

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Tuesday, 10 October 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 Tuesday, 10 October 2017 at 11.00 am

**Present**

**Members:**

Deputy Clare James (Chairman)	Sylvia Moys
Nicholas Bensted-Smith (Deputy Chairman)	Elizabeth Phillips (External Member)
Randall Anderson	Mary Robey (External Member)
Professor John Betteridge (External Member)	Alderman William Russell
Alderman David Graves	Ian Seaton (Ex-Officio Member)
Deputy Tom Hoffman	Richard Sermon (External Member)
Ann Holmes	Sir Michael Snyder
Deputy Robert Merrett	

**Observing:**

Deputy Wendy Mead (Chief Commoner)

**Officers:**

Julie Cornelius	-	Town Clerk's Department
Natasha Dogra	-	Town Clerk's Department
Sarah Port	-	Chamberlain's Department
Mark Lowman	-	City Surveyor
Ena Harrop	-	Headmistress
Alan Bubbear	-	Bursar

**1. APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia, Dr Stephanie Ellington and Deputy Richard Regan.

The Chairman welcomed the Chief Commoner to the meeting. The Chairman also welcomed Deputy Robert Merrett to his first meeting.

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

Tom Hoffman, Ann Holmes, Deputy Wendy Mead and Randall Anderson declared a non-pecuniary interest in respect of Item 15 (City of London School for Girls Expansion Options).

**3. MINUTES**

The minutes of the meeting held on 5 June 2017 were approved as a correct record.

4. **MINUTES OF THE BURSARY COMMITTEE MEETING HELD ON 27 JUNE 2017**

The minutes of the Bursary Committee meeting held on 27 June 2017 were received.

**RECEIVED**

5. **CLSG EXPANSION OPTIONS**

*Governors agreed to vary the order of business so that Item 15 (City of London School for Girls Expansion Options) was considered next.*

**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.

The Board considered a report of the Headmistress concerning CLSG expansion options.

The Board moved back into public session at the conclusion of this item.

6. **REVENUE OUTTURN 2016/17**

A joint report of the Chamberlain and the Headmistress relative to revenue outturn 2016/17 was received.

**RECEIVED**

7. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2016/17 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

Governors considered a draft annual report of the Chamberlain relative to financial statements 2016/17 of the City of London School for Girls Bursary Fund, incorporating the City of London School for Girls scholarships and prizes fund.

In response to a request from the Chairman, the Bursar agreed to investigate whether there was any scope to award further bursaries from the Funds.

8. **REPORT OF THE HEADMISTRESS**

Governors considered a public report of the Headmistress and the following points were made.

- The Headmistress noted that the educational trip to Granada had been postponed due to the collapse of Monarch. Flight costs had been recovered.
- The City Surveyor reported that it was likely the source of the leaks in the main hall extension was likely to be within the roof of the hall itself.

The contractor - Bolt and Heeks – would be tasked with resolving the issue.

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

There were no questions.

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

There were no items of urgent business.

11. **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.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 June 2017 were approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE BURSARY COMMITTEE MEETING HELD ON 27 JUNE 2017**

The minutes of the Bursary Committee meeting held on 27 June 2017 were received.

**RECEIVED**

14. **CLSG MANAGEMENT INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and the Bursar regarding the School Management Information Dashboard.

**RECEIVED**

15. **REPORT OF ACTION TAKEN**

*Governors agreed to vary items of the agenda so that Item 16 – Report on Action Taken was considered next.*

Governors considered a report of the Town Clerk regarding action taken since the last meeting.

**RECEIVED**

16. **REPORT OF THE HEADMISTRESS**

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

16.1 **Safeguarding and Child Protection Policy**

Governors noted the approved Safeguarding and Child Protection Policy.

16.2 **Careers Policy**

Governors noted the approved Careers Policy.

**16.3 Pupil Searches and Confiscation of Pupils' Belongings**

Governors noted the approved Pupil Searches and Confiscation of Pupils' Belongings Policy.

**16.4 Internal Assessment Policy**

Governors noted the approved Internal Assessment Policy.

**16.5 Record Keeping**

Governors noted the approved Record Keeping Policy.

**16.6 Crisis Management Plan**

Governors noted the approved Crisis Management Plan.

**16.7 MFL Exchange DBS Check Letter**

Governors noted the MFL Exchange DBS Check Letter.

**16.8 Sample Letter for MFL Exchanges**

Governors noted the Sample Letter for MFL Exchanges.

**16.9 Documentation for MFL Exchanges**

Governors noted the Documentation for MFL Exchanges.

**16.10 Suicide Protocol**

Governors considered the Suicide Protocol.

**16.11 Results Presentation**

Governors noted documentation accompanying the presentation on results.

**16.12 Pupil Questionnaire**

Governors considered the Pupil Questionnaire.

**16.13 Parental Questionnaire**

Governors considered the Parental Questionnaire.

**16.14 School Development Plan 2017/18**

Governors considered the School Development Plan 2017/18.

**16.15 Review of School Development Plan 2016/17**

Governors considered the Review of the School Development Plan 2016/17.

**16.16 Teaching Staff Provision**

Governors considered a note regarding Teaching Staff Provision.

**16.17 Support Staff Provision**

Governors considered a note regarding Support Staff Provision.

**16.18 Breakdown of Pupil Numbers**

Governors considered a breakdown of pupil numbers.

**16.19 Breakdown of Pupils by Ethnicity**

Governors considered a breakdown of pupils by ethnicity.

**16.20 Breakdown of Pupils by Religion**

Governors considered a breakdown of pupils by religion.

**16.21 Latest Gateway Report**

Governors received the latest Gateway report regarding the City of London School for Girls Refurbishment Programme Phase 2/Phase 3.

**16.22 Risk Register**

Governors considered the risk register.

**16.23 Health and Safety Committee Minutes - 4 September 2017**

Governors received the minutes of the School's Health and Safety Committee meeting held on 4 September 2017.

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

There were no questions.

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

Governors considered two items of urgent business.

**The meeting ended at 1.20 pm**

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Chairman

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