



Board of Governors of the City of London School for Girls

Date: MONDAY, 5 JUNE 2017
Time: 1.45 pm
Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,
BARBICAN, EC2Y 8BB

Members: Professor Anna Sapir Abulafia (External Member)
Randall Anderson
Nicholas Bensted-Smith
Professor John Betteridge (External Member)
Deputy Roger Chadwick (Ex-Officio Member)
Emma Edhem
Dr. Stephanie Ellington (External Member)
Christopher Hayward
Deputy Tom Hoffman
Ann Holmes
Deputy Clare James
Sylvia Moys
Elizabeth Phillips (External Member)
Deputy Richard Regan
Mary Robey (External Member)
Sheriff & Alderman William Russell
Ian Seaton (Ex-Officio Member)
Richard Sermon (External Member)
Sir Michael Snyder
Alderman David Graves

Enquiries: Julie Cornelius
julie.cornelius@cityoflondon.gov.uk

Lunch will be served at the Girls School from 12.45pm onwards – please RSVP

NB: Part of this meeting could be the subject of audio or video recording

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

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

To receive the Order of the Court of Common Council of 27 April 2017, appointing the Board and setting its terms of reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order No. 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Chairman in accordance with Standing Order No. 30.

For Decision

6. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 20 February 2017.

For Decision
(Pages 3 - 8)

7. **APPOINTMENT OF SUB COMMITTEES**

Report of the Town Clerk.

The proposed date for the first meeting of the Bursary Sub-Committee is Wednesday 14 June at 10.30 a.m. An alternative, suggested back-up date is Monday 19 June at 9.30 a.m.

For Decision
(Pages 9 - 14)

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

To appoint the School's representative on the Association of Governing Bodies of Independent Schools for the ensuing year.

N.B. – AGBIS Representative in 2016/17: Mary Robey

For Decision

9. **RE-APPOINTMENT OF CO-OPTED GOVERNORS**

Report of the Town Clerk.

For Decision
(Pages 15 - 18)

10. **APPOINTMENT OF CHAIRMEN OF SUB COMMITTEES**

Resolution of the Policy and Resources Committee.

For Information
(Pages 19 - 24)

11. **DRAFT CORPORATE PLAN 2018-23**

Report of the Town Clerk.

For Information
(Pages 25 - 30)

12. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress.

For Information
(Pages 31 - 38)

13. **CASH AVAILABLE AT 31 MARCH 2017 IN THE SCHOOL'S CHARITY: 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 39 - 40)

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

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

16. **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

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 20 February 2017.

For Decision
(Pages 41 - 48)

18. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

Report of the Town Clerk.

For Information
(Pages 49 - 50)

19. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress.

For Decision
(Pages 51 - 164)

20. **5 YEAR STRATEGIC DEVELOPMENT PLAN**

Report of Headmistress.

For Decision
(Pages 165 - 180)

21. **ANNUAL SUMMARY OF CHILD PROTECTION AND PASTORAL MATTERS**

Report of the Headmistress.

For Information
(Pages 181 - 188)

22. **CLSG BURSARY FUNDRAISING**

Report of the Headmistress.

For Decision
(Pages 189 - 194)

23. **CLSG MANAGEMENT INFORMATION DASHBOARD**

Report of the Chamberlain.

For Decision
(Pages 195 - 220)

24. **CLSG REFURBISHMENT PROGRAMME:PHASE 2 - CHANGES TO BUDGET;
AND PHASE 3- SEEKING PARTIAL BUDGET APPROVAL**

Report of the Bursar.

For Decision
(Pages 221 - 228)

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

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

Part 3 - Confidential Agenda

27. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 20 February 2017.

For Decision

28. **TEACHERS' PAY PANEL UPDATE**
Report of the Director of Human Resources.

For Information

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Agenda Item 3

PARMLEY, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27th April 2017, doth hereby appoint the following Committee until the first meeting of the Court in April, 2018.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six co-opted non-City of London Corporation Governors with experience relevant to the Board

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

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

3. **Membership 2017/18**

ALDERMEN

- 4 William Anthony Bowater Russell, Sheriff
- 1 David Andrew Graves

COMMONERS

- 4 (4) Nicholas Michael Bensted-Smith, J.P.
- 4 (4) Ann Holmes
- 3 (3) Randall Keith Anderson
- 16 (3) Tom Hoffman, Deputy
- 16 (3) Sylvia Doreen Moys
- 17 (2) Richard David Regan, O.B.E., Deputy
- 28 (2) Sir Michael Snyder
- 4 (1) Emma Edhem
- 9 (1) Clare James, Deputy

Vacancy

Vacancy

Vacancy

together with :-

Prof. Anna Abulafia

Prof. John Betteridge

Dr. Stephanie Ellington

Elizabeth Phillips

Mary Robey

Richard Sermon, M.B.E.

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Monday, 20 February 2017**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, West Wing, Guildhall on Monday, 20 February 2017 at 1.45 pm

Present

Members:

Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)
Randall Anderson
Deputy Roger Chadwick (Ex-Officio Member)
Nigel Challis
Dennis Cotgrove
Emma Edhem

Dr. Stephanie Ellington (Co-opted Member)
Tom Hoffman
Ann Holmes
Sylvia Moys
Elizabeth Phillips (Co-opted Member)
Mary Robey (Co-opted Member)
Ian Seaton (Co-opted Member)

Officers:

Gemma Stokley
Chrissie Morgan
Sarah Port
Ena Harrop

Alan Bubbear

Claire Tao

Jenny Singleton

- Town Clerk's Department
- Director of Human Resources
- Chamberlain's Department
- Headmistress, City of London School for Girls
- Bursar, City of London School for Girls
- Deputy Head (Staff Development) City of London School for Girls
- Head of Lower School and Outreach

1. APOLOGIES

Apologies for absence were received from Alderman John Garbutt, Christopher Hayward and Richard Sermon (Co-opted Member).

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

There were no declarations of interest.

3. MINUTES

The public minutes and non-public summary of the meeting held on 2 December 2016 were considered and approved as a correct record.

4. APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES

The Town Clerk reported that Members, at a recent, informal, Court of Common Council meeting, had now decided that this resolution should be referred back to the Policy and Resources Committee for further clarification and context.

The Board therefore noted that this was the case and that they could expect to receive an update on this and its implications for the Board going forward.

RECEIVED.

5. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress which items for information concerning the Summer School held last year and further items for decision including a request to expand international school exchanges to the Laurel School, Ohio and various policies for approval.

The Headmistress highlighted that the Policies the Board were being asked to approve today were brought to Governors' consideration on a three year cycle as previously agreed. She highlighted that there were safeguarding implications for three of the Policies for approval today and reminded Governors that the full review of the School's stand-alone Safeguarding Policy would feature on the agenda for the next Board meeting in June 2017.

With regard to the proposed International Exchange Programme with the USA, Governors questioned whether the travel ban currently being pursued by the President of the USA would have any implications for CLSG students. The Headmistress stated that she did not feel that this was sufficient reason to not explore this opportunity and undertook to discuss this particular matter with the Principal of the host School. The Headmistress added that this was something staff could consider in greater detail once the profile of those students likely to take part in the exchange was clearer. She confirmed that, at present, no students at the School held Iranian or Syrian passports. Governors stated that, by this stage, the Policy around the proposed travel ban should be clearer and better understood.

In response to a question around the need for host families to provide exchange students with a CLSG school uniform, and whether this was necessary for such a short period, the Headmistress confirmed that the School had a spare supply of these and so it would be at no cost to the host families.

The Chairman commented that the tracked changes highlighted in the attached Policies were extremely useful. She confirmed that a Governor had highlighted some typographical errors in the various Policies in advance of today's Board meeting and that these would be corrected ahead of the new Policies being published.

RESOLVED – That, Governors:

- Note the report.
- Agree to extend the International Exchange Programme to the USA
- Approve the revised policies at Annexes A to J and N, subject to the correction of all typographical errors highlighted by Governors:
 - Annex A: Catering and Food Hygiene Policy
 - Annex B: Drug and Substance Abuse Policy

- Annex C: Fire Safety Procedures and Risk Assessment Policy
- Annex D: Medical Questionnaire Policy
- Annex E: Missing Child Policy
- Annex F: Pastoral Care, Discipline and Exclusions Policy
- Annex G: Physical Contact and Restraints Policy
- Annex H: Protecting Personal Property and Thefts Policy
- Annex I: Security Access Controls, Workspace Safety and Lone Worker Policy
- Annex J: Swimming Pool Safety Policy
- Annex N: Health and Safety Policy

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

There were no questions.

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

Board Membership

The Chairman reported that this would be the last Board meeting for both Dennis Cotgrove and Nigel Challis who would not be seeking re-election at the all-out Common Council elections in March 2017. The Chairman reported that Mr Cotgrove had now served on the Board for 20 years and Mr Challis for 4 years. On behalf of the Board and all at the School, the Chairman thanked both Governors for their interest, efforts and contributions to their work over the years.

Both Governors thanked the Chairman for her kind words and stated that it had been a great pleasure to serve on the Board.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.	Paragraphs in Schedule 12A
9 - 12	3
13	1, 3 & 4
14	3
15	1, 2 & 3
16	3
19	1, 2 & 3

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 2 December 2016 were considered and approved as a correct record.

10. **REVIEW OF BURSARY GUIDELINES - UPDATE FROM JOINT SCHOOLS WORKING PARTY HELD ON 9 JANUARY 2017**

The Board received a report of the Chamberlain updating Governors on decisions taken at the joint schools working party held on 9 January 2017 regarding the Review of Bursary Guidelines.

11. OUTREACH PRESENTATION

The Board were provided with a presentation on the School's Outreach work delivered by Jenny Singleton, Head of the Junior School and Outreach.

12. RS ACADEMICS PRESENTATION

The Board received a presentation from John Dunstan, Senior Advisor at RS Academics aimed at preparing Governors for inspection under the new regime.

13. REPAIRS, MAINTENANCE & IMPROVEMENTS FUND

The Board considered and approved a joint report of the Chamberlain, the Headmistress and the City Surveyor providing an updated projection of the cost of works to be met from the Repairs, Maintenance and Improvements Fund over the next 21 years.

14. CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND - INVESTMENT IN THE CITY OF LONDON CHARITIES POOL

The Committee considered a report of the Chamberlain and a set of survey questions on those charities invested in the City of London Charities Pool.

15. NON PUBLIC REPORT OF THE HEADMISTRESS

The Board considered and approved the report of the Headmistress which provided information of non-public matters in relation to the School.

16. PROPOSAL TO EXPLORE THE EXTENSION OF CITY OF LONDON SCHOOLS INTERNATIONALLY

The Board considered and approved a joint report of the Headmistress of the City of London School for Girls and the Head of the City of London School concerning the exploration of the extension of City of London Schools Internationally.

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

There were no questions raised in the non-public session.

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

There were no additional, urgent items of business for consideration in the non-public session.

19. CONFIDENTIAL MINUTES

The confidential, Governor only, minutes of the last meeting on 2 December 2016 were considered and approved as a correct record.

The meeting ended at 4.00 pm

Chairman

Contact Officer: Gemma Stokley
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gemma.stokley@cityoflondon.gov.uk

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Committee(s)	Dated:
Board of Governors of the City of London School for Girls	5 June 2017
Subject: Appointment of Sub-Committees	Public
Report of: Town Clerk	For Decision
Report author: Gemma Stokley, Town Clerk's Department	

Summary

The purpose of this report is to consider the appointment of the Board's Bursary Committee, Reference Sub-Committee, and Teachers' Pay Panel and to approve their composition and terms of reference.

For ease, details of the composition and terms of reference of the bodies are set out in Appendix A.

Recommendations

It is recommended that consideration be given to the appointment, composition and terms of reference of the following for the ensuing year:-

- City of London School for Girls Bursary Committee
- Reference Sub-Committee of the Board of Governors of the City of London School for Girls
- Teachers Pay Panel

Main Report

Background

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

Bursary Committee

3. There are a number of different awards which are provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee is concerned with applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are

funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three term's assistance).

4. The Current guidelines for assessing bursary applications were reviewed and approved by the Joint Schools Working Party in January 2017. The amendments made were intended to ensure that the guidelines remain appropriate in light of recent experience and to ensure that the School are able to utilise the funds that they have set aside for the purpose.
5. Meetings ordinarily precede Board meetings as and when an application for assistance is received.

Reference Sub-Committee

6. The purpose of the Reference Sub-Committee is to consider arrears of school fees, sabbatical leave and estimates (including fee increases) (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.
7. The 2016/17 Sub-Committee Membership, the terms of reference and proposed composition are set out in Appendix A.

Teachers' Pay Panel

8. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freemen's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
9. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
10. The Teachers' Pay Panel may meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Appendices

- Appendix A – Composition and Terms of Reference

Contact:

Gemma Stokley
Committee and Member Services Officer
Town Clerk's Department
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Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

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

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

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

2016/17 Committee Membership

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

Reference Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors

The quorum shall be any three Governors.

Terms of Reference

To consider arrears of school fees, sabbatical leave and estimates (including fee increases) (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

2016/17 Sub-Committee Membership

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Nigel Challis
- Sylvia Moys
- Deputy Richard Regan
- Alderman William Russell

Teachers Pay Panel: Terms of Reference

Purpose of the Teachers' Pay Panel

1. The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
2. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
3. The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

4. The membership shall be as follows:
 - The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

5. The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

6. During the process of deliberation, the Teachers' Pay Panel will meet with:

- One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freemen's School; and
 - The full time official from the Association of Teachers and Lecturers.
7. The following will be in attendance during deliberations in an advisory capacity:
The Director of Human Resources
The Heads of the City of London School, the City of London School for Girls and the City of London Freemen's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

8. To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.
9. Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

- Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.
- Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.
- Teachers' Pay Panel will usually meet in March.
- Final decision to be made by the end of the Spring term if at all possible.

Termination

- 10 The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.

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Committee: Board of Governors of the City of London School for Girls	Date: 5 June 2017
Subject: Re-appointment of Co-opted Governors	
Report of: Town Clerk	Public For Decision
Report Author: Gemma Stokley, Committee and Member Services Officer	

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. Dr. Stephanie Ellington and Elizabeth Phillips were last appointed to the Board for three year terms of office in June 2014. This report requests that Governors consider their re-appointment as co-opted Governors of the Board for a further three year term.

Recommendation:

Governors are asked to consider the re-appointment of both Dr. Stephanie Ellington and Elizabeth Phillips onto the Board for a further three year term.

Main Report

Background

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. It was agreed, by this Board, that the appointment of all co-opted Governors would be reviewed after they had completed a period of 3 years in office. Candidates would then be given the opportunity to re-apply for their position on the Board if they so wished.
2. The current three year term of office for both Dr. Stephanie Ellington and Elizabeth Phillips will come to an end later this month and both have expressed a willingness to stand for re-election as a co-opted Governor.
3. At the Board of Governors meeting in February 2010, the Chairman proposed that, rather than awaiting the expiration of a co-opted Governors term of office, re-appointments should be put to the Board of Governors, along with supporting papers, at their meeting immediately preceding the expiry of the three year term of appointment of any co-opted Governor willing to be considered for re-appointment in order to ensure continuity of service.

4. In accordance with this proposal, Governors are asked to consider the re-appointments at this meeting and to assist the Board in their decision, both candidates were invited to provide 100 words in support of her candidature and this is set out in 'Annex A' below.
5. Following a discussion at the December 2011 Board meeting, the Town Clerk has also been asked to provide the attendance details of co-opted Governors when asking the Board to consider re-appointments and I can report that, since their last appointment to the Board, Dr. Stephanie Ellington has attended 6 out of a possible 11 Board meetings. Elizabeth Phillips has attended 9 out of a possible 11.
6. The Chairman, Deputy Chairman and Headmistress all wholeheartedly support the re-appointment of both candidates onto the Board and Governors are asked to consider her appointment for a further full three year term.

Contact:

Gemma Stokley

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Annex A

As an Old Girl of the school it gives me great pleasure being able to contribute to the school, if only in a small way. I continue to teach pre-clinical medical students at Cambridge and hope that the knowledge I gain from this is useful when I do mock interviews for the potential medics at the school. I retain a keen interest in education and am proud of the excellent standards maintained by the school. I attend meeting of the Board of Governors whenever possible and am a member of the Academic Working Party.

Dr SKL Ellington
Co-opted Governor

Elizabeth Phillips: for consideration in the Governor renewal of co-opting procedure. I started working with CLGS when Head of a maintained school and have welcomed the opportunity to continue this liaison as a Governor. I have attended meetings assiduously, been actively involved on the Academic Working Party, taken part in relevant Governor Training and participated in the Governor Strategy day. I trust I bring valuable external expertise gained through other Governorships and as a co-opted Governor I also bring an education skill set and experience of Headship. I still work actively with the maintained sector and the DFE and the comparisons and contrasts add an additional dimension to my contributions to meetings.

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TO: **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**
Monday, 5 June 2017

FROM: **POLICY AND RESOURCES COMMITTEE** Thursday, 16 March 2017

4. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**

The Committee considered a report of the Town Clerk concerning the process for appointing chairmen of sub-committees.

The Chairman stated that the purpose of a sub-committee was to deal with matters referred to it by its parent committee. It was noted that whilst the Policy and Resources Committee was responsible for governance, without a change to standing orders, its recommendation regarding the appointment of chairmen of sub-committees was on the basis of the adoption of a convention only. Detailed discussion ensued during which the following comments were made:-

- The Chairman advised that the resolution to committees from the December meeting aimed to set a convention which enabled the Chairman of a grand committee who did not wish to chair a sub-committee to identify and nominate for the role another Member with the necessary experience and qualities, for approval of that Committee. In the interests of clarity the initial resolution would have benefited from being circulated with the substantive report.
- Members questioned the need for the convention particularly given the different nature of some committees, for example some were quasi-judicial and therefore required a different approach.
- As the intention of the convention was to clarify the process it might be better for grand committees to set out its approach to appointments in its terms of reference.
- Rather than seeking the adoption of a convention, Committees should be provided with some general guidance instead. Without being too prescriptive, could also include reference to the length of time a chairman could serve. Several Members supported this.

RESOLVED: that the following guidance be given to all Grand Committees:

1. **in the event of a Grand Committee having no prior arrangement or custom in place for the way in which the chairmen of its sub-committees are selected, it should be usual practice for the Chairman of the relevant Grand Committee, should they not wish to serve themselves, to nominate an individual to serve in that capacity for the approval of the Grand Committee; and**
2. **that the term of office of a chairman of a sub-committee would usually be no longer than the term of office of the Chairman of the Grand Committee e.g. three, four or five years, subject to the relevant Grand Committee being able to extend the term of the sub-committee's chairman on an annual basis.**

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Committee:	Date:
Policy & Resources Committee	16 March 2017
Subject:	Public
Appointment of Sub-Committee Chairmen	
Report of:	For Decision
Town Clerk	
Report authors:	
Simon Murrells, Assistant Town Clerk	

Summary

This report concerns the process for appointing chairmen of sub-committees. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board. In light of this, the Policy & Resources Committee decided that when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee, a convention is adopted whereby the Chairman submits his or her nomination for chairman of the sub-committee to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.

This proposal was promulgated to the various Committees and was met with a mixed response. It was also discussed at the all-Member informal meeting on 9 February, with differing views being expressed. The Policy Chairman agreed that the issue should be reconsidered. To assist Members, set out are several options for Members to consider, including retaining the status quo, implementing the convention proposed by this Committee for Grand Committee Chairmen to nominate the chairman of the sub-committees, election of chairmen of sub-committees by the Grand Committee and election of Sub Committee chairmen by the sub-committee itself.

At the informal meeting of all Members in February, it was suggested that the introduction of term limits for chairmen of sub-committees should also be considered and the views of Members are sought on that matter.

Recommendations

It is **recommended** as follows:

- a) that further consideration be given to the implementation of a new convention for the appointment of chairmen of sub-committees, namely, when a Chairman of a Grand Committee does not wish to be the chairman of a sub-committee a convention is adopted whereby the Chairman submits his or her nomination for chairman to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee;

- b) that consideration be given to the introduction of term limits for sub-committee chairmen.

Report

Background

1. This report concerns the recent review of the process for appointing chairmen of sub-committees.
2. The current arrangements for selecting the chairmen of sub-committees is for that to be determined by the relevant Grand Committee and quite often it can be the Chairman of the Grand Committee who takes on the responsibility, depending on circumstances. If not, it is usual practice for the sub-committee to decide, most often by election from amongst its membership. There is no hard or fast rule and Members felt that the rather ad-hoc approach taken by the various Committees would benefit from greater consistency across the board
3. In light of this, in December 2016 the Policy Committee proposed the introduction of a convention for the selection of sub-committee chairmen to ensure consistency across all Committees. The convention provides that, when a Chairman does not wish to be the chairman of a sub-committee and wishes a specific member to be appointed, the Chairman shall submit his or her nomination for chairman to the Grand Committee for approval. A resolution to that effect was circulated to all relevant Committees asking for the convention to be endorsed.
4. The Policy Committee based its decision on the following principles:
 - it should be accepted practice for the Chairman of a Grand Committee to chair any Sub-Committee appointed by it;
 - where the Chairman of a Grand Committee does not wish to chair a sub-committee, the Chairman should be able to nominate another Member of the Grand Committee with the necessary experience and qualities, for approval to fulfil that role; and
 - where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee.
5. The Chairman of the Finance Committee was particularly supportive of the P&R recommendation. Under his Chairmanship of Finance, he has been able to propose and to gain support for some significant changes in the way sub-committees operate and who chairs them. These changes have enabled more Members to play a more valuable part in, and to contribute to, the Committee's overall work, whilst also recognising that sub-committees should be servants of the Grand Committee's policies and priorities. Any changes should not get in the way of these two objectives.

6. It was noted at the informal meeting that the Policy & Resources Committee would take another look at the position. In addition, several Members asked for consideration to also be given to whether terms limits should be introduced for Chairmen of sub-committees, as they are for Chairmen of Grand Committees.

Options for Chairmanship of sub-committees

7. There are several options open to Members to consider for how Chairmen should be selected for sub-committees, including the following:
 - i) Retain the status quo. Currently, a Grand Committee has the option of choosing who should take the chair of a sub-committee that it appoints. In a number of cases that is the Chairman of the Grand Committee but not always. Grand Committees can also decide to leave such matters to the sub-committee who usually select their Chairman through a process of election. This has been the position for a number of years.
 - ii) Adopt the convention agreed by the Policy & Resources Committee in December, as described in paragraphs 3 and 4 above. This provides for a process whereby the Chairman of a Grand Committee does not wish to chair a sub-committee and has instead identified another Member for that role with the necessary experience and qualities. In those circumstances, the Chairman would submit his or her nomination to the Grand Committee for approval. Where no specific Member is nominated by the Chairman of the Grand Committee, the selection process would be by election from all eligible Members of the Grand Committee who would nominate themselves.
 - iii) Grand Committees to appoint all sub-committee chairmen. In this case, when sub-committees are appointed (which they are annually), the Grand Committee would be asked to decide at that stage who should take the chair. This could be the Chairman of the Grand Committee or by inviting eligible Members of the Grand Committee to nominate themselves, followed by an election if there is more than one candidate.
 - iv) Sub-committees to appoint their own chairmen. In this case, the question of chairmanship would be left entirely to the sub-committee to decide, usually by election. Whilst this is an option, it should be noted that there are a number of sub-committees where Members may consider it appropriate, because of the nature of the business ie: it is sensitive or strategic, for the Chairman of the Grand Committee to be the chairman. In those circumstances, imposing such a rigid rule may not serve the City Corporation's best interests as it does not allow for any flexibility.
8. It should also be noted that the Chief Commoner automatically chairs several sub-committees including the Privileges Sub-Committee.

Term Limits

9. At the informal meeting of all Members reference was made to the possibility of introducing terms limits for chairmen of sub-committees. Currently there are no restrictions on the number of terms (or years) that a Member can serve as chairman of a sub-committee as there are for Grand Committees (there are, however, conventions affecting the chairmanship of the Property Investment Board, Financial Investment Board and Social Investment Board, all of which report directly to the Court of Common Council). Standing Orders provide for the Chairmanship of most Grand Committees to be no more than three years with three exceptions - the Policy & Resources and Finance Committees where the term is a maximum of five years and the Police Committee where the term is no more than four years.
10. Members' views are sought on whether term limits should be introduced for chairmen of sub-committees and, if so, what the term should be eg: three years. If Members decide to introduce a term limit, it would be prudent, where the Chairman of the Grand Committee chairs the sub-committee, for any limit to correspond with the term of chairmanship of the relevant Grand Committee.
11. Members should bear in mind that in a number of cases sub-committees are appointed to give more detailed consideration to certain topics and, over time, chairmen can develop an expertise and considerable knowledge of the area. This does, however, need to be balanced against the need for others to be given opportunities to serve and to bring fresh skills and experience to the work of the sub-committee. The loss, through the imposition of a term limit, of an experienced chairman does not necessarily mean that individual and their knowledge of a particular topic need be lost to the sub-committee.

Conclusion

12. The proposed convention agreed by the Policy & Resources Committee for appointing chairmen of sub-committees has been met with mixed views and at the recent informal meeting of all Members it was noted that the Committee would look again at the matter. This report asks Members to review the position and sets out some options that could be considered. It also asks Members for a view on whether a term limit should be introduced for chairmen of sub-committees and, if so, what that term should be.

Simon Murrells

Assistant Town Clerk

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Committee(s)	Dated:
Board of Governors, City of London School for Girls	5 June 2017
Subject: Draft Corporate Plan 2018-23	Public
Report of: Town Clerk	For Information
Report author: Kate Smith – Head of Corporate Strategy and Performance	

Summary

This report presents an early draft of the City of London Corporation's Corporate Plan 2018-23 to give Members an opportunity to provide initial feedback before wider consultation on the plan takes place in the autumn with staff, partners and other external stakeholders.

Recommendation

Members are asked to:

- Note the draft Corporate Plan 2018-23 and provide initial feedback on the content.

Main Report

Background

1. A new framework for corporate and business planning is currently being developed, led by the City Corporation's Head of Corporate Strategy and Performance. The aim is for all the work carried out by or supported by the City Corporation to contribute to one overarching goal. This will be achieved by:
 - Identifying the overarching goal and the specific outcomes that support it in the refreshed Corporate Plan;
 - Ensuring that all the work carried out by departments, including projects and development plans, contributes to delivery of the outcomes in the refreshed Corporate Plan, is included in their business plans and can be measured in terms of impact on the outcomes;
 - Enhancing the "golden thread", such that everything we do and develop is guided by the Corporate Plan and captured within appropriate departmental business plans, team plans, and individual work plans, and
 - Developing a culture of innovation, collaboration and continuous improvement, challenging ourselves about the economy, efficiency and effectiveness of what we do and the value we add.

2. As this new approach involves parallel changes to a number of high-level processes, it will take 2-3 years to be fully implemented, so how plans are presented to Members is likely to develop during this time.

Corporate Plan 2018-23

3. The refreshed Corporate Plan being developed for 2018-23 will include: a vision statement which is specific and relevant to the City Corporation; ambitious long-term outcomes against which we can measure our performance, an outline of our top-level strategies for achieving our outcomes and indicators against which we will measure our performance. The refreshed plan will replace the current Corporate Plan, which runs until 2019. The aim is to produce a plan which sets out one set of overarching strategic goals for the organisation, for everyone within it to work towards, and which will allow us to prioritise those areas of activity on which to focus our attention over the medium term and thereby achieve more in the context of reducing budgets.
4. Draft 15-year ambitions developed by Chief Officers in the People, Place and Prosperity Strategic Steering Groups have been edited into three broad strategic objectives, aligned with a draft mission. Twelve draft outcomes are grouped under these objectives to form the basis of the refreshed draft plan. To support the development of this plan, departments have been working on their business plans to provide the golden thread, and a new Corporate Strategy Network of senior officers is mapping activities listed in all departmental business plans to the draft outcomes in the Corporate Plan. This will enable us to see where our efforts are currently being directed and the impact we are having on our priority areas and will provide information to help inform better decisions in future about how to use our resources.
5. The draft Corporate Plan is attached as Appendix 1. This draft is primarily an engagement tool which is being used to check the shape and sense of the plan so that it can be used to guide its onward development. The draft mission, strategic objectives and grouped outcomes are on the first page of the draft plan. The second page describes the strategic principles, competencies and commitments that underpin how we will go about delivering the outcomes. All of the outcomes will be supported by strategic workstreams and measures, which will be monitored and reported annually.
6. A further draft of the Corporate Plan will be discussed at the informal meeting of the Resource Allocation Sub Committee (away day) in June. This will take into account the balance of all comments made by Members to date. Further consultation is being planned to take place with Members, Chief Officers and staff from September, and with external stakeholders and partners thereafter.
7. Officers are aiming to seek full Member approval of the Corporate Plan 2018-23 from the Court of Common Council prior to publication before the start of the 2018/19 financial year.

Conclusion

8. This report presents an early draft of the Corporate Plan 2018-23, to give Members an opportunity to provide initial feedback before it is discussed at the informal meeting of the Resource Allocation Sub Committee in June and opened out to wider consultation in the autumn.

Appendices

1. Draft Corporate Plan 2018-23

Neil Davies

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Draft Corporate Plan 2018 - 23

The City of London Corporation is the governing body of the Square Mile dedicated to a thriving City, supporting a strong, sustainable and diverse London within a globally-successful UK.

We aim to...

Benefit society

By fostering a culture of inclusivity, opportunity and responsibility

Shape the future City

By strengthening its connectivity, capacity and character

Secure economic growth

By promoting the City as the best place in the world to do business

Everything we do supports the delivery of these three strategic objectives. We measure our performance by tracking our impact on twelve outcomes:

People

- People live enriched lives and reach their potential
- People enjoy good health and well-being
- People enjoy our thriving and sustainable public spaces
- People are safe and feel safe

Place

- The Square Mile is the ultimate co-working space: flexible, secure and inspiring
- The Square Mile is digitally and physically well-connected and responsive
- The Square Mile is known for world-leading culture and creativity
- The Square Mile has outstanding public spaces, retail, leisure and hospitality

Prosperity

- The City has the world's best access to global markets and regulatory framework
- The City is the global hub for business innovation – new products, new markets and new ways of doing business
- The City nurtures and has access to the skills and talent it needs to thrive
- The City's activities at home and abroad are known to benefit society and business

Draft Corporate Plan 2018 - 23

What we are responsible for...

London's world-leading financial and business centre, the Square Mile's local authority services, City of London Police, national economic security, London's Port Health Authority, five Thames bridges, London's biggest independent grant-maker, the UK's highest performing group of secondary Academies, three independent schools, Europe's largest multi-arts centre, numerous cultural and educational institutions, three wholesale markets, safe UK animal trade, housing, landholdings and historic green spaces

We want to...

Deliver far more for the City, the capital and the country by collaborating with our unique breadth and depth of partners and stakeholders

Our unique selling points are...

Our independent voice

Our convening power and reach

Our long-held traditions yet ability to be a catalyst for change

Our long-term view and local, regional, national and global perspectives

Our private, public and voluntary sector expertise

We commit to...

Unlocking the potential of our many assets – our people, our stakeholders, our relationships, our buildings and the valued cultural, educational, environmental and commercial assets we oversee

Championing diversity and London's cosmopolitan nature

Listening to our customers and providing excellent services

Being active partners, open to challenge, leading and learning

Innovation, always looking for ways to deliver more and add value through new technologies and smart approaches

Good governance, by driving the relevance, responsibility, reliability and radicalism of everything we do

Upholding our values – Lead, Empower, Trust - and displaying passion, pace, pride and professionalism in everything we do

Committee(s) Board of Governors, City of London School for Girls	Dated: 5 June 2017
Subject: Report of the Headmistress	Public
Report of: Ena Harrop, Headmistress, CLSG	For Information

Summary

Main Report

1. Forthcoming Events

7 th June	Year 7 Parents' Evening
13 th June	Year 12 back in lessons
	Into the 6 th Form Evening
14 th June	Prep Open Evening
15 th June	PLC Morning – School opens at 10.15am
	Junior Concert
20 th June	Prep Sports Day
21 st June	7+ Welcome Morning
	Open Lunchtime Concert
	11+ Welcome Afternoon
22 nd June	Welcome to the 6 th Form Morning
	Senior School Open Evening
23 rd June	Sponsored Walk
29 th June	Leavers' Service and Art Exhibition
	6 th Form Leavers' Ball
30 th June	Senior School Sports Day
4 th July	Year 9 Independent Learning Project & Celebration Evening
5 th July	Year 10 Parents' Evening
6 th July	Prep Opera Performances
	Term ends for Senior School 4pm
	Year 11 Dinner
7 th July	Term ends for Prep School 12pm
	U2 Leavers' Party
10 th -14 th July	Summer School
4 th September	Staff Day 1
5 th September	Staff Day 2
6 th September	Induction Day
7 th September	Full Term Begins
8 th September	Year 13 Parents' Breakfast
12 th September	7+ Open Afternoon
14 th September	Year 12 Parents' Breakfast

19 th September	Year 10 Parents' Breakfast School Photos
20 th September	Women Composers Lunchtime Concert 7+ Open Afternoon
26 th September	Year 8 Parents' Breakfast
27 th September	Scholars Concerts
28 th September	11+ Open Morning Year 7 Transition Evening
29 th September	Year 11 Parents' Breakfast
3 rd October	Year 9 Parents' Breakfast Year 11 Soloist Lunchtime Concert
4 th October	11+ Open Morning
6 th October	Prize Day
10 th October	11+ Open Morning
19 th -27 th October (inclusive)	Half Term

2. Educational Visits

8 th -12 th June	Normandy Year 8 Trip
23 rd -25 th June	Silver DofE Qualifying Expedition
23 rd -29 th June	German Year 10 Exchange
26 th -30 th June	Biology Year 12 Field Trip
1 st -5 th July	Gold DofE Practice Expedition
7 th -10 th July	Skern Lodge Trip
9 th July-4 th August	Exchange to Ascham
12 th August-2 nd September	6 th Form Exchange to Northlands
29 th August- 3 rd September	Gold DofE Qualifying Expedition
10 th September-10 th October	Exchange, Ascham to CLSG
13 th -15 th September	Sayers Croft Year 7 Trip
22 nd -24 th September	Condoval Hall Netball Weekend
25 th -28 th September	Grove L2 Trip
28 th -29 th September	Black Country Year 9 History Trip
28 th September-1 st October	Venice Year 11-13 Art Trip
11 th -25 th October	Year 10 Exchange to Canada
13 th -27 th October	Sri Lanka 6 th Form Volunteering Trip
14 th -19 th October	Granada Year 10 Trip

3. Governors' Visiting Days

The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group. We have not had any visits last term and in preparation for our expected ISI compliance inspection, it would be good to have some evidence of governors' involvement.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

4. Health and Safety

The minutes from the Health and Safety meeting held on 28th April are attached for information (Annex A). A fire evacuation test was carried out on 4th May 2017.

There have been 5 reportable incidents during the period from January to 5th June. 1 girl sprained her ankle in PE, 1 girl fractured her fingers whilst playing Netball in PE, 1 girl had water based paint splashed in her eye during an Art lesson, 1 girl broke her arm for a second time whilst in a PE lesson and 1 member of staff spilt boiling water down her leg in the staffroom.

5. Lettings

Hirer	Dates	Venue
3S Swim School	Every Sunday	Swimming Pool
Barbican Association	27 April	Main Hall
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Barts Water Polo	25 Feb	Swimming Pool
BBC Singers	10 Feb, 7, 21 April	Main Hall
CoL DBE LEN Launch Talk	11 Jan	Main Hall
Cor et Lumen Christi Church	25 & 26 Feb	Main Hall
Crossrail	20 March	Committee Room
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammoth	Every Monday - Thursday	
Islington Boat Club	Evenings	Gymnasium
	5 April	Swimming Pool
	13 to 18 Feb, 2 to 13, 17, 18,	
Justin Craig Education	28, 29, 30 April	B Floor Classrooms
London Gay Men's Chorus	13 March, 9, 19 April	New Hall
	3, 17, 19, 24, 26, 31 Jan, 2, 7, 9,	
	14, 16, 23, 28 Feb, 2, 28, 30	
London Symphony Chorus	Mar, 11, 13, 18, 20, 25, 27 April	Main Hall / New Hall
NANUK Swimming	Every Thursday & Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
Royal Philharmonic Society	4 & 5 March	New Hall
SOS Internationale	14 to 19 February	Main Hall
Tri for Fitness	Every Tuesday	Swimming Pool

6. Summary of Staff Training Academics Year 16/17

Current Provision

Whole staff

For this academic year we have continued to split the training into two clear strands: academic and pastoral, recognising that both elements help to embed and reinforce the initiatives of each other. Whole staff training has been

delivered as part of the Staff INSET day, during the early morning CPD sessions and where appropriate during staff meetings.

The main academic focus of the training for teaching staff this year has been on 'Developing a Culture of Thinking' within the school. This has helped to embed the previous training received on aspects of making learning visible in lessons, Assessment for Learning (AfL) and related pedagogical techniques. Over the course of the year staff met in small groups to share best practice and undertake peer observation of lessons as an additional means of enabling them to learn from one another. Staff have also met in their departments and wider faculty groups to look at the effective use of revision techniques in lessons and to review the use of touchscreens in the classrooms as part of the whole school refurbishment programme.

On the pastoral side, CLSG were fortunate enough to have two keynote speakers and specialists in their field to lead training sessions for the teaching staff. Dr Mary Welford, a Consultant Clinical Psychologist who specialises in Cognitive behavioural therapy, led a whole staff session on 'Shame and Compassion'. This provided staff with a toolkit to address the tendency for pupils to measure their self-worth by comparing themselves to their peers which often results in feelings of inadequacy, anxiety and low mood. Jenny Langley, an instructor in Youth Mental Health First Aid, led a session on Perfectionism. Jenny has worked for several eating disorder charities and with the Maudsley Hospital since her eldest son recovered from anorexia ten years ago. Her session provided teachers with some helpful insights into the signs and symptoms to look for and a toolkit to help them to work with perfectionism in the classroom. All teachers have also attended a workshop led by the School Counsellors on 'How to listen'. As part of new initiative this year, members of the pastoral team and tutors have attended a series of workshops on pastoral issues. These include: how to spot problems in adolescents to help them to further hone their pastoral skills, dealing with anxiety.

To fulfil our statutory and ISI Inspection obligations, all staff received Prevent training in September 2016 from the City of London Police and 'Updates in Safeguarding' training in light of the new Keep Children Safe in Education Statutory guidance that came into force in September 2016. Following the training, all staff were asked to complete the Veale Wasbrough Vizards e-learning module on Keeping Children Safe in Education (KCSIE). This now also forms part of the Core Induction Programme for all new staff. The Designated and Deputy Designated Safeguarding leads attended the Optimus Conference on Safeguarding, the CHCSB conference on Safeguarding and Social eSafety Media and a Prevent conference on Tackling Radicalisation.

Training for different stages within a teacher's career

We continue in our commitment to support new teachers to the profession and as such, we currently have two members of staff undertaking their Newly Qualified Teacher (NQT) Induction with us. We are also developing our CPD provision for aspiring and new middle and senior managers. The Heads of History, Maths and Music were enrolled on to the HMC/GSA ISQAM level 2

course to support them to lead their departments, the new Head of Design and Technology (DT) was enrolled on the Level 1 course and two members of the middle management team were enrolled on the Teachers' Leaders course being run as part of the East London Consortium. The Deputy Head (Staff) will be leading and facilitating on the new HMC Pastoral Leaders' Qualification modules.

Individual INSET

In addition to whole staff training, teachers have attended a wide range of individual training courses. These include subject specific courses on forthcoming changes to examination specifications, training for those with posts of pastoral responsibilities (Sex and Relationships Conference and the Mental Health and Well-being Conference) and those courses relating to national and statutory changes which impact on the educational provision within school (Health and Safety training (DT) and School Reform in Shanghai and London).

Partnerships and outreach with other schools

Over the course of the academic year, a number of staff have been into the City family of schools to help support their staff in various subjects. This includes on-going support for the Maths department at The City Academy, Hackney by one member of the CLSG Maths Department and the Head of Classics is also working with the family of schools to provide Latin GCSE course next year for some of their Year 9 pupils.

The Head of French has also provided support to his counterpart at Hackney Academy.

Future CPD Provision

Following consultation with the teaching staff and the Academic Working Party, the training provision for the next academic year will take a different format. The school will finish at 3:30 pm on a Monday each week. On each B week, there will be a sixty minute session for teaching staff which will be used for either departmental joint planning, staff meetings or a choice of CPD sessions. In total, there will be between 16-18 sessions in any academic year.

The sessions will be split as follows:

- 2 staff meetings (SDP planning and one other)
- 8 departmental/faculty based CPD and planning sessions
- 6 CPD sessions on elected programme (to cover a variety of topics, some delivered by the school and some delivered by external providers).

List of Annexes

Annex A Health and Safety Minutes

Alan Bubbear

Bursar, CLSG

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City of London School for Girls
Health & Safety Committee Minutes

Meeting Held on 28th April 2017

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Claire Tao, Mary Robey, Kerry Dignan, Jane Curtis, Steven Berryman, Carolyn Cole, Emily Herbert, Nicola Brown, Kelly Patterson, David Libby, Ashley Wright, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Vicky Pyke (Secretary)

Apologies

Ena Harrop

Item 1 Previous Minutes

Minutes of September's meeting were agreed.

Item 2 Matters Arising

- **Disposal of Chemicals**

AB advised that the corporation does not have a policy in place for the disposal of chemicals. There is still no replacement for Oli Sanadres.

AB

Science Department currently waiting for a collection of chemicals – Science Administrator to chase collection date.

- **Consideration for SEN Training to be included in Risk Register**

AB advised that SEN training has now been added to the Risk Register.

- **Mat in Counsellors Office Meeting Room 2**

JV to remove mat.

JV

Item 3 Safety Drills

AB advised that Evac training would be carried out in the second half of term. CC asked for this to be carried out on a Monday or Tuesday when she is in working.

JV/AB

Item 4 Risk Register

AB advised that there have been no changes since the last meeting. AB asked if anyone had any issues that they think should be recorded on the register to let him know. He advised that he would circulate the Register once agreed by SMT on 22nd May.

AB

Item 5 Health and Safety Accident Statistics

JV advised that there have been 5 reportable incidents since the last meeting:

JV

1 girl sprained her ankle during a PE lesson

- 1 girl fractured her fingers whilst playing netball in PE
- 1 girl had water based paint splashed in her eye during an Art lesson
- 1 girl broke her arm for a second time during a PE lesson
- 1 member of staff spilt boiling water on herself

Item 6 Health and Safety Assurance Inspections 2017 Update

- JV to circulate after the meeting on the 19th May 2017.

JV

Item 7 Health and Safety Training

CTA advised that all new staff will complete their H&S training during their induction meeting to be held on the 27th June 2017. JV

JV to organise Working at Heights course for Premises Team, IT team and Art and Drama Technicians

JV to send Manual Handling Tool Box Tool Bulletin to relevant staff.

Item 8 AOB

- AB advised that there will be a formal investigation into the Asbestos removal that was carried out over the Summer Term. KD asked why staff were not told about the most recent asbestos removal over half term, AD advised that staff were told and air monitoring tests were carried out during the removal and were clear
- Summer Works 2017
Works to be carried out on C Floor Corridor and B Floor Lobby. During the first week no access will be available to the Science Block, Science Administrator will be relocated for the first two weeks of the summer holidays.
- NB mentioned that the cleaners frequently leave fire doors open on C Floor. JV to speak to them and advise them not to do this. JV
- KP asked if high risk students should have a risk assessment carried out on them before working in DT. AB advised that he had spoken with the Deputy Head (Pastoral) and decided that this would not be necessary. SEN to update the SEN list with all new information and inform key staff of changes. AB advised staff that if they have any concerns regarding a student with SEN needs to check with the Deputy Head (pastoral)
- JV advised that the heating in the Prep activity room had now been resolved.

Committee	Date:	Item no.
Board of Governors of the City of London School for Girls	Monday, 5 June 2017	
Subject: Cash available at 31 March 2017 in the school's charity: <i>The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund</i>		Public
Report of: The Chamberlain		For Decision
Report author: Steven Reynolds, Chamberlain's Department		
<u>Is the cash available to the school's bursary and prizes charity sufficient?</u>		
<div>1. This report notifies Governors that the available cash balance at 31 March 2017 in its charity The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund was £299,915. The report considers whether this is a sufficient 'working cash balance' to ensure that the charity is not overdrawn during the coming year, which would incur interest charges.</div> <div>2. As income in any year tends to lag behind expenditure, without an appropriate 'working cash balance' the fund would be overdrawn for much of the year and incur interest charges. Cashflow has been analysed over the last 3 years which has revealed that a 'working cash balance' of £295,393 is required to avoid the fund being overdrawn.</div> <div>3. The Bursar has confirmed that expenditure and income in the coming year is anticipated to be similar to last year and, therefore, a 'working cash balance' of £295,393 should continue to be sufficient to avoid being overdrawn.</div> <div>4. Given that the level of available cash of £299,915 as at 31 March 2017 was in line with the required 'working cash balance' of £295,393, no investment or dis-investment of funds invested in Charities Pool units is recommended at this time.</div> <div>5. The next review of the available 'working cash balance' will be presented to this Board in June 2018, in time to meet the 1 October deadline for investment or dis-investment in the Pool, should this be required.</div>		
Recommendations		
<div>6. It is recommended that:</div> <div><ul style="list-style-type: none">• Governors endorse that no further investment or dis-investment of Charities Pool units is required at this time; and• that the next review of the available 'working cash balance' is presented to the June 2018 Board meeting.</div>		

Contact:

Steven Reynolds, Group Accountant

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