



Board of Governors of the City of London Freemen's School

Date: THURSDAY, 2 FEBRUARY 2017

Time: 11.30 am

Venue: COMMITTEE ROOMS, COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan
Stuart Fraser (Deputy Chairman)	Hugh Morris
Deputy John Bennett	Graham Packham
Nicholas Goddard	Alderman Matthew Richardson
Alderman Timothy Hailes	Deputy Elizabeth Rogula
Deputy Brian Harris	Ian Seaton (Ex-Officio Member)
Michael Hudson	Councillor Chris Townsend
Clare James (Ex-Officio Member)	Philip Woodhouse
Vivienne Littlechild	Gillian Yarrow

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Lunch will be served in Guildhall Club at 12:30pm and will be followed by a training session for Boards of Governors of the City of London Schools beginning at 2pm.

**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 summary of the previous meeting.
For Decision
(Pages 1 - 4)
4. **LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**
Report of the Director of Community & Children's Services.
For Information
(Pages 5 - 8)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **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.

Part 2 - Non-Public Agenda

8. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the previous meeting.
For Decision
(Pages 9 - 14)
9. **HEADMASTER'S REPORT**
Report of the Headmaster.
For Decision
(Pages 15 - 92)
10. **HEAD OF JUNIOR SCHOOL'S REPORT**
Report of the Head of the Junior School.
For Information
(Pages 93 - 96)
11. **BURSAR'S REPORT**
Report of the Bursar.
For Information
(Pages 97 - 112)

12. **REQUEST FOR DELEGATED AUTHORITY: MAIN HOUSE**
Report of the Headmaster.
For Decision
(Pages 113 - 114)
13. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**
Joint report of the Chamberlain, Headmaster and City Surveyor.
For Decision
(Pages 115 - 126)
14. **REVIEW OF BURSARY GUIDELINES**
Joint report of the Headmaster and Chamberlain.
For Decision
(Pages 127 - 170)
15. **PROPOSED 2017/18 REVENUE BUDGET**
Joint report of the Headmaster and Chamberlain.
For Decision
(Pages 171 - 194)
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL **Tuesday, 29 November 2016**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Tuesday, 29 November 2016 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan (Co-Opted Member)
Stuart Fraser (Deputy Chairman)	Graham Packham
Deputy John Bennett	Deputy Elizabeth Rogula
Nicholas Goddard (Co-Opted Member)	Councillor Chris Townsend (Co-Opted Member)
Michael Hudson	Philip Woodhouse
Vivienne Littlechild	

Officers:

David Arnold	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Steven Reynolds	- Chamberlain's Department
Roger Adams	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freeman's School
Evelyn Guest	- Deputy Head (Pastoral), City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Alderman Timothy Hailes, Deputy Brian Harris, Clare James, Hugh Morris, Ian Seaton, and Gilly Yarrow.

Governors also noted that Adam Richardson had now resigned from the Board of Governors so the vacancy would be advertised from the Court of Common Council meeting in January 2017.

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

There were none.

3.1 Minutes of the Board of Governors

RESOLVED – That the public minutes and summary of the meeting held on 3 October 2016 be approved.

Matters Arising

Financial Statements

Governors noted that a report regarding proposals to invest part of the Bursary and Charity Funds cash balances into the City of London Charities Pool by 1 April 2017 would be considered at the next Board meeting.

3.2 Minutes of the Academic & Education Sub-Committee

RESOLVED – That the draft public minutes of the meeting held on 14 November 2016 be noted.

3.3 Minutes of the Finance, General Purposes & Estates Sub-Committee

RESOLVED – That the public minutes of the inquorate meeting held on 14 November 2016 be noted and endorsed.

4. TERMS OF REFERENCE AND FREQUENCY OF MEETINGS

The Board considered a report of the Town Clerk setting out its Terms of Reference and frequency of Board of Governors meetings. Due to recent quorum issues at Sub-Committee meetings, the Board agreed to combine the membership of both Sub-Committees to allow Members of the Academic & Education Sub-Committee to count towards to quorum of the Finance, General Purposes & Estates Sub-Committee, and vice versa. Governors also noted that there were now two vacant positions on the Board for Common Council Governors. Current Common Council Governors would encourage Common Council Members to apply for these vacancies at the upcoming Court of Common Council meetings.

RESOLVED – That:-

- a) The Terms of Reference of the Board of Governors be approved;
- b) The current frequency of meetings be approved;
- c) Up to eight other Governors be appointed to the Sub-Committees by the Board of Governors (two of whom must be Common Council Governors); and
- d) Nicholas Goddard be appointed to the Sub-Committees.

5. NEW MANAGING PEOPLE POLICY AND REVISED DISCIPLINARY AND GRIEVANCE PROCEDURES

The Board considered a Director of Human Resources that sought approval to the City of London Corporation's Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure. In response to a Member's question, the Director of Human Resources advised that the Managing People Policy would formalise the appraisal process for all Managers and that she would clarify how this would affect procedures within the School with the Member.

RESOLVED – That the Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure be approved.

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

In response to a Governor's question, the Board agreed that a verbal update on safeguarding matters be added as a separate agenda item for each future Board meeting.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

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 Section 12A of the Local Government Act.

9.1 Non-Public Minutes of the Board of Governors

RESOLVED – That the non-public minutes of the meeting held on 3 October 2016 be approved.

9.2 Non-Public Minutes of the Academic & Education Sub-Committee

RESOLVED – That the draft non-public minutes of the meeting held on 15 November 2016 be noted.

9.3 Non-Public Minutes of the Finance, General Purposes & Estates Sub-Committee

RESOLVED – That the draft non-public minutes of the inquorate meeting held on 15 November 2016 be noted and endorsed.

10. GATEWAY 1-2 PROJECT PROPOSAL: 2016 MASTERPLAN

The Board considered a joint report of the Headmaster and the City Surveyor that sought approval to a project proposal regarding the City of London Freeman's School 2016 Masterplan.

11. HEADMASTER'S REPORT

The Board considered a report of the Headmaster that provided updates regarding matters relating to the School's operational activities. The Board also gave close scrutiny to the Safeguarding Policy that had been updated following a recent safeguarding audit of the School commissioned by the Town Clerk's Department.

12. IT DEPARTMENT RESTRUCTURE

The Board considered a report of the Headmaster that sought approval to restructure in the IT Department at the City of London Freeman's School following the Business review conducted in 2015/16 by ISQ.

13. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Headmaster that provided an overview of events in the Junior School since the last meeting of the Board.

RESOLVED – That the Head of Junior School's report be noted.

14. ARREARS OF FEES

The Board received a report of the Headmaster that provided Governors with an update regarding the fees in arrears as at 31 October 2016.

RESOLVED – That the arrears of fees be noted.

15. OUTREACH REPORT

The Board received a report of the Headmaster regarding the School's outreach office.

RESOLVED – That the report be noted.

16. HEALTH AND SAFETY

The Board received a report of the Headmaster that provided an update regarding health and safety matters for the autumn term 2016.

RESOLVED – That the Health and Safety report be noted.

17. RISK REGISTER UPDATE

The Board received a report of the Headmaster that contained the City of London Freeman's School risk register.

RESOLVED – That the risk register be noted.

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

There were none.

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

There was one item of urgent business.

20. HEAD TEACHERS INCREMENTAL PROGRESSION AND PERFORMANCE ASSESSMENT

The Board considered a report of the Director of Human Resources.

The meeting ended at 1.30 pm

Chairman

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Committee(s)	Dated:
Board of Governors of the City of London School	7 December 2016
Board of Governors of the City of London Freeman's School	2 February 2017
Board of Governors of the City of London School for Girls	20 February 2017
Subject: Local Authority Designated Officer 2015/16 Annual Report	Public
Report of: Director Community and Children's Services	For Information
Report author: Chris Pelham, Assistant Director People	

Summary

This report updates Members on the activity and performance of the Local Authority Designated Role (LADO) for 2015/16. This update is further to the 2014/15 annual report that was submitted to the Committee in December 2015 which provided Members with background information on the role of the LADO, referral data and highlighted the need to raise greater awareness of the role both across the City of London Corporation and partners.

The Community and Children Services Committee requested that the 2014/15 report be taken to several committees to raise awareness of the role. In addition to sharing the 2014/15 report with Members across a number of committees, a significant amount of training and briefings on the role of the LADO was carried out. As a result of this awareness-raising activity there has been a significant percentage increase in referrals to the LADO in 2015/16 compared to previous years.

Recommendation

Members are asked to note the report.

Main Report

Background

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 in to 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.

Current Position

Raising Awareness

As a result of the low referral rate to the LADO, as reported in the 2014/15 Annual Report, the Community and Children Services Committee requested that the report be circulated to other relevant committees in order to raise awareness of the role.

Between September 2015 and January 2016, the report was presented to the following committees;

- Safeguarding Sub (Community & Children's Services) Committee
- Establishment Committee
- Culture, Heritage and Libraries Committee
- Barbican Residential Committee
- Board of Governors of the City of London Freeman's School
- Board of Governors of the City of London School
- Board of Governors of the City of London School for Girls
- Board of Governors of the Guildhall School of Music and Drama
- Chief Officers Group

In addition to attending these committees, the LADO has updated partners on the City of London Executive Safeguarding Children Board, the Safeguarding Education Forum and Domestic Abuse Forum. As part of the LADO role, support and advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to social care.

There has also been a considerable focus on delivering LADO training across the multi-agency partnership, and within individual agencies during 2015/16. This has included the LADO delivering the following training and/or briefings:

- Forty representatives from voluntary sector-based organisations attended a children services briefing event, which included a slot on the role of the LADO.
- Forty-nine City of London staff attended Child Protection training that included the role of the LADO.
- Nine City of London staff attended allegations management and private fostering training.
- Approximately 30 staff from Sir John Cass Foundation Primary School received training on the LADO role and professional allegations at an inset day in January 2016.
- The role of the LADO has been included in the City of London Children Services Induction programme, which has been delivered to approximately 70 professionals from across a number of agencies working with children and families.

In addition to these sessions, the City and Hackney Safeguarding Children Board has delivered training in the City on the role of the LADO and Safer Recruitment, as part of the Board's core training offer:

- Twenty-two people from the Police, Health, Youth Services and Education attended training on safeguarding in October 2015.
- Forty people from Early Years Settings, City of London HR, Health, Education and the voluntary sector attended two sessions on Safer Recruitment in February and March 2016.

Referrals

As a result of this activity there has been a significant increase in the number of LADO referrals, compared to the three previous years:

3 – 2012/13
2 – 2013/14
5 – 2014/15
11 – 2015/16

The referrals in 2015/16 have come from a range of sources:

1 - Youth Service
2 – Independent Schools
3 – Maintained School
1 – City of London Corporation
1 - Anonymous
1 – Early Years Setting
1 – Other Local Authority
1 – Education Employment Agency

The reasons for the referrals were:

3 – Physical
3 – Sexual
5 – Behaviour

Learning

As a result of no referrals being made by Health, the City and Hackney Safeguarding Children Board commissioned the Safeguarding Lead in the Clinical Commissioning Group to carry out a review of safeguarding practice across relevant health partners to ensure staff were aware of the role. This review concluded that the practice was appropriate and staff were aware of the role.

In March 2016, a similar exercise was initiated in respect of the Police in Hackney and the City. Initial discussions have commenced between the LADO and the Professional Standards Division in the City of London Police to review police awareness of the role.

A recurring theme that has been coming through on the LADO referrals has been concerns around safer recruitment practices within organisations. In some agencies safer recruitment practices are not always consistently being implemented, especially in relation to checking references and DBS checks. There have also been issues with staff who have been employed for some considerable time, whereby when checks have been made on their employment background there is limited information on their employment history and references for the post. These findings resulted in the commissioning of training into safer recruitment, as referenced above.

Corporate & Strategic Implications

The work of the LADO is a statutory requirement and supports the City of London's responsibility to ensure safeguarding children duties are in place and effective. The role of the LADO is a key role in implementing the City of London Corporation Safeguarding Policy and aligns with a key priority in the Department of Community and Children Services Business Plan.

Implications

There are no financial implications associated with this report.

Conclusion

The report has highlighted LADO activity and referral rates for 2015/16, and demonstrated the impact that raising awareness and delivering training and briefings has had on the increase in referrals to its current highest level in the City. The delivery of training and briefing sessions will continue as part of the 2016/17 LADO work plan.

Appendices

Not applicable.

Background Papers

Local Authorities Designated Officer Annual Report 2014/15.

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