



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

Date: THURSDAY, 8 FEBRUARY 2018

Time: 11.00 am

Venue: COMMITTEE ROOMS – SECOND FLOOR WEST WING - GUILDHALL

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan
Deputy Philip Woodhouse (Deputy Chairman)	Hugh Morris
Stuart Fraser	Graham Packham
Deputy John Bennett	Deputy Elizabeth Rogula
Nicholas Goddard	Councillor Chris Townsend
Brian Harris	Alderman Dame Fiona Woolf
Michael Hudson	Gillian Yarrow
Alderman Alastair King	Deputy Clare James, Farringdon Within
Vivienne Littlechild	South Side (Ex-Officio Member)
	Ian Seaton (Ex-Officio Member)

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

Part of this meeting may be subject to audio-visual recording.

Lunch will be served in Guildhall Club at 1pm

**NB. Governors are requested to attend Safeguarding Training with the Headmaster
after lunch, at 1.45pm.**

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. APOLOGIES

- a) Governor Attendance Log (Pages 1 - 2)
To receive a log of governor meeting attendance for 2017/18.

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 meeting held on 27 November 2017.

For Decision
(Pages 3 - 10)

4. ACTIONS SHEET

To receive a log of outstanding actions.

For Information
(Pages 11 - 12)

5. MINUTES - BURSARY COMMITTEE - 27 NOVEMBER 2017

To receive the draft public minutes of the Bursary Committee meeting held on 27 November 2017.

For Information
(Pages 13 - 14)

6. MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE - 10 JANUARY 2018

To receive the draft public minutes of the meeting of the Academic and Personnel Sub-Committee meeting held on 10 January 2018.

For Information
(Pages 15 - 16)

7. MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE - 10 JANUARY 2018

To receive the draft public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 10 January 2018.

For Information
(Pages 17 - 20)

8. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 21 - 24)

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

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

11. **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

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 27 November 2017.

For Decision
(Pages 25 - 32)

13. **NON-PUBLIC ACTIONS SHEET**

To receive a log of non-public outstanding actions.

For Information
(Pages 33 - 34)

14. **NON-PUBLIC MINUTES - BURSARY COMMITTEE - 27 NOVEMBER 2017**

To receive the draft non-public minutes of the Bursary Committee meeting held on 27 November 2017.

For Information
(Pages 35 - 38)

15. **NON-PUBLIC MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE - 10 JANUARY 2018**

To receive the draft non-public minutes of the meeting of the Academic and Personnel Sub-Committee meeting held on 10 January 2018.

For Information
(Pages 39 - 42)

16. **NON-PUBLIC MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE - 10 JANUARY 2018**
To receive the draft non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 10 January 2018.
- For Information**
(Pages 43 - 44)
17. **INDEPENDENT SCHOOLS INSPECTORATE INSPECTION - LESSONS LEARNED**
The Chairman of the Board of Governors of the City of London School for Girls to be heard.
- For Information**
18. **HEADMASTER'S SAFEGUARDING REPORT**
Report of the Headmaster.
- For Information**
(Pages 45 - 96)
- a) **Appointment of Safeguarding Governor**
The Headmaster to be heard.
19. **HEADMASTER'S REPORT**
Report of the Headmaster.
- For Information**
(Pages 97 - 120)
20. **BURSAR'S REPORT**
Report of the Headmaster.
- For Information**
(Pages 121 - 150)
21. **MANAGEMENT INFORMATION DASHBOARD**
Report of the Chamberlain (City of London Corporation) and the Bursar.
- For Decision**
(Pages 151 - 180)
22. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School.
- For Information**
(Pages 181 - 184)

23. **NAMING OF BUILDINGS AT FREEMEN'S**

Report of the Headmaster.

N.B. due to file size, the appendix to this report is available online and on request.

For Decision
(Pages 185 - 188)

24. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**

Report of the Director of Human Resources (City of London Corporation).

For Decision
(Pages 189 - 194)

25. **GOVERNOR TRAINING**

Report of the Headmaster.

For Information
(Pages 195 - 254)

26. **OUTREACH REPORT**

Report of the Headmaster.

For Information
(Pages 255 - 266)

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

28. **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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City of London Freeman's School Governor Attendance 2017/18

Governor	25 September 2017 SCHOOL	27 November 2017 SCHOOL	8 February 2018 GUILDHALL	6 June 2018 SCHOOL	Total Meetings Attended/Total Meetings
Roger Chadwick					2/2
Philip Woodhouse					1/2
John Bennett					2/2
Nicholas Goddard					1/2
Brian Harris					1/1
Michael Hudson					2/2
Clare James*					0/2
Vivienne Littlechild					2/2
Andrew McMillan					2/2
Hugh Morris					0/2
Graham Packham					2/2
Elizabeth Rogula					1/2
Ian Seaton*					0/2
Cllr Chris Townsend					1/2
Stuart Fraser					1/2
Gillian Yarrow					1/2
Alderman Alastair King					1/2
Alderman Dame Fiona Woolf					1/2

Key	Present	Apologies	Not a Governor
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*Ex-officio Governor by virtue of being Chairman of City of London School/City of London School for Girls. By convention ex-officio Governors are expected to attend Board meetings by exception.

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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

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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

Actions

Date	Action	Officer responsible	Progress Update
27 November 2017	Livery Companies to be contacted regarding RNSCF pupils	Headmaster	Update at February 2018 Board Meeting.
27 November 2017	Royal National Children's SpringBoard Foundation report to be circulated to Governors.	Town Clerk	Completed
27 November 2017	Masterplan Focus Group to review its terms of reference in conjunction with Masterplan Project Board.	Town Clerk	Update at February 2018 Board Meeting.
27 November 2017	Boarding Presentation and National/School Statement on Boarding to be circulated to Governors	Town Clerk	Completed
27 November 2017	Town Clerk to update Governors on Counsel's opinion on whether attendance at meetings via audio-visual link was permissible.	Town Clerk	Town Clerk has provided email updates to the Chairman.
25 September 2017	School Reserves Policy to be reviewed and submitted to Board for approval.	Chamberlain/Bursar	Update at February 2018 Board Meeting

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

Minutes of the meeting of the Bursary Committee 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 10.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Nicholas Goddard
Andrew McMillan
Gillian Yarrow

Officers:

Roland Martin	-	Headmaster
Susan Williams	-	Bursar
Alistair MacLellan	-	Town Clerk's Department
Steve Reynolds	-	Chamberlain's Department

1. APOLOGIES

Apologies were received from Stuart Fraser and Councillor Chris Townsend.

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 April 2016 were approved as a correct record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 25 April 2016 were approved as a correct record.

8. **BURSARY APPLICATIONS AND CASH FLOW FORECASTS**

Governors considered a joint report of the Chamberlain and the Headmaster regarding Bursary Applications and Cash Flow Forecasts.

8.1 **Three-year forecast of Hardship Bursary funds**

Governors received a three-year forecast of Hardship Bursary Funds.

8.2 **Bursary Application**

Governors noted a bursary application.

8.3 **Bursary Application**

Governors noted a bursary application.

9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

City of London Freeman's School Bursary Model

The Headmaster was heard in response to a question from a Governor regarding the School's bursary model.

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

There was no other business.

The meeting ended at 10.50 am

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 10 January 2018**

Minutes of the meeting of the Academic and Personnel Sub Committee of the Board
of Governors of the City of London Freeman's School held at City of London
Freemen's School, Ashted Park, Surrey, KT21 1E on Wednesday, 10 January 2018
at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend
Gillian Yarrow

Officers:

Roland Martin	-	Headmaster
Richard McCleave	-	Deputy Head (Academic)
Susan Williams	-	Bursar
Richard Dolan	-	Head of Sixth Form
Sophie Blair	-	Head of Upper School
Matt Robinson	-	Head of Junior School
Alistair MacLellan	-	Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Philip Woodhouse, Alderman Alastair King and Alderman Dame Fiona Woolf.

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

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 16 October 2017 be approved as a correct record.

4. ACTIONS SHEET

Governors considered the summary of actions arising from the previous meeting.

Training Log

In response to comments from Governors, the Headmaster agreed to prepare a report for the next Board meeting detailing what training Governors should undertake in support of their role on the Board. The Town Clerk agreed to issue an email to Governors to remind them to provide details of training courses they

had undertaken in the past couple of years so that the Governor Training Log could be updated.

RESOLVED, that the summary of actions be noted.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There was no other business.

7. **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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

8. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 16 October 2017 be approved as a correct record.

9. **ACADEMIC AND PERSONNEL UPDATE**

Governors considered a report of the Headmaster that provided an update on Academic and Personnel issues.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions.

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

There was no other business.

The meeting ended at 11.50 am

Chairman

Contact Officer: Alistair MacLellan/ alistair.maclellan@cityoflondon.gov.uk

**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 10 January 2018**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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 1E on Wednesday, 10 January 2018 at 11.56 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend

Officers:

Roland Martin	-	Headmaster
Sue Williams	-	Bursar
Alistair MacLellan	-	Town Clerk's Department
Steve Reynolds	-	Chamberlain's Department

1. APOLOGIES

Apologies were received from Deputy Philip Woodhouse, Alderman Alastair King, Alderman Dame Fiona Woolf and Gillian Yarrow.

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

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 16 October 2017 be approved as a correct record.

Matters Arising

Audio-Visual Equipment

The Chairman noted that the City of London Corporation had sought Counsel's opinion on whether the Board could conduct its meetings via audio-visual equipment, provided that a quorum existed at the advertised meeting venue. He noted that Counsel's advice had been to the effect that the Board would likely be open to challenge on any decisions made involving Governors participating via audio-visual link, but that advice was not definitive. The City had therefore gone back to Counsel for further advice.

The Headmaster expressed disappointment at the slow progress being made towards securing a resolution to the matter, particularly given the adoption of audio-visual equipment would be in line with the City's wider move towards agile working.

A Governor noted that Surrey County Council had adopted elements of audio-visual for its meetings and therefore undertook to brief the Chairman outside of the meeting.

City of London Freeman's School Masterplan

In response to comments from the Chairman, the Headmaster agreed to write a report for the Board meeting regarding naming rights for new/refurbished buildings. A Governor commented that Livery Companies were an obvious target audience for sponsored naming rights provided those companies without existing school affiliations were approached first.

4. ACTIONS SHEET

Governors considered a list of actions arising from previous meetings.

RESOLVED, that the actions list be noted.

5. TUITION FEE DEBT

Governors considered a report of the Headmaster regarding tuition fee debt. The Bursar noted that Family X had paid their outstanding fees and therefore the total outstanding tuition fee debt as of 10 January 2018 was £6,104.00.

RESOLVED, that the report be noted.

6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

Development Office

In response to a question, the Headmaster confirmed that the Development Office was performing well.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Governors of City Schools

In response to comments from Governors and the Headmaster, the Town Clerk agreed to put the Headmaster in touch with the Chief Executive of the City of London Academies Trust to determine if there were any opportunities for senior Freeman's staff to serve as governors of City Academies.

Governor Attendee Grid

In response to a request from a Governor, the Town Clerk agreed to provide a log of Governor attendance/apologies at meetings.

8. 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.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 16 October 2017 be approved as a correct record.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There was one question regarding General Data Protection Regulations.

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

There were two items of urgent business.

The meeting ended at 1.25 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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Committee: Board of Governors of the City of London Freeman's School	Date: 8 February 2018
Subject: Annual Review of Terms of Reference	Public
Report of: Town Clerk	For Decision
Report author: Alistair MacLellan, Town Clerk's Department	

Main Report

1. Each year each Grand Committee appointed by the Court of Common Council – which includes the Board of Governors of the City of London's independent schools - is invited to review its terms of reference and put any proposed amendments to the City's Policy and Resources Committee and ultimately the Court of Common Council for decision.
2. Any changes, if agreed by Policy Committee in March 2018 and the Court of Common Council in April 2018, will take effect ahead of the scheduled June 2018 meeting of the Board of Governors.
3. In considering the existing terms of reference, Governors will want to consider whether, in their view, they afford the Governing Body sufficient ability to effectively discharge its duties to the School: setting the School vision; holding the Headmaster to account; and ensuring sound financial management.

Recommendation:

- That Members consider the attached Terms of Reference and come to a view whether any amendments should be referred to the Policy and Resources Committee and the Court of Common Council for approval.

Appendix – Terms of Reference 2017/18, Board of Governors of the City of London Freeman's School.

Alistair MacLellan

Town Clerk's Department

T: 020 7332 1426 E: alistair.maclellan@cityoflondon.gov.uk

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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 FREEMEN'S SCHOOL

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 School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

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

- 1 Alastair John Naisbitt King
- 1 Dame Fiona Woolf

COMMONERS

- 9 (4) Elizabeth Rogula, Deputy
- 5 (4) Philip John Woodhouse, Deputy
- 13 (3) John Alfred Bennett, Deputy
- 9 (3) Michael Hudson
- 6 (2) Stuart John Fraser, C.B.E.
- 5 (2) Graham David Packham
- 14 (1) Roger Arthur Holden Chadwick, Deputy
- 9 (1) Vivienne Littlechild, J.P.
- 5 (1) Hugh Fenton Morris

Vacancy

Vacancy

Vacancy

together with :-

Nicholas Goddard

Andrew McMillan

Chris Townsend

Gillian Yarrow

Vacancy

Vacancy

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.

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of the Local Government Act 1972.

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