



## Board of Governors of the City of London School for Girls

**Date:** MONDAY, 18 JUNE 2018

**Time:** 11.00 am

**Venue:** COMMITTEE ROOMS, WEST WING, GUILDHALL, EC2P 2EJ

<b>Members:</b>	Deputy Clare James	Deputy Tom Hoffman
	Nicholas Bensted-Smith	Ann Holmes
	Professor Anna Sapir Abulafia	Deputy Robert Merrett
	(External Member)	Sylvia Moys
	Rehana Ameer	Elizabeth Phillips (External Member)
	Randall Anderson	Deputy Richard Regan
	Tijs Broeke	Alderman William Russell
	Deputy Roger Chadwick (Ex- Officio Member)	Chairman of the City of London School (Ex-Officio Member)
	Emma Edhem	Sir Michael Snyder
	Dr Stephanie Ellington (External Member)	
	Soha Gawaly (External Member)	

**Enquiries:** Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)

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

**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. **COURT ORDER**

To receive the Order of the Court of Common Council dated 19 April 2018 appointing the Board of Governors for 2018/19.

**For Information**  
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in line with Standing Order 29.

**For Decision**

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in line with Standing Order 30.

**For Decision**

6. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 26 February 2018.

**For Decision**  
(Pages 3 - 6)

7. **SUB-COMMITTEE MINUTES**

**For Information**

- a) Reference Sub-Committee - 26 February 2018 (Pages 7 - 8)  
To receive the public minutes of the Reference Sub-Committee meeting held on 26 February 2018.
- b) Reference Sub-Committee - 23 May 2018 (Pages 9 - 10)  
To receive the draft public minutes of the Reference Sub-Committee meeting held on 23 May 2018.

8. **APPOINTMENT OF CO-OPTED GOVERNOR**

The Chairman and the Headmistress to be heard.

**For Decision**

9. **APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES**

Report of the Town Clerk.

**For Decision**  
(Pages 11 - 16)

10. **CASH AVAILABLE AT 31 MARCH 2018 IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

Report of the Chamberlain.

**For Decision**  
(Pages 17 - 18)

11. **HR UPDATE**

Report of the Director of Human Resources.

**For Information**  
(Pages 19 - 46)

12. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

**For Decision**  
(Pages 47 - 56)

a) Annex A - Health & Safety Committee Minutes - 18 April 2018 (Pages 57 - 58)

b) Annex B - Pupil and Parent Data Protection Policy (Pages 59 - 68)

c) Annex C - Privacy Notice (Pages 69 - 78)

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

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

15. **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**

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 26 February 2018.

**For Decision**  
(Pages 79 - 86)

17. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

**For Information**  
(Pages 87 - 88)

18. **SUB-COMMITTEE AND WORKING PARTY MINUTES**

**For Information**

- a) Reference Sub-Committee - 26 February 2018 (Pages 89 - 92)  
To receive the non-public minutes of the Reference Sub-Committee meeting held on 26 February 2018.
- b) Reference Sub-Committee - 23 May 2018 (Pages 93 - 96)  
To receive the non-public minutes of the Reference Sub-Committee meeting held on 23 May 2018.
- c) Education Working Party - 8 May 2018 (Pages 97 - 100)  
To receive the draft minutes of the Education Working Party meeting held on 8 May 2018.
- d) 125th Anniversary Working Party - 20 February 2018 (Pages 101 - 104)  
To receive the draft minutes of the 125<sup>th</sup> Anniversary Working Party meeting held on 20 February 2018.

19. **STRATEGIC UPDATE**

Report of the Headmistress.

**For Decision**  
(Pages 105 - 120)

20. **REFURBISHMENT PROGRAMME - UPDATE**

Report of the Headmistress.

**For Information**  
(Pages 121 - 122)

21. **ANNUAL SAFEGUARDING REVIEW OF PROCEDURES AND POLICIES**

The Deputy Head (Pastoral) to be heard.

**For Information**

22. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress.

**For Decision**  
(Pages 123 - 132)

- a) Annex A - Behaviour Management Policy (Pages 133 - 136)
- b) Annex B - Safeguarding Report (Pages 137 - 152)

- c) Annex C - Guatemala Risk Assessment (Pages 153 - 162)
- d) Annex D - Summer School Proposal (Pages 163 - 166)
- e) Annex E - Sabbatical Application (Pages 167 - 168)
- f) Annex F - Joint Understanding between ISC and DfE (Pages 169 - 172)

23. **REPORT ON ACTION TAKEN**

Report of the Town Clerk.

**For Information**  
(Pages 173 - 174)

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

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

**Confidential - Circulated Separately**

26. **ATL RECOGNITION AGREEMENT**

Report of the Director of Human Resources.

**For Information**

27. **TEACHERS' PAY PANEL 2018-19**

Report of the Director of Human Resources.

**For Decision**