

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Thursday, 14 June 2018

Minutes of the meeting of the Board of Governors of the City of London School held
at City of London School, Queen Victoria Street, EC4V 3AL on Thursday, 14 June
2018 at 11.00 am

Present

Members:

Deputy James Thomson (Chairman)	Caroline Haines
Tim Levene (Deputy Chairman)	Alderman Vincent Keaveny
Alexander Barr	Deputy Edward Lord
Deputy Keith Bottomley	Christopher Martin (External Member)
Dominic Christian	Sylvia Moys
Marianne Fredericks	Ian Seaton

Officers:

Alan Bird	- Head
Dr Richard Brookes	- Senior Deputy Head
Charles Griffiths	- Bursar
Coco Stevenson	- Deputy Head (Pastoral)
Alistair MacLellan	- Town Clerk's Department
Tracey Jansen	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department

1. APOLOGIES

Alderman Vincent Keaveny was in the Chair.

Apologies were received from Deputy Roger Chadwick, Deputy Clare James, Ronel Lehmann and Lord Levene of Portsoken.

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

3. ORDER OF THE COURT OF COMMON COUNCIL

Governors considered an Order of the Court of Common Council dated 19 April 2018 appointing the Board and setting out its terms of reference.

RESOLVED, that the Order of the Court of Common Council be received.

4. ELECTION OF CHAIRMAN

An election for Chairman was held in line with Standing Order 29. Deputy James Thomson, being the only Governor willing to serve, was elected Chairman for the ensuing year.

A Vote of Thanks, moved by Deputy Edward Lord and seconded by Sylvia Moys, was read.

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 wish to extend to:

IAN SEATON

their sincere thanks and appreciation for the way in which he has presided over the work of the Board, and the detailed care and interest he has shown in all aspects of the life at the City of London School.

During Ian's Chairmanship, the School has continued to exemplify academic excellence – City of London Boys continue to achieve strong examination results and progress to leading universities around the globe. In 2016/17 the School secured a record number of offers from the universities of Oxford and Cambridge.

In his role he has handled the numerous and complex issues surrounding the School with great skill, determination and tact, and he had the courage to make difficult decisions when necessary. He has ensured that the School remains in a healthy financial position and appropriate investments in new facilities have been made, including the creation of the Levene Learning Centre which provides Boys with a state-of-the-art library and learning centre.

Ian has been committed to a School which reflects the diversity of the whole of London – both the City and beyond. He has overseen a transition from scholarships awarded on merit alone to a more inclusive focus on means-tested awards of financial support. In the coming years, this new approach will transform the educational opportunities of Boys who would otherwise not have the opportunity to join the School.

As Chairman, Ian has provided significant support to successive Heads in particular the former head, Sarah Fletcher, and helped her navigate a significant number of challenges. Ian was instrumental in recruiting Alan Bird as Head in 2017, Charles Griffiths as Bursar in 2016 and Dr Richard Brookes as Senior Deputy Head in 2015. He has supported the strengthening of the Development Office including the current recruitment of a Director of Development. Ian has been constant in providing a relentless focus on safeguarding and pupil welfare, which has involved not just a significant modernisation in the School's policies and procedures, but also substantial investment in security improvements, and a challenging works programme to undertake important works to the School's estate reflecting the evolving needs for a prestigious school in the heart of the City of London. During Ian's time the governance structure has also been significantly strengthened with the formation of the Academic & Governance, Finance & Estates and Governance Sub-Committees. Ian's commitment was recognised when the School secured a successful Independent Schools Inspectorate Regulatory Compliance Inspection in May 2017.

Ian has supported the continued development of musical life within the School, most obviously through the institution of a new arrangement with Buckingham

Palace through which the School has taken on the operation of the Choir of the Chapel Royal, St James's Palace, and through the use of the School as the new home for the London Youth Choir.

In closing, the Governors wish to thank him for his dedication to supporting the School through a transformational period, one that has required a very significant time commitment and also for generous hospitality during his years in office and to convey to him, their good wishes for his future health and happiness.

5. **ELECTION OF DEPUTY CHAIRMAN**

On being advised that Ian Seaton did not wish to exercise his right, as immediate past Chairman, to serve as Deputy Chairman for the ensuing year, the Town Clerk conducted an election in line with Standing Order 30. Tim Levene, being the only Governor willing to serve, was elected as Deputy Chairman for the ensuing year.

6. **MINUTES**

RESOLVED, that the minutes and non-public summary of the meeting held on 20 March 2018 be approved as a correct record.

7. **MINUTES - ACADEMIC AND EDUCATION SUB-COMMITTEE**

RESOLVED, that the draft public minutes of the Academic and Education Sub-Committee meeting held on 23 May 2018 be received.

8. **MINUTES - FINANCE AND ESTATES SUB-COMMITTEE**

RESOLVED, that the draft minutes of the Finance and Estates Sub-Committee meeting held on 23 May 2018 be received.

9. **MINUTES - GOVERNANCE SUB-COMMITTEE**

RESOLVED, that the draft public minutes of the Governance Sub-Committee meeting held on 23 May 2018 be received, and the following recommendations for the appointment of Co-Opted Governors be approved:

- Rosie Gill, for a four-year term concluding June 2022.
- Paul Stein, for a three-year term concluding June 2021.
- Paul Madden, for a two-year term concluding June 2020.

10. **APPOINTMENT OF SUB-COMMITTEES**

Governors considered a report of the Town Clerk regarding the Appointment of Sub-Committees. A Governor noted that the various bodies should properly be referred to as Committees of the Board.

RESOLVED, that

- The compositions and terms of reference of the Finance and Estates Committee, Academic and Education Committee, Governance Committee and Bursary Committee be approved, and those of the Teachers' Pay Panel be noted.

- Tim Levene (Chairman) Deputy James Thomson, Alex Barr, Deputy Edward Lord and Deputy Keith Bottomley be appointed to the Finance and Estates Committee (one vacancy carried over).
- Christopher Martin (Chairman) Deputy James Thomson, Tim Levene, Dominic Christian, Caroline Haines, Paul Madden and Rosie Gill be appointed to the Academic and Education Committee.
- Deputy James Thomson (Chairman) Tim Levene, Alderman Vincent Keaveny and Deputy Edward Lord be appointed to the Governance Committee (one vacancy carried over).
- Deputy James Thomson (Chairman) Tim Levene and Ian Seaton be appointed to the Bursary Committee (four vacancies carried over).
- Rosie Gill to be appointed Safeguarding and Compliance Governor.
- Paul Madden, subject to further confirmation by the Board in June 2019, to be Chairman of Academic and Education Committee from September 2019.

11. **APPOINTMENT OF AGBIS GOVERNOR**

RESOLVED, that Deputy Edward Lord be appointed AGBIS Governor for 2018/19.

12. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Governors considered a report of the Chamberlain regarding cash available in the School's charity: *The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund*. In response to a comment from a Governor, the Chamberlain agreed that the figure put forward as a recommendation in the report could be rounded up.

RESOLVED, that Governors agree to invest £44,000 in the City of London Charities Pool on 1 October 2018.

13. **HR UPDATE - GENDER PAY GAP, DATA PROTECTION POLICY (EMPLOYEES), PEOPLE SECURITY POLICY**

Governors considered an update report of the Director of Human Resources regarding the gender pay gap, Data Protection Policy (Employees) and People Security Policy.

RESOLVED, that the report be received.

14. **HEAD'S REPORT**

Governors considered the public Head's Report and the following points were made.

Medical Conference

- The Headmaster commended the work of the pupils of the Medical Society in organising the forthcoming Medical Conference on 30 June 2018. In response to suggestions from Governors, the Head agreed to contact relevant Livery Companies including Apothecaries' and Barber Surgeons' in order to establish if any additional support could be made available.

Staffing Update

- The Chairman noted that the appointment of Joe Silvester (Deputy Head – Academic – Bancroft's School) and Ellis Whitcomb (Deputy Head – Strategic Development – St Paul's Girls' School) were now in the public domain and therefore placed his thanks on public record, on behalf of the Board, for their respective contributions to the City of London School. A Governor commented that it reflected favourably on the professional development opportunities available at the City of London School that two members of staff were able to secure Deputy Headships.

RESOLVED, that the report be received.

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

There were no questions.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

17. 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 Local Government Act.

18. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 20 March 2018 be approved as a correct record.

19. OUTSTANDING ACTIONS

Governors considered a report of the Town Clerk regarding Outstanding Actions.

20. MINUTES - ACADEMIC AND EDUCATION SUB-COMMITTEE

Governors considered the draft non-public minutes of the Academic and Education Sub-Committee meeting held on 23 May 2018 and the recommendation outlined therein.

21. MINUTES - FINANCE AND ESTATES

Governors considered the draft non-public minutes of the Finance and Estates Sub-Committee meeting held on 23 May 2018 and the recommendation outlined therein.

22. **MINUTES - GOVERNANCE SUB-COMMITTEE**
Governors considered the draft non-public minutes of the Governance Sub-Committee meeting held on 23 May 2018 and the recommendations set out therein.
23. **HEAD'S REPORT**
Governors considered the non-public Head's report.
24. **ADMISSIONS AT CITY OF LONDON SCHOOL AT 11+ AND 13+**
Governors considered a report of the Head regarding Admissions at the City of London School at 11+ and 13+.
25. **HEALTH AND SAFETY**
Governors considered a late report of the Head regarding Health and Safety.
26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were two items of other business.
28. **TEACHERS' PAY PANEL 2018/19**
All staff except for the Town Clerk, Head, Senior Deputy Head and Director of Human Resources left the room for the following items.
- Governors considered a confidential report of the Director of Human Resources regarding the Teachers' Pay Panel 2018/19.
29. **ATL RECOGNITION AGREEMENT**
Governors considered a confidential report of the Director of Human Resources regarding the ATL Recognition Agreement.

The meeting ended at 1.00 pm

Chairman

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