

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 27 November 2017

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 Monday, 27 November 2017 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Deputy John Bennett
Nicholas Goddard
Brian Harris

Michael Hudson
Vivienne Littlechild
Andrew McMillan
Graham Packham

Officers:

Roland Martin	-	Headmaster
Stuart Bachelor	-	Deputy Headmaster
Susan Williams	-	Bursar
Matt Robinson	-	Head of Junior School
Jemima Edney (Item 6 only)	-	Head of Boarding and Co-Curricular
Alistair MacLellan	-	Town Clerk's Department
Steve Reynolds	-	Chamberlain's Department
Lisa Moore	-	Chamberlain's Department
Mark Lowman	-	City Surveyor's Department
Roger Adams	-	City Surveyor's Department

1. APOLOGIES

Apologies were received from Stuart Fraser, Alderman Alastair King, Hugh Morris, Deputy Elizabeth Rogula, Councillor Chris Townsend, Alderman Dame Fiona Woolf, Gillian Yarrow, Deputy Clare James and Ian Seaton.

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

There were no declarations.

3. MINUTES

The minutes of the meeting held on 25 September 2017 were approved as a correct record.

Matters Arising

Action Sheet – Retrospective Match Funding

The Bursar confirmed that it was possible for the School to retrospectively claim match funding from the City and that this was currently being progressed.

4. **DRAFT MINUTES OF THE ACADEMIC AND PERSONNEL SUB COMMITTEE**

The draft minutes of the Academic and Personnel Sub Committee meeting held on 16 October 2017 were noted.

5. **DRAFT MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE**

The draft minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 16 October 2017 were noted.

Matters Arising

Audio-Visual Equipment

In response to a question from a Governor, the Chairman replied that the provision of audio-visual equipment at meetings was subject to the view of Counsel on whether meetings of the Board would be legal if some Governors attended via videolink from other sites. The Town Clerk agreed to update Governors once the view from Counsel was received.

6. **PRESENTATION - BOARDING AT CITY OF LONDON FREEMEN'S SCHOOL**

Governors received a briefing and presentation from the Head of Boarding and Co-Curricular on the Boarding offer at the School, and the following points were made.

- The Head of Boarding and Co-Curricular noted that she had joined the School from King Edward's School Witley in 2015 with a mandate to build on the recommendations for Boarding made following the Independent Schools Inspectorate inspection that year.
- The Boarding House was staffed by three resident staff and three academic staff. The first Royal National Children's SpringBoard (RNCSF) Foundation boarding pupil had joined the School in 2017/18. The Town Clerk agreed to circulate the most recent RNCSF report to Governors.
- The mix of overseas students in the Boarding House was felt to be an asset by parents. Fees for boarding were three times those of day pupils, so the School had an obligation to ensure its boarding offer was commensurate with the fees, and an asset to the wider School. The ethos of the School's boarding offer was informed by the fact that parents appreciated a rounded offer that was not overwhelmingly academic in focus.
- Recent improvements to the boarding offer included improved security, renovations to interior décor to create a more relaxed, homely setting for communal spaces, improved routines (e.g. personal greeting from residential staff and provision of home baked goods at end of School day to reflect shift from academic to boarding setting) and improved communication between academic, residential and medical staff. More

work was to be done on improving processes around mental health and induction of new Boarding pupils.

- The School's Marketing Department would be issuing its Boarding survey soon. Issues that would need to be addressed included misconceptions among overseas parents of the traditional 'Western' boarding model, and the impact of Brexit. Other priorities included the development of the reputation of the Boarding offer, both outside of and within the School and the maintenance of numbers of Boarding pupils.
- The Head of Boarding and Co-Curricular concluded by noting that Governors should be familiar with both the National and School Statement of Boarding. The Town Clerk agreed to circulate these to the Board outside of the meeting. Lastly, she noted that Governors were welcome to suggest a formal name for the Boarding House.

Governors then posed some questions to the Head of Boarding and Co-Curricular.

- In response to a question from a Governor regarding social media access during night-time hours, the Head of Boarding and Co-Curricular noted that the School maintained a block on access to inappropriate internet sites, but that greater social media access was permitted during Boarding hours. Boarding pupils were not permitted to use Wi-Fi after 11.00pm, and devices were locked away for the night. Some overseas pupils were permitted to use Skype to contact parents in different time zones.
- In response to a question from a Governor regarding Boarding numbers, the Head of Boarding and Co-Curricular replied that there were currently 57 Boarders of whom 4 were weekly Boarders.
- Governors debated whether an expansion of the School's weekly boarding offer could be a unique selling point for the School, with one Governor noting that, arguably, weekly boarding arguably detracted from the sense of community that was fostered among termly boarders.

7. CONFIRMATION OF SUB-COMMITTEES AND FOCUS GROUPS

Governors considered a report of the Town Clerk regarding the confirmation of Sub Committees and Focus Groups. Governors agreed that the Masterplan Focus Group should review its terms of reference in conjunction with the City's Project Board and report back to the Board of Governors with any suggested amendments.

RESOLVED, that Governors

- Confirm the terms of reference and composition of the Bursary Committee, Finance, General Purposes and Estates Sub Committee, Academic and Personnel Sub Committee and the City of London

Freemen's School Masterplan Focus Group (subject to the Focus Group reviewing its terms of reference).

- Confirm the appointment of the following Governors to the Bursary Committee:
 - Roger Chadwick (Chairman)
 - Philip Woodhouse (Deputy Chairman)
 - Stuart Fraser
 - Nicholas Goddard
 - Andrew McMillan
 - Councillor Chris Townsend
 - Gillian Yarrow
- Appoint the following Governors to the Finance, General Purposes and Estates Sub Committee:
 - Roger Chadwick (Chairman)
 - Philip Woodhouse (Deputy Chairman)
 - Stuart Fraser
 - Nicholas Goddard
 - Andrew McMillan
 - Councillor Chris Townsend
 - Alderman Dame Fiona Woolf
 - Gillian Yarrow
 - Brian Harris
- Appoint the following Governors to the Academic and Personnel Sub Committee:
 - Roger Chadwick (Chairman)
 - Philip Woodhouse (Deputy Chairman)
 - Stuart Fraser
 - Nicholas Goddard
 - Andrew McMillan
 - Councillor Chris Townsend
 - Alderman Dame Fiona Woolf
 - Gillian Yarrow
 - Brian Harris
- Appoint the following Governors to the City of London Freemen's School Masterplan Focus Group:
 - Philip Woodhouse (Chairman)
 - Andrew McMillan
 - Alderman Alastair King
 - Councillor Chris Townsend
 - Programme Manager

8. **DATA PROTECTION/GENERAL DATA PROTECTION REGULATION UPDATE**

Governors considered an update report of the Headmaster regarding data protection and General Data Protection Regulation.

RESOLVED, that the report be noted.

9. **DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017**

Governors considered a report of the Director of Community and Children's Services regarding the Designated Officer's Annual Report for 2016/17. The Headmaster noted that the relevant Designated Officer for the School was the officer based at Surrey County Council rather than that in the City of London. He moreover expressed some concern over the seeming emphasis on a reporting 'quota' in relation to safeguarding.

RESOLVED, that the report be noted.

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

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Prize Day 2018**

The Chairman noted that the City of London Freeman's School Prize Day would take place on 29 June 2018.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED, that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

13. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 25 September 2017 were approved as a correct record.

14. **DRAFT NON-PUBLIC MINUTES OF THE AUDIT AND PERSONNEL SUB COMMITTEE**

The draft non-public minutes of the Academic and Personnel Committee meeting held on 16 October 2017 were noted.

15. **DRAFT NON PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE MEETING**

The draft non-public minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 16 October 2017 were noted.

16. **HEAD OF JUNIOR SCHOOL REPORT**

Governors considered a report of the Head of the Junior School.

17. **HEADMASTER'S REPORT**

Governors considered the Headmaster's Report.

18. **HEADMASTER'S SAFEGUARDING REPORT**

Governors considered the Headmaster's Safeguarding Report.

At this point of the meeting, two hours having elapsed, Governors agreed to extend the meeting in line with Standing Order 40.

19. **STRATEGIC INTENT UPDATE AND PROGRESS**

Governors considered a report of the Headmaster on strategic intent and progress.

20. **GATEWAY 3 - CITY OF LONDON FREEMEN'S SCHOOL 2016 MASTERPLAN PROGRAMME AND PROGRESS**

Governors considered a joint report of the Headmaster and City Surveyor regarding Gateway 3 – City of London Freeman's School 2016 Masterplan and Progress.

21. **GATEWAY 4C - DETAILED DESIGN - CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**

Governors considered a report of the City Surveyor regarding Gateway 4c – Detailed Design – City of London Freeman's School Main House Refurbishment.

22. **PROPOSED REVENUE BUDGET 2018/19**

Governors considered a joint report of the Chamberlain and Headmaster regarding the proposed revenue budget 2018/19.

23. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

Governors considered a joint report of the Chamberlain, City Surveyor and Headmaster regarding the repairs, maintenance and improvements fund.

24. **RISK REGISTER**

Governors considered a report of the Headmaster regarding the risk register.

25. **GOVERNOR TRAINING LOG**

The Town Clerk was heard regarding the Governor Training logs held by the School and the Town Clerk's Department.

25.1 **Governor Training Log - School Master Copy**

Governors received the School Master Copy of the Governor training log.

25.2 **Governor Training Log - City of London Corporation**

Governors received the City of London Corporation's Governor training log.

26. **ANNUAL WAIVERS REPORT 2016/17**

Governors considered a report of the Chamberlain regarding Annual Waivers 2016/17.

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

There were no questions.

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

There was no other business.

29. **CONFIDENTIAL MINUTES - 8 JUNE 2017**

The confidential minutes of the meeting held on 8 June 2017 were approved as a correct record.

The meeting ended at 1.45 pm

Chairman

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