 5 and 10 years. A total of 30.6p (3.7%) per unit was distributed during the year (2013/14: 30.5p (3.9%)).

Potential further investment in the Charities Pool

9. Total cash available as at 31 March 2015 was £269,705, comprising £240,452 held by charity one and £29,253 by charity two. To assist consideration of whether 'surplus' cash is available for investment, the table below shows the income, expenditure and cash position for each charity over the past two years.

	2014/15	2013/14
	£	£
The City of London School for Girls Bursary Fund (charity 1)		
Income	666,065	656,832
Expenditure	707,650	713,790
Net Income/(Expenditure)	(41,585)	(56,958)
Cash Balance	240,452	290,865
The City of London School for Girls Scholarships and Prizes Fund (charity 2)		
Income	3,238	3,263
Expenditure	-	-
Net Income/(Expenditure)	3,238	3,263
Cash Balance	29,253	26,015

10. At this stage, income and expenditure is expected to continue in 2015/16 at similar levels to that shown over the past two years in the table above.
11. Charity 1 - if net expenditure continues at a similar rate to that over the past two years (an average of £49,272) it would take approximately 5 years to fully utilise the available cash balance of £240,452. However, it would not be advisable to invest any of this cash at this time as income in any year tends to lag behind expenditure and without a 'working cash balance' the fund would be overdrawn for much of the year and incur interest charges. Cashflow has been analysed over the last year (2014/15) which has revealed that a 'working cash balance' of £202,961 was required to avoid the fund being overdrawn.
12. Charity 2 – as shown in the table above there has been no expenditure from this charity over the past two years. Currently, the School is undertaking a review of scholarships & prizes which may be funded from this charity in the future. Given this review, and the relatively low level of cash available (£29,253 as at 31 March 2015) further investment in the City of London Charities Pool is not suggested at this time.

13. To ensure that the funds remain adequate to meet future forecasts of income and expenditure and to ensure that sufficient working cash is available to avoid an overdrawn position, the Funds cash balances will be reviewed at the end of each financial year.

Appendix

- Appendix A – Annual Report and Financial Statements for the year ended 31 March 2015 of the City of London School for Girls Bursary Fund, incorporating the City of London School for Girls Scholarships and Prizes Funds

Contact:

Sarah Port, Senior Accountant

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ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

of

THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
(charity number: 276251)

INCORPORATING

THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND
(charity number: 276251-5)

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

**Trustee's Annual Report and Financial Statements
for the year ended 31 March 2015**

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Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-21

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report for the year ended 31 March 2015

1. Reference and Administration Details

Charities Names:	The City of London School for Girls Bursary Fund (charity 1) incorporating: The City of London School for Girls Scholarships and Prizes Fund (charity 2)
Registered Charity Numbers:	The City of London School for Girls Bursary Fund: 276251 The City of London School for Girls Scholarships and Prizes Fund: 276251-5
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc. City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 1AB

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School for Girls Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011.

This Scheme replaced the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for The City of London School for Girls Bursary Fund, and the various individual governing documents of The City of London School for Girls Scholarships & Prizes Fund.

This Scheme directs that The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5 “charity 2”) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

Trustee

The body corporate known as The City of London Corporation is the Trustee of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) and The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5 “charity 2”), acting through the Board of Governors of The City of London School for Girls.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City’s activities, including those concerning The City of London School for Girls Bursary Fund.

Organisational structure and decision making process

The charities are administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an on-going review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for these charities and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

Object of Charity 1 – The City of London School for Girls Bursary Fund (charity number: 276251)

The object of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

Object of Charity 2 – The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5)

The object of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of the Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

4. Targets, Achievements and Performance for 2014/15

- 1) The aim for the City of London School for Girls Bursary Fund (charity 1) during 2014/15 was to continue to contribute towards the fees payable to the School of pupils who, but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. In accordance with this aim 58 bursaries were awarded during the year amounting to £654,816 (2013/14: 61 bursaries awarded amounting to £658,584); and
- 2) The aim for the City of London School for Girls Scholarships and Prizes Fund (charity 2) during 2014/15 was to continue to assist children to study various subjects at the School and to assist in further education. In line with this aim, the school successfully allocated 4 prizes and scholarships during the year amounting to £52,533 (2013/14: 6 prizes and scholarships amounting to £54,906).

5. Financial Review

During the year ended 31 March 2015 total funds increased by £195,113 (2013/14: total funds increased by £193,773) to £3,919,391 (2013/14: £3,724,278). This movement comprised the following:-

- i) expenditure on charitable activities of £707,650 (2013/14: £713,790) which was made up of 58 bursary awards and 4 scholarships & prizes (2013/14: 61 bursary awards and 6 scholarships and prizes);
- ii) voluntary income of £526,216 (2013/14: £517,035) and investment income of £143,087 (2013/14: £143,060); and
- iii) a net gain on investments of £233,460 (2013/14: a net gain of £247,468).

Going Concern

The Trustee considers the charities to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 (b).

Reserves Policy

The Reserves Policy is to maintain the endowment funds of the charities in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

5. Financial Review (continued)

Investment Policy

The charities' investments are held in units of The City of London Charities Pool. The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

6. Plans for Future Periods

The aims for 2015/16 are:

- i) for The City of London School for Girls Bursary Fund (charity 1) to continue to contribute towards pupils' fees where financial hardship would cause the pupils to be unable to continue at the school; and
- ii) for The City of London School for Girls Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the school or to assist in further education.

7. The Financial Statements

These consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all incoming resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets, liabilities and funds of the charities.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charities and of the incoming resources and application of resources of the charities for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the governing documents (see page 3). The Trustee is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 21 July 2015.

Roger A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Jeremy Paul Mayhew MA MBA
Deputy Chairman of
Finance Committee

Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund

We have audited the financial statements of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund for the year ended 31 March 2015 which are set out on pages 10 to 21. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 7, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015 and of its incoming resources and application of resources, for the year then ended;

Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund (Continued)

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

28 July 2015

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Statement of Financial Activities for the year ended 31 March 2015

	Note	Endowment Fund	Total 2014/15	Total 2013/14
		£	£	£
Incoming resources				
Voluntary income		526,216	526,216	517,035
Investment income				
Investment income		142,878	142,878	142,411
Interest receivable		209	209	649
Total incoming resources	3	669,303	669,303	660,095
Resources expended				
Charitable activities				
Bursaries awarded		654,816	654,816	658,584
Scholarships & prizes awarded		52,533	52,533	54,906
Support costs - bursaries	5	301	301	300
Total resources expended	4	707,650	707,650	713,790
Net (outgoing)/incoming resources before				
Other recognised gains		(38,347)	(38,347)	(53,695)
Other recognised gains				
Net gain on revaluation	7	233,460	233,460	247,468
Net movement in funds		195,113	195,113	193,773
Reconciliation of funds				
Total funds brought forward	9	3,724,278	3,724,278	3,530,505
Total funds carried forward	9	3,919,391	3,919,391	3,724,278

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

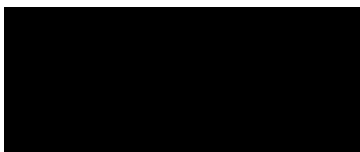
**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Balance Sheet as at 31 March 2015

	Note	2015	2014
		£	£
Fixed Assets			
Managed Investments – 466,921 Charities Pool Units	7	<u>3,856,767</u>	<u>3,623,307</u>
Current Assets			
Sundry Debtors	8	28,166	21,665
Cash at bank and in hand		<u>269,705</u>	<u>316,880</u>
		297,871	338,545
Creditors: amounts falling due within one year	8	<u>(235,247)</u>	<u>(237,574)</u>
Net Current Assets		62,624	100,971
Total Assets less Current Liabilities		<u>3,919,391</u>	<u>3,724,278</u>
The funds of the charity			
Expendable Endowment fund		3,869,823	3,677,710
Permanent Endowment fund		<u>49,568</u>	<u>46,568</u>
Total funds	9	<u>3,919,391</u>	<u>3,724,278</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 12 to 21 form part of these accounts.



Dr Peter Kane
Chamberlain of London
21 July 2015

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charities' financial statements.

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules modified to include the revaluation of investments, and in accordance with applicable United Kingdom accounting standards and the Charities Act 2011.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England & Wales on 1 December 2011. This Scheme directs that The City of London School for Girls Scholarships & Prizes Fund (charity 2) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity 1) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

(b) Going Concern

The charities are considered a going concern for the foreseeable future as the Trustee has due regard for available income, and expenses are in line with income each year.

(c) Managed Investments

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(d) *Investment Income*

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(e) *Resources Expended*

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund.

Scholarships and Prizes are recognised as resources expended as soon as there is a legal or constructive obligation committing the Fund to the expenditure.

(f) *Fund Accounting*

The Trust holds an Endowment Fund which comprises permanent and expendable funds.

(g) *Cash Flow Statement*

The charity has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

2. Tax Status of the Charity

The City of London School for Girls Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

The City of London School for Girls Scholarships and Prizes Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2015

3. Incoming Resources

Incoming resources are analysed as follows for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2014/15	Total 2013/14
	£	£	£	£
Voluntary Income	526,216	-	526,216	517,035
Investment Income				
Managed Investment Income	139,877	3,001	142,878	142,411
Interest Receivable	(28)	237	209	649
Total Incoming Resources	666,065	3,238	669,303	660,095

Voluntary Income:

Voluntary income consists of donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation up to a maximum of 2.5% of tuition fee income.

Investment Income:

Income for the year derived from the investments in The City of London Charities Pool amounting to £142,878 (2013/14: £142,411) noted in 1 (d) and interest received on cash balances of £209 (2013/14: £649).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

4. Resources Expended

Resources expended are analysed as follows, for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2014/15	Total 2013/14
	£	£	£	£
Charitable Activities				
Bursaries Awarded	654,816	-	654,816	658,584
Scholarships & Prizes Awarded	52,533	-	52,533	54,906
Support Costs - bursaries	301	-	301	300
Total Resources Expended	707,650	-	707,650	713,790

Charitable activities during 2014/15 consisted of:-

- i) 4 scholarships and prizes awarded amounting to £52,533 (2013/14: 6 scholarships and prizes amounting to £54,906). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) 58 bursaries awarded during the year, amounting to £654,816 (2013/14: 61 bursaries amounting to £658,584). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) support costs for bursary administration of £301 were charged by the City of London Corporation (see note 5 below) (2013/14: £300).

5. Support and Governance Costs

Staff numbers and costs

The charities do not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charities when required, but this is not considered material and is not separately calculated by the City of London Corporation. There are however some specific administration services concerned with Bursary Administration which are charged directly to the charities. The charge in 2014/15 amounted to £301 (2013/14: £300).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

5. Support and Governance Costs (continued)

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided to the charities during the year or in the previous year.

6. Other items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

7. Investment Assets

The value and cost of investments of The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds	Total 2015	Total 2014
	£	£	£
<u>Charity1 – Bursary Fund</u>			
Market Value 1 April	3,547,204	3,547,204	3,304,934
Net Investment Gain	228,557	228,557	242,270
Market Value 31 March	3,775,761	3,775,761	3,547,204
Units in Charities Pool	457,114	457,114	457,114
<u>Charity 2 – Scholarships and Prizes Fund</u>			
Market Value 1 April	76,103	76,103	70,905
Net Investment Gain	4,903	4,903	5,198
Market Value 31 March	81,006	81,006	76,103
Units in Charities Pool	9,807	9,807	9,807
Total Market Value 31 March	3,856,767	3,856,767	3,623,307
Total Cost when purchased	1,776,963	1,776,963	1,766,963

The geographical spread of listed investments at 31 March was as follows:

	2015 £	2014 £
Equities:		
UK	3,032,333	2,695,518
Overseas	574,843	694,935
Bonds UK	95,798	100,631
Pooled Units: UK	124,316	46,836
Cash Held By Fund Manager	29,477	85,387
Total Funds	3,856,767	3,623,307

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2015

7. Investment Assets (continued)

The majority of each charity's surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and the performance of the fund is measured against the fund manager benchmark (FTSE All Share Index). In addition the performance of the Fund is also measured against its peer group using the WM Charity Universe (ex-property).

As at 31 March 2015 the fund achieved a return of 10.5% compared to the FTSE All Share Index return of 6.6%. The WM Charity Universe return was 12.3% and the fund slightly underperformed this by 1.8%.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

8. Analysis of Net Assets by Fund at 31 March 2015

The net assets for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds		Total 2015	Total 2014
	Permanent	Expendable		
	£	£	£	£
<u>Charity 1 – Bursary Fund</u>				
Investments 31 March	49,568	3,726,193	3,775,761	3,547,204
Fixed Assets	49,568	3,726,193	3,775,761	3,547,204
Current Assets	-	240,452	240,452	290,865
Sundry Debtors (1)	-	28,166	28,166	21,665
Current Liabilities (2)	-	(235,247)	(235,247)	(237,574)
Net Current Assets	-	33,371	33,371	74,956
Total Net Assets – Charity 1	49,568	3,759,564	3,809,132	3,622,160
<u>Charity 2 – Scholarships & Prizes Fund</u>				
Investments 31 March	-	81,006	81,006	76,103
Fixed Assets	-	81,006	81,006	76,103
Current Assets	-	29,253	29,253	26,015
Current Liabilities (2)	-	-	-	-
Net Current Assets	-	29,253	29,253	26,015
Total Net Assets – Charity 2	-	110,259	110,259	102,118
Total Net Assets (charity 1 and 2)	49,568	3,869,823	3,919,391	3,724,278

- (1) Sundry debtors amount to £28,166 (2013/14: £21,665) and relate to a Gift Aid reclaim due from Her Majesty's Revenue & Customs (HMRC) and sponsorship from the Worshipful Company of Ironmongers for the Spring 2015 term.
- (2) Current liabilities amount to £235,247 (2013/14: £237,574) and represent bursaries awarded by the Trust for the Summer term 2015.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

9. Movement of Funds during the year to 31 March 2015

The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*)

Total Movement in Funds

	Balance at 1 April 2014	Net (Outgoing) Resources	Net gain on revaluation	Balance at 31 March 2015
	£	£	£	£
Endowment Fund:				
Expendable (1)	3,677,710	(38,347)	230,460	3,869,823
Permanent (2)	46,568	-	3,000	49,568
Total Funds	3,724,278	(38,347)	233,460	3,919,391

Charity 1 – The City of London School for Girls Bursary Fund

	Balance at 1 April 2014	Net (Outgoing) Resources	Net gain on revaluation	Balance at 31 March 2015
	£	£	£	£
Endowment Fund:				
Expendable (1)	3,575,592	(41,585)	225,557	3,759,564
Permanent (2)	46,568	-	3,000	49,568
Total Funds	3,622,160	(41,585)	228,557	3,809,132

Charity 2 – The City of London School for Girls Scholarships & Prizes Fund

	Balance at 1 April 2014	Net Incoming Resources	Net gain on revaluation	Balance at 31 March 2015
	£	£	£	£
Endowment Fund:				
Expendable (1)	102,118	3,238	4,903	110,259
Total Funds	102,118	3,238	4,903	110,259

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
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Notes to the Financial Statements for the year ended 31 March 2015

9. Movement of Funds during the year to 31 March 2015 (continued)

Notes to the funds

1. Endowment Fund - Expendable

The Charities' governing Scheme provides that all funds, other than those held as a permanent endowment as noted at 2 below, be held as expendable endowment.

2. Endowment Fund - Permanent

The Charities' governing Scheme identified that of the 7 scholarships & prizes funds to be transferred from The City of London School for Girls Scholarships & Prizes Fund to The City of London School for Girls Bursary Fund, 1 of these scholarships and prizes funds be preserved by The City of London School for Girls Bursary Fund in a permanent endowment Fund. The permanent endowment of the 1 scholarship and prize fund is invested in the Charities Pool administered by the City of London Corporation, and comprises 6,001 Charities pool units.

10. Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Charities do not undertake transactions with the City of London School for Girls Bursary Fund. A full list of these Trusts is available on application to the Chamberlain of London.

The charities have investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee, and receive donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation. Investment income from the Charities Pool in 2014/15 amounted to £142,878 (2013/14: £142,411).

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