

# **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**

**Monday, 27 June 2016**

**Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the City of London School for Girls at 11.00 am**

## **Present**

### **Members:**

Randall Anderson	Tom Hoffman
Nicholas Bensted-Smith	Ann Holmes
Nigel Challis	Clare James
Dennis Cotgrove	Sylvia Moys
Emma Edhem	Elizabeth Phillips (Co-Opted Member)
Dr. Stephanie Ellington (Co-Opted Member)	Deputy Richard Regan
Alderman John Garbutt	Alderman William Russell
	Sir Michael Snyder

### **Officers:**

David Arnold	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Ena Harrop	- Headmistress, City of London School for Girls
Katherine Brice	- Deputy Head (Pastoral), City of London School for Girls
Alan Bubbear	- Bursar, City of London School for Girl's
Claire Tao	- Deputy Head (Staff), City of London School for Girls

## **1. APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia, Professor John Betteridge, Mary Robey, Richard Sermon, and Ian Seaton.

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

Ann Holmes and Nick Bensted-Smith declared a non-pecuniary interest in item 9 by virtue of being Chairman and Deputy Chairman of the City of London Primary Academy Islington Local Governing Body.

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

**RESOLVED** – That the Order of the Court of Common Council dated 21 April 2016, appointing the Board and approving its terms of reference, be noted.

## **4. ELECTION OF CHAIRMAN**

The Town Clerk read a list of names of Governors eligible to take the chair, in accordance with Standing Order 29. Clare James, being the only Governor expressing a willingness to serve, was elected Chairman for the ensuing year.

The Chairman took the opportunity to thank Governors for their support.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk read a list of names of Governors eligible to be Deputy Chairman in line with Standing Order 30. Nick Bensted-Smith, being the only Governor expressing a willingness to serve, was elected Deputy Chairman for the ensuing year.

It was then **RESOLVED UNANIMOUSLY:** That, at the conclusion of his three year term of office as their Chairman, the Board of Governors of the City of London School for Girls wished to extend to:

**SIR MICHAEL SNYDER**

their sincere thanks and appreciation for the manner in which he presided over their deliberations and the detailed care and interest he had shown in all aspects of the life of the City of London School for Girls.

With regard to School premises, Sir Michael had overseen the Main Hall Extension, and started an ambitious refurbishment plan, as well as making sure that the possibilities to expand the school received proper consideration by the City Corporation.

During his time as Chairman, he worked tirelessly to secure the best interest of the school during the Service based Review, and he championed its excellence and its contributions to the Education Strategy across the City Corporation. He had overseen the recruitment of the current Head, Bursar and three deputies and led the Governing Body in its contribution to the school's first five year strategic development plan.

Sir Michael performed his role as Chairman with great enthusiasm and confidence and has demonstrated a profound understanding and dedication to his duties. His unflinching support of the School at various functions and events was very much appreciated by the Headmistress, staff, parents and pupils alike. Academically, the School has achieved some of its best ever results under his Chairmanship.

Finally, the Governors wished to thank him for his generous hospitality during his years in office and to convey to him their good wishes for his future health and happiness.

6. **MINUTES**

**RESOLVED –** That the minutes of the previous meeting are approved as an accurate record, subject to the correction of typographical errors in item 5.

7. **APPOINTMENT SUB-COMMITTEES**

The Board considered a report of the Town Clerk that sought approval to the appointment of the Board's Bursary and Reference Sub-Committees for the 2016/17 year.

**RESOLVED – That:-**

a) The following Governors be appointed to the Bursary Sub-Committee:

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

b) The following Governors be appointed to the Reference Sub-Committee:

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

**8. LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**

The Board received a report of the Director of Community and Children's Services that provided an update regarding the activity and performance of the Local Authority Designated Officer role for 2015/16.

**RESOLVED – That the report be noted.**

**9. PARTNERSHIP ARRANGEMENTS BETWEEN CITY OF LONDON SCHOOL FOR GIRLS AND CITY OF LONDON PRIMARY ACADEMY ISLINGTON**

10. The Board considered a report of the Director of Community and Children's Services that sought approval for the proposed continued partnership arrangement between City of London School for Girls (CLSG) and the City of London Primary Academy Islington. Governors were advised that this partnership arrangement would support the primary academy in delivering an outstanding school within the first few years of opening, and enhance the existing role CLSG has in the education of local children and supporting the local community.

**RESOLVED – That:-**

a) The progress that had been made so far from the partnership arrangements between the two schools be noted; and

b) The formalisation of the partnership arrangements be endorsed.

**10. PRESENTATION ON MUSIC AT THE CITY OF LONDON SCHOOL FOR GIRLS**

The Board received a presentation from the Director of Music that provided an update regarding activities and performance within the School's Music Department. The presentation included the Music Department's philosophy and ethos, the challenges it faces, recent successes and events, and staffing matters, including the introduction of a Head of Strings and Chamber Music to encourage more Chamber Music.

In response to Governors' questions, the Director advised that collaboration with other City of London Schools was being considered in the form of a potential joint summer camp for music.

**RESOLVED** – That the presentation on Music at the City of London School for Girls be noted.

11. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress that sought approval for some revised School policies and provided an update regarding School events, visits, staff training and health and safety matters.

In response to a Governor's question regarding the revised Admissions Policy, the Headmistress advised that she had been in contact with the Heads of feeder schools to assure them that the CLSG would continue to implement the consortium's style of admissions exam for the next year despite no longer being a consortium member.

In response to a Governor's question regarding the School procedure on educational visits, the Headmistress advised that the desired staff to pupil ratio was 1:10 but 1:12 was still acceptable for most trips. The Chairman added that this distinction could be made clearer in the policy. In response to a Governor's suggestion, the Headmistress advised that tracked change versions would be provided next time the policies were due to be reviewed to highlight future amendments being proposed.

A Governor added that she had undertaken a School visit on 10 March 2016, which had not been recorded in the report.

**RESOLVED** – That:-

- a) The Headmistress' report be noted; and
- b) The revised policies be approved.

12. **RISK REGISTER 2015-16 FOR THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls that sought approval of the key risk register for the CLSG Bursary Fund incorporating the Scholarships and Prizes Fund. The Bursar advised that a report regarding the new Bursary guidelines would be submitted to the Bursary Sub-Committee then the Board of Governors during autumn 2016. The Deputy Chairman added that consideration should be given to the risk of pupils leaving due to parents being transferred overseas following the Brexit decision.

**RESOLVED** – That the risk register satisfactorily sets out the risks facing the charity and appropriate measures are in place to mitigate those risks.

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

There were no questions.

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

There were no items of urgent business.

15. **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.

<b>Item No.</b>	<b>Paragraphs in Schedule 12A</b>
16, 18, 20	3
17, 19	1, 2, 3

16. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the previous meeting were approved as an accurate record, subject to the correction of typographical errors in items 10 and 14.

17. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress that provided information regarding business matters relating to the School.

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

The Board considered a report of the Headmistress that provided an annual review of the School's Safeguarding and Child Protection Policy and procedures.

**RESOLVED** – That the annual review of the City of London School for Girls' Safeguarding and Child Protection Policy and procedures be noted.

19. **GATEWAY 7 OUTCOME REPORT: PURCHASE OF STEINWAY GRAND PIANO**

The Board considered a report of the Headmistress regarding the purchase and installation of a new Steinway Concert Grand Piano for the use of CLSG pupils and visiting musicians.

**RESOLVED** – That the report be noted and the project be closed.

20. **GATEWAY 7 OUTCOME REPORT: CITY OF LONDON SCHOOL FOR GIRLS ACCOMMODATION PROJECT**

The Board considered a report of the City Surveyor regarding the CLSG Girls Accommodation Project.

**RESOLVED** – That the lessons from the project be learnt and the project be closed.

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

There were no questions.

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

There were no items of urgent business.

**The meeting closed at 12.40 pm**

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Chairman

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