



Board of Governors of the City of London School

Date: THURSDAY, 14 JUNE 2018

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

Members:	Ian Seaton	Alderman Vincent Keaveny
	Deputy James Thomson	Ronel Lehmann (External Member)
	Alexander Barr	Tim Levene
	Deputy Keith Bottomley	Lord Levene of Portsoken (External Member)
	Deputy Roger Chadwick (Ex-Officio Member)	Deputy Edward Lord
	Dominic Christian	Christopher Martin (External Member)
	Marianne Fredericks	Sylvia Moys
	Caroline Haines	
	Deputy Clare James (Ex-Officio Member)	

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

N.B. Part of the 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. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive an Order of the Court of Common Council dated 19 April 2018 appointing the Board of Governors for the ensuing year.

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 summary of the meeting held on 20 March 2018.

For Decision
(Pages 3 - 6)
7. **MINUTES - ACADEMIC AND EDUCATION SUB-COMMITTEE**
To receive the draft minutes of the Academic and Education Sub-Committee meeting held on 23 May 2018.

For Information
(Pages 7 - 8)
8. **MINUTES - FINANCE AND ESTATES SUB-COMMITTEE**
To receive the draft minutes of the Finance and Estates Sub-Committee meeting held on 23 May 2018.

For Information
(Pages 9 - 10)

9. **MINUTES - GOVERNANCE SUB-COMMITTEE**
To receive the draft minutes of the Governance Sub-Committee meeting held on 23 May 2018.
- For Information**
(Pages 11 - 12)
10. **APPOINTMENT OF SUB-COMMITTEES**
Report of the Town Clerk.
- For Decision**
(Pages 13 - 20)
11. **APPOINTMENT OF AGBIS GOVERNOR**
To appoint and AGBIS Governor for 2018/19.
- For Decision**
12. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**
Report of the Chamberlain.
- For Decision**
(Pages 21 - 22)
13. **HR UPDATE - GENDER PAY GAP, DATA PROTECTION POLICY EMPLOYEES, PEOPLE SECURITY POLICY**
Report of the Director of Human Resources.
- For Information**
(Pages 23 - 50)
14. **HEAD'S REPORT**
Report of the Head of the City of London School.
- For Decision**
(Pages 51 - 56)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **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

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 20 March 2018.

For Decision
(Pages 57 - 68)

19. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 69 - 70)

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

To receive the draft non-public minutes of the Academic and Education Sub-Committee meeting held on 23 May 2018 and approve the recommendation concerning a sabbatical application outlined therein.

For Decision
(Pages 71 - 76)

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

To receive the draft minutes of the Finance and Estates Sub-Committee meeting held on 23 May 2018 and approve the recommendation set out therein.

For Decision
(Pages 77 - 80)

22. **MINUTES - GOVERNANCE SUB-COMMITTEE**

To receive the draft minutes of the Governance Sub-Committee meeting held on 23 May 2018 and approve the recommendations set out therein.

For Decision
(Pages 81 - 84)

23. **HEAD'S REPORT**

Report of the Head.

For Information
(Pages 85 - 152)

24. **ADMISSIONS AT CITY OF LONDON SCHOOL AT 11+ AND 13+**

Report of the Head.

For Decision
(Pages 153 - 156)

25. **HEALTH AND SAFETY**
Report of the Bursar – to follow.

For Information

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

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

Confidential - Circulated Separately

28. **TEACHERS' PAY PANEL 2018/19**
Report of the Director of Human Resources.

For Information

29. **ATL RECOGNITION AGREEMENT**
Report of the Director of Human Resources.

For Information

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BOWMAN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2018, doth hereby appoint the following Committee until the first meeting of the Court in April, 2019.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 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 for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to eight co-opted non-City of London Corporation Governors with experience relevant to the Board

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 (until July 2018)**

ALDERMEN

- 2 Vincent Thomas Keaveny

COMMONERS

- 9 (4) Ian Christopher Norman Seaton
- 5 (4) James Michael Douglas Thomson, Deputy
- 9 (3) Marianne Bernadette Fredericks
- 6 (3) Sylvia Doreen Moys
- 2 (2) Dominic Gerard Christian
- 1 (1) Caroline Wilma Haines, *for three years*
- 1 (1) Alexander Robertson Martin Barr
- 3 (1) Keith David Forbes Bottomley, Deputy
- 1 (1) Timothy Levene
- 9 (1) Charles Edward Lord, O.B.E., J.P., Deputy

together with:-

Ronel Lehmann

Lord Levene of Portsoken

Christopher Martin

Vacancy

Vacancy

Vacancy

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 Head and, where appropriate, the deputies and the Bursar.

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Tuesday, 20 March 2018

Minutes of the meeting of the Board of Governors of the City of London School held at Committee Rooms, Second Floor, West Wing, Guildhall on Tuesday, 20 March 2018 at 11.00 am

**PRIOR TO THE MEETING, GOVERNORS RECEIVED A PRESENTATION
BETWEEN 10.30AM-11.00AM FROM NEIL CORNWELL, DIRECTOR OF SPORT,
REGARDING SPORTS PROVISION AT CITY OF LONDON SCHOOL**

Present

Members:

Ian Seaton (Chairman)	Lord Levene of Portsoken (External Member)
Deputy James Thomson (Deputy Chairman)	Deputy Edward Lord
Alexander Barr	Christopher Martin (External Member)
Deputy Keith Bottomley	Sylvia Moys
Dominic Christian	Dame Mary Richardson (External Member)
Marianne Fredericks	Professor Michael Whitehouse (External Member)
Caroline Haines	

Officers:

Alan Bird	- Head
Dr Richard Brookes	- Senior Deputy Head
Charles Griffiths	- Bursar
Steven Reynolds	- Chamberlain's Department
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick, Deputy Clare James, Alderman Vincent Keaveny, Ronel Lehmann and Tim Levene.

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 and non-public summary of the meeting held on 28 November 2018 be approved as a correct record.

4. MINUTES OF THE GOVERNANCE SUB-COMMITTEE - 23 FEBRUARY 2018

RESOLVED, that the draft minutes and non-public summary of the Governance Sub-Committee meeting held on 23 February be received.

5. MINUTES OF THE FINANCE AND ESTATES SUB-COMMITTEE MEETING - 27 FEBRUARY 2018

RESOLVED, that the draft minutes and non-public summary of the Finance and Estates Sub-Committee meeting held on 27 February 2018 be received.

6. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE MEETING - 27 FEBRUARY 2018**

RESOLVED, that the draft minutes and non-public summary of the Academic and Education Sub-Committee meeting held on 27 February 2018 be received.

7. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the Annual Review of the Board's Terms of Reference. Governors agreed that no change was required to the Board's frequency of meetings. In response to a request from the Chairman, the Town Clerk agreed to clarify whether Common Council Governor appointments were valid until the April Court, or until the end of the academic year in July. Moreover the Town Clerk agreed to make clear that new Governors would be required to provide evidence of their Disclosure and Barring Service (DBS) check prior to taking up their duties as Governor.

RESOLVED, that the existing terms of reference be approved for submission to the Court of Common Council, and that any changes required in the lead up to the Court's appointment of Committees and Boards be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

8. **HEAD'S REPORT**

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

- The Head noted that, as per the report, the London Youth Choir's rental of School facilities was proceeding well, with up to 150 children attending rehearsals each week.
- The Head noted that he was now co-sponsor of the City of London Corporation's Pride Network.

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

There were no questions.

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

There was no other business.

11. **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.

12. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 28 November 2017 be approved as a correct record.

13. **NON-PUBLIC OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk regarding non-public outstanding actions.

14. **NON-PUBLIC MINUTES OF THE FINANCE AND ESTATES SUB-COMMITTEE - 27 FEBRUARY 2018**

Governors considered the draft non-public minutes, and recommendation therein, of the Finance and Estates Sub-Committee meeting held on 27 February 2018.

15. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE - 27 FEBRUARY 2018**

Governors considered the draft non-public minutes, and recommendation therein, of the Academic and Education Sub-Committee meeting held on 27 February 2018.

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

Governors considered a report of the Director of Human Resources (City of London Corporation) regarding maternity, adoption and shared parental pay.

17. **HARDSHIP BURSARY APPLICATIONS AND CASH FLOW FORECASTS**

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

18. **HEAD'S NON-PUBLIC REPORT**

Governors considered the Head's Non-Public Report.

19. **BURSARY FUNDING PROPOSED GOVERNANCE REVIEW**

Governors considered a joint report of the Head and Bursar regarding a proposed Governance Review of Bursary Funding.

20. **GATEWAY 1/2/3/4 - CITY OF LONDON SCHOOL SUMMER WORKS PROGRAMME**

Governors considered a combined Gateway1/2/3/4 report of the Head regarding the City of London School Summer Works Programme.

21. **GATEWAY 1/2/3/4 - CITY OF LONDON SCHOOL - REPLACEMENT HEAT SOURCE / BOILERS**

Governors considered a combined Gateway1/2/3/4 report of the Head regarding the replacement of the City of London School's Heat Source/Boilers.

22. **MANAGEMENT INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and Bursar regarding the Management Information Dashboard.

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

There were no non-public questions.

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

The Deputy Chairman was heard regarding one item of urgent business.

25. **CONFIDENTIAL MINUTES - 28 NOVEMBER 2018**

RESOLVED, that the confidential minutes of the meeting held on 28 November 2017 be approved as a correct record.

26. **CONFIDENTIAL SESSION**

The Head noted that he had no confidential issues to share with Governors.

27. **NON-PUBLIC MINUTES OF THE GOVERNANCE SUB-COMMITTEE - 23 FEBRUARY 2018**

Co-Opted Governors withdrew from the meeting at this point.

Governors considered a number of recommendations put forward by the Governance Sub-Committee at its meeting held on 23 February 2018.

The meeting ended at 1.21 pm

Chairman

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

ACADEMIC & EDUCATION SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Wednesday, 23 May 2018

Minutes of the meeting of the Academic & Education Sub-Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 11.00 am

Present

Members:

Christopher Martin (Chairman)
Caroline Haines

Deputy James Thomson

Officers:

Alan Bird	- Head, City of London School
Dr Richard Brookes	- City of London School
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Ian Seaton.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 27 February 2018 be approved as a correct record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB 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 that they likely involve the disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 27 February 2018 be approved as a correct record.

8. **ACTIONS SHEET**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings.

9. **HEAD'S REPORT**

Governors considered a report of the Head.

9.1 **Appendix 1 - Sabbatical Application**

Governors considered a sabbatical application.

9.2 **Appendix 2 - Sabbatical Application**

Governors considered a sabbatical application.

9.3 **Appendix 3 - Sabbatical Application**

Governors considered a sabbatical application.

9.4 **Appendix 4 - Institute of Education and City of London School Interim Progress Report**

Governors considered an interim progress report regarding a project between City of London School and the Institute of Education.

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

There were no 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 closed at 12.46 pm

Chairman

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

FINANCE & ESTATES SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Wednesday, 23 May 2018

Minutes of the meeting of the Finance & Estates Sub-Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 10.00 am

Present

Members:

Deputy James Thomson (in the Chair)
Alexander Barr
Deputy Keith Bottomley
Deputy Edward Lord

Officers:

Alan Bird	- Head
Dr Richard Brookes	- Senior Deputy Head
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Ian Seaton. Deputy James Thomson was in the chair.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public minutes of the meeting held on 27 February 2018 be approved as a correct record.

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

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 27 February 2018 be approved as a correct record.

7. ACTIONS SHEET

Governors considered a report of the Town Clerk regarding actions arising from previous meetings.

8. **MAIN REPORT**

Governors considered a report of the Bursar.

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

There were no questions.

10. **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 closed at 10.55 am

Chairman

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

GOVERNANCE SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Wednesday, 23 May 2018

Minutes of the meeting of the Governance Sub-Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 9.00 am

Present

Members:

Deputy James Thomson (in the Chair)
Alderman Vincent Keaveny

Lord Levene of Portsoken
Deputy Edward Lord

Officers:

Alan Bird	- Head
Dr Richard Brookes	- Senior Deputy Head
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Ian Seaton. Deputy James Thomson was in the chair.

2. DECLARATIONS

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 23 February 2018 be approved as a correct record.

4. QUESTIONS

There were no questions.

5. ANY OTHER BUSINESS

There was no other business.

6. 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 of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 23 February 2018 be approved as a correct record.

8. **ACTIONS SHEET**

Governors considered a report of the Town Clerk regarding actions from previous meetings.

9. **GOVERNOR TERMS GRID AS AT MAY 2018**

Governors considered a report of the Town Clerk setting out Governor Terms as at May 2018.

10. **GOVERNOR SKILLS AUDIT 2017/18**

Governors considered a report of the Town Clerk regarding the Governors Skills Audit 2017/18.

11. **APPOINTMENT OF CO-OPTED GOVERNORS TO THE BOARD OF CITY OF LONDON SCHOOL**

Governors considered a report of the Head regarding the Appointment of Co-Opted Governors to the Board of Governors of the City of London School.

12. **NON-PUBLIC QUESTIONS**

There were no non-public questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND GOVERNORS AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting closed at 9.40 am

Chairman

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

Committee(s) Board of Governors of the City of London School	Dated: 14 June 2018
Subject: Appointment of Sub-Committees	Public
Report of: Town Clerk	For Decision
Report author: Alistair MacLellan, Town Clerk's Department	

Summary

The Board of Governors at its first meeting each year has the opportunity to review its Sub-Committees and their respective terms of reference. This report sets out the composition and terms of reference of the Finance and Estates Sub, the Academic and Education Sub, the Governance Sub, the Bursary Sub and a Teachers' Pay Panel and invites the Board to appoint Governors from among its membership to serve on those Sub-Committees.

Details of the composition and terms of reference of the Sub Committees are set out in an appendix.

Recommendation(s)

- It is recommended that Governors consider and appoint to the Sub-Committees and Panels outlined below.

Main Report

1. Governors are asked to consider the appointment of the following Sub-Committees and Panels.

Finance and Estates Sub-Committee

2. The Committee primarily has a monitoring and advisory role, identifying any financial problems before they become serious and recommending a course of action to the Board, which would take any relevant decisions. The Committee usually meets once a term in sufficient time to report to the Board on any matters that need agreement.

3. Governors are invited **to appoint up to 4 Governors** (one of whom must be a Common Council Governor) to this Sub Committee. These appointments are in addition to the Chairman and Deputy Chairman of the Board.

4. At the 2 October 2017 meeting of the Finance and Estates Sub Committee, it was noted that AGBIS guidelines state that the Chairman of the Board should not act as Chairman of any Finance sub-committee appointed by the Board. Governors are

therefore invited to appoint a Governor who is not Chairman of the Board as Chairman of the Finance and Estates Committee for 2018/19.

5. Membership of the Finance and Estates Sub Committee for 2017/18 was as follows.

- Chairman of the Board
- Deputy Chairman of the Board
- Keith Bottomley
- Deputy Edward Lord
- Alex Barr

Academic and Education Sub-Committee

6. The Academic and Education Sub-Committee has an important role in supporting the Head and Senior Management Team, ensuring that important curricular and pastoral issues are given appropriate discussion by the Board. To enable the Committee to fulfil this role it is expected that Governors appointed to the Committee would, with the Head's support, observe classes and meet with pupils from time to time. The Committee usually meets twice a year in sufficient time to report to the Board any matters that need agreement.

7. The Academic and Education Sub-Committee has requested – at its 23 May 2018 meeting – that the overall membership of the Sub-Committee be increased to allow greater exposure of Governor to Academic and Education matters, and to increase the likelihood of a quorum being achieved at meetings.

8. Governors are invited **to appoint up to 4 or 5 Governors** (one of whom must be a Common Council Governor) to this Sub-Committee.

9. Membership of the Academic and Education Sub Committee for 2017/18 was as follows.

- Christopher Martin (Chairman)
- Chairman of the Board
- Deputy Chairman of the Board
- Dame Mary Richardson
- Caroline Haines

Governance Sub-Committee

10. The Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Common Council Governors.

11. Governors are invited **to appoint up to 3 Governors** (one of whom must be a Common Council Governor) to this Sub-Committee.

12. Membership of the Governance Sub Committee for 2017/18 is as follows.

- Chairman of the Board
- Deputy Chairman of the Board
- Alderman Vincent Keaveny
- Lord Levene of Portsoken
- Deputy Edward Lord

Bursary Sub-Committee

13. The Bursary Committee is concerned with applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship.

14. Governors are invited **to appoint up to 5** to this Sub-Committee.

Teachers' Pay Panel

15. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

16. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.

17. The Teachers' Pay Panel may meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Appendices

Appendix – Sub Committee Composition and Terms of Reference

Contact:

Alistair MacLellan

Town Clerk's Department

Alistair.maclellan@cityoflondon.gov.uk

Appendix

Finance and Estates Sub-Committee

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Sub-Committee will be attended by the Head, the Senior Deputy Head and the Bursar. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The Sub-Committee should report to each Board of Governors' meeting.

Terms of Reference

The Sub-Committee has the power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- Adoption of strategic financial targets eg cash reserves, level of surplus, percentage of staff costs to gross fees etc;
- Advice on the creation of a five to ten year financial plan;
- The annual budget;
- Any proposed fee increases and additional charges;
- Consideration of any proposals for major capital spending, including development of facilities;
- The review of any investments and reserves held by the School;

- To make recommendations to the full Board on any other finance issues which may arise (e.g, a rise in employers' contribution to pensions, salary structure, etc.);
- Policy on and application of scholarships and bursaries;
- Fund raising policy and activity;
- Policy on and implementation of lettings and any other commercial activity.

Academic and Education Sub-Committee

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Sub-Committee will be attended by the Head and the Senior Deputy Head. The Deputy Head Pastoral and Assistant Heads Academic; Teaching and Learning and Outreach; Co-curricular, and staff development and strategic development will attend as appropriate. Other members of staff and advisers may be invited by the Sub-Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The Committee should report to each Board of Governors' meeting.

Terms of Reference

The Committee has the power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- The School's ethos and aims;
- The development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- Curriculum, co-curricular and pastoral issues;

- Standards, including academic results;
- Pastoral policy and practice, including oversight of safeguarding and the single central register;
- INSET and Professional Development policy and practice;
- Staffing issues;
- Parental complaints procedures;
- Monitoring general compliance with child protection requirements (not involving individual cases);
- Making recommendations on any other issues referred by the full Board.

Governance Sub-Committee

The Sub-Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Governors. The Sub-Committee meets as required. It met four times during 2017/18.

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to three other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head, the Senior Deputy Head, and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Committee shall require the agreement of the majority of Common Council Governors present at the meeting and voting.

The Committee has the power to act on the following matters:

- The Committee will maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors. Such individuals will be interviewed and elected to the Board as agreed by the majority of those present, including a majority of Common Council Governors present and voting.
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors;

Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Head of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

PROVIDED ALWAYS that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

Teachers Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and

The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.

Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.

Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.

Teachers' Pay Panel will usually meet in March.

Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.

Committee(s):	Date(s):	Item no.
Board of Governors of the City of London School	Thursday, 14 June 2018	
Subject: Cash available in the school's charity: <i>The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund</i>	Public	
Report of: The Chamberlain	For Decision	
<p><u>Is the cash available to the school's bursary and prizes charity sufficient?</u></p> <p>1. This report notifies Governors that the available cash balance at 3 April 2018 in its charity The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund was £237,296. The report considers whether this is a sufficient 'working cash balance' to ensure that the charity is not overdrawn during the coming year, which would incur interest charges.</p> <p>2. As income in any year tends to lag behind expenditure, without a 'working cash balance' the fund would be overdrawn. Cash flow has been analysed over the last 4 years which has revealed that a 'working cash balance' of £73,957 be retained to avoid the fund being overdrawn. However, the School plans to use the Bursary Fund to provide September 2018 bursaries up to £120,000 (7.1 pupils). These will all be for 100% means tested candidates, approved already by the School and Governors. Therefore, a 'working cash balance' of £193,957 (£73,957 plus £120,000) be retained for 2018/19.</p> <p>3. With available cash of £237,296 being more than the required 'working cash balance' of £193,957, it is recommended that the balance of £43,339 be invested in the Charities Pool.</p> <p>4. The next review of the 'working cash balance' will be presented to this Board in June 2019, in time to meet the 1 October deadline for investment or dis-investment in the Charities Pool, should this be required.</p> <p>Recommendation</p> <p>5. It is recommended that Governors agree to invest £43,339 in the City of London Charities Pool on 1 October 2018.</p>		

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Committee(s)	Dated:
City of London Freeman's School Board of Governors	6 June 2018
City of London School Board of Governors	14 June 2018
City of London School for Girls Board of Governors	18 June 2018
Subject: HR Update - Gender Pay Gap Data Protection Policy Employees People Security Policy	Public
Report of: Director of Human Resources	For Information
Report author: Tracey Jansen – HR, Town Clerks	

Summary

This report outlines for the Boards of Governors the City of London Corporation's Gender Pay Gap which includes all teaching and non-teaching staff in the three city schools.

It also advises Members of the revised Data Protection Policy for employees including teaching staff and has been adopted to ensure that the City Corporation is compliant with the General Data Protection Regulations (GDPR).

The City Corporation has also adopted an overarching Security Policy for employees, other workers, contractors and others working under contracts for services which is fundamental to embedding a security culture. Local security arrangements that exist in the schools will continue to apply but may need to be reviewed in light of the new Policy.

Recommendation

Members are asked to note the report.

Main Report

Background

Gender Pay Gap

1. With effect from 6 April 2017 all relevant employers were required to publish their gender pay gap data, the deadline for the first reports was 30 March 2018 for public sector employers and 4 April 2018 for the private / voluntary sector.
2. It is important not to confuse the gender pay gap with equal pay. The gender pay gap measures the differences between the average pay of male and female employees, irrespective of job role or seniority. Whereas equal pay concerns

pay differences between male and female employees performing the same or similar work, or work of equal value.

General Data Protection Regulations

3. Members will be aware that the EU has introduced updated and harmonised data protection regulations known as the General Data Protection Regulation, which came into force on 25 May 2018. This has had a wide sweeping impact across all of our work. The Corporate Data Protection Policy (separate from the Employee Data Protection Policy) was approved by the Establishment Committee in April 2018.

People Security Policy

4. There has been a senior officer level Security Board chaired by the Town Clerk looking at the full range of security matters that impact on the City Corporation. The People Security Board was set up this year to consider all people focussed aspects in relation to security and it has developed a full action plan of activities covering employees, other workers, Members, contractors and visitors. The aim is to create and embed a security culture.
5. The focus, particularly with the recent commonwealth events has been on the Guildhall complex but the plan is to extend its work across the entire City Corporation estate including the schools.

Current Position

Gender Pay Gap

6. The City Corporation had reported on all of its workforce which includes the teaching and non-teaching staff in the three city schools in accordance with the requirements.
7. Table 1 below reports the City Corporation's gender pay gap i.e. the pay discrepancy between men and women irrespective of their job or position. The 2016/17 workforce profile indicates that 55.21% of our workforce is male and 44.79% is female.

Table 1: The Corporation's gender pay gap ("snap shot" date of 31 March 2017)

Pay rates	Gender pay gap - the difference between women's pay and men's pay as a percentage of men's pay		
Mean hourly rate	8.1% Lower		
Median hourly rate	1.4% Lower		
Pay quartiles	Women	Men	Total
Proportion of women and men in the upper quartile (paid above the 75th percentile point)	43%	57%	100%
Proportion of women and men in the upper middle quartile (paid above the median and at or below the 75th percentile point)	51%	49%	100%
Proportion of women and men in the lower middle quartile (paid above the 25th percentile point and at or below the median)	47%	53%	100%
Proportion of women and men in the lower quartile (paid below the 25th percentile point)	46%	54%	100%
Bonus pay	Bonus Gender Pay Gap - the difference women's bonus and men's bonus as a % of men's bonus		
Mean bonus	14% Lower		
Median bonus	0%		
Bonuses paid	Women	Men	
Who received bonus pay	11%	13%	

8. For the proportion of males and females in each quartile pay band, the figures in table 1 show the proportions of male and female full-pay relevant employees in four quartile pay bands, which is calculated by dividing the workforce into four equal parts. These quartile pay bands are established when making the calculation, so they do not correlate to the Corporation's own pay banding, but as an indicator they equate to:
- Lower Quartile Range: up to £13.73 per hour
 - Lower Middle Quartile Range: £13.80 to £18.71 per hour
 - Upper Middle Quartile Range: £18.85 to £28.34 per hour
 - Upper Quartile Range: £28.40 to £141.96 per hour
9. The data helps us to develop our HR Strategy and in particular the equality and inclusion action plan and HR policy and procedure development.
10. The gender pay gap calculations are based on the total monetary pay bill and as there are more men employed in the City Corporation particularly at the most senior grades, this impacts on the mean percentage pay and bonus calculation.

Data Protection Policy

11. We are currently reviewing HR policies and procedures to ensure compliance with the requirements of GDPR. The Employee Data Protection Policy was agreed at the Establishment Committee at its meeting in May 2018. It provides employees with a framework that outlines appropriate use of personal data in accordance with the GDPR, whilst protecting the City Corporation against liability for the actions of its employees, other workers, former employees and former other workers.
12. Appended within the revised Policy is the Employee Privacy Notice, this describes how the City Corporation as a Data Controller collects and uses personal information about employees during and after their employment. These have been sent to all members of staff. Amended contract clauses to comply with the GDPR have also been made along with a privacy notice for job applicants. In addition, all staff have been required to complete mandatory data protection eLearning.
13. The Director of HR has been granted delegated powers to approve necessary amendments to HR policies and procedures to ensure their compliance with the new legislation. Such amendments will be subject to appropriate trade union consultation.

People Security Policy

14. The People Security Board has developed and consulted on a Security Policy in relation to employees and other workers, contractors and others working under contracts for services. The Policy which was agreed at the Establishment Committee at its meeting in May 2018 clarifies the standards and expectation of all employees in relation to all matters of Security. The intention is to link to guidance and related policies and procedures as they are developed.
15. The Board considers security to be of the utmost importance. As with all conduct matters there is an incremental approach from informal standard setting, then if necessary progression through the formal stages if the required standard is not met. Any serious breaches of conduct can be considered as gross misconduct. The Establishment Committee at its meeting in May agreed to add serious breaches of security as an example of gross misconduct in the disciplinary procedures to re-enforce the importance placed on security.
16. Regular communication and messaging ensures that staff members, other workers and Members understand the types of security threat that exists and to ensure that they remain vigilant at all times.

Proposals

17. Gender Pay Gap Regulations require us to report on the total workforce. Whilst we could report on schools only it is thought that the pay gap will be more balanced than the all staff reported figure. The plan is to report on the disability and ethnicity pay gaps during the course of the year.

18. Further work is continuing to update our HR policies and procedures for GDPR compliance and as appropriate these will be reflected in the Teachers Guide. These amendments have been delegated to the Director of HR to approve and it is not proposed that these are report back to the Board for information unless there is a particular issue that the Board needs to be sighted on.
19. The establishment of a Security Policy and by making specific reference to serious breaches of security as potential gross misconduct are fundamental steps to embed a security culture.

Implications

20. There is a requirement to report our Gender Pay Gap and to be compliant with GDPR. The City Corporation recognises the range of security threats that present challenges for us and the need for these to be addressed.

Conclusion

21. We have complied with the Gender Pay Gap reporting requirements. The data capture informs the HR strategy and allows us to compare ourselves with other organisations.
22. As an employer the City Corporation must ensure it is able to demonstrate compliance with the new GDPR legislation this includes making sure our policies, procedures and contractual terms are revised accordingly.
23. Having a Security Policy that sets out the standards and expectations is an important element of embedding a security culture. Further activities will be rolled out over the coming year.

Appendices

- Appendix 1 – Employee Data Protection Policy and Employee Privacy Notice
- Appendix 2 - Security Policy - People

Background Papers

Gender Pay Gap - Report to Establishment Committee February 2018
Equalities Update - Report to Establishment Committee April 2018
Data Protection - Report to Establishment Committee May 2018
People Security Policy - Report to Establishment Committee May 2018

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Data Protection Policy (Employees)

Table of Contents

Statement of Intent.....	2
Scope.....	2
Purpose.....	2
Definitions	3
Data Protection Principles.....	4
Accessing Personal Data / Subject Access Requests (SARs)	7
Data Protection Breaches	9
Privacy Impact Assessment (PIA).....	9
International Data Transfers	10
Monitoring	10
Training & Compliance.....	10
List of Appendices.....	10
Links / Other Resources	10

Statement of Intent

1. The City of London Corporation (City Corporation) is committed to all aspects of data protection and takes seriously its duties, and the duties of its employees, under the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA 2018). This policy sets out how the City Corporation deals with employees' personal data, including personnel files and data subject access requests; and employees' obligations in relation to personal data.
2. The City Corporation recognises that employees have rights in relation to their own personal data processed by the City Corporation, and as employees of the City Corporation they have responsibilities for the personal data of others (i.e. clients, customers and colleagues) which they process in the course of their work.
3. The City Corporation has appointed the Comptroller & City Solicitor as Data Protection Officer, the person with responsibility for advising the organisation in relation to data protection compliance, who can be contacted at information.officer@cityoflondon.gov.uk.
4. The Director of Human Resources will be responsible for the interpretation, advice and management of this procedure on behalf of the City Corporation.

Scope

5. This policy applies to all prospective, current and former employees and workers at the City Corporation, including teaching and support staff in the three City Schools and support staff in the City of London Police. The term 'employee' used in this policy refers to all those in scope as described above. In addition other workers such as, contractors, agency workers, volunteers, interns, apprentices and those undertaking work experience at the City Corporation are expected to observe the data protection principles and to comply with the responsibilities set out in the paragraphs below.
6. This policy should be read in conjunction with the corporate Data Protection Policy and may be supplemented by local data protection policies for example within Schools and the Barbican Centre where local policies may act as an extension to this policy.

Purpose

7. The purpose of the policy is to:
 - provide employees with a framework that outlines appropriate use of personal data in accordance with the GDPR and DPA 2018; and
 - protect the City Corporation against liability for the actions of its employees, other workers, former employees and former other workers.

Definitions

8. Data protection is about the privacy of individuals, and is governed by the GDPR and DPA which defines, among others, terms as follows:

- **“Personal data”** any information that relates to an identified or identifiable living individual. This includes where living individuals can be directly or indirectly identified using information such as a name as well as other identifiers such as unique personal identifiers (e.g. payroll and National Insurance numbers), location data or other online identifiers, as well as physical, physiological, genetic mental, economic, cultural or social identity
- **“Controller”** the person or organisation responsible for determining the purposes and means of the processing of personal data The City Corporation is the data controller in respect of all personal information that relates to the City Corporation’s business.
- **“Data Protection Officer” (DPO)** public authorities are required to have a DPO to inform and advise on data protection matters, monitor compliance with data protection legislation and act as liaison with the Information Commissioner’s Office (ICO).
- **“Data subject”** is the identified or identifiable person to whom the personal data relates.
- **“Processing”** is defined very broadly and encompasses any action performed on or with personal data, including collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction (that is, the marking of stored data with the aim of limiting its processing in the future, erasure and destruction. In effect, it is any activity involving personal data.
- **“Processor”** is the person or organisation (a third party) who processes personal data on behalf of the data controller.
- **“Special categories of personal data”** means personal data which reveals a data subject’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric and health data, and information relating to a data subject’s sex life or sexual orientation.
- **“Criminal records data”** means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings. To note it is lawful to consider spent convictions for certain types of employment listed as detailed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Data Protection Principles

9. The City Corporation is legally required to comply with the six Data Protection principles when processing personal data. These principles require that personal data:
 - i. Shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.
 - ii. Shall be collected only for specified, explicit and legitimate purposes; and it must not then be further processed in any manner incompatible with those purposes.
 - iii. Shall be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
 - iv. Shall be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that data which is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay.
 - v. Shall not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed. Personal data may be stored for longer periods provided it is processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes. This is subject to the implementation of appropriate data security measures designed to safeguard the rights and freedoms of data subjects.
 - vi. Shall be processed in a manner that ensures its appropriate security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
10. The City Corporation tells individuals the reasons for processing their personal data, how it uses such data and the legal basis for processing in its privacy notices. It will not process personal data of individuals for other incompatible reasons.
11. Stronger legal protection applies in relation to the special categories of personal data information:
 - racial or ethnic origin
 - political opinions
 - religious or philosophical beliefs
 - the processing of genetic data
 - the processing of biometric data in order to uniquely identify a person
 - mental or physical health
 - sexual life and orientation
 - trade union membership
12. There are separate safeguards for personal data relating to criminal convictions and offences, or related security measures.

The City Corporation

13. As a data controller the City Corporation has publicly registered its general purposes for processing personal data on the Information Commissioner's Office (ICO) website.
14. As part of the purpose of "employee administration" the City Corporation may, where necessary for a lawful purpose, disclose personal data to professional advisers (e.g. legal or medical), pension scheme administrators including the LGPS Pensions Board, banks and insurers, and other companies to which the City Corporation has contracted work relating to any of the purposes stated on its register of processing activities.
15. Information about employees may also be disclosed where required by law, or in connection with legal proceedings, or for the prevention / detection of crime, or assessment / collection of tax. Information about employees may also be disclosed to others at the employee's request or with the employee's consent.
16. Special provisions apply to the processing of special categories of personal data (see definitions), and generally the processing of such information will be avoided where possible. Where the City Corporation needs to process special categories of personal data it will rely on the subject's explicit consent given in the contract of employment, or on one of the other justifications specified under the first principle i.e. processed lawfully, fairly and in a transparent manner in relation to individuals; or it will seek if appropriate, the data subject's specific consent. The exceptions to individual consent being when collating statistical data for reporting purposes for the City Corporation to fulfil its contractual, management and legal responsibilities.
17. Departments and institutions are responsible for the personal data they hold and process. Accordingly, the City Corporation operates an Access to Information Network (AIN), consisting of representatives from each department which supports this responsibility and the work of the Information Officer. For a list of all departmental AIN representatives at the City Corporation see Links / Other Resources.
18. The departmental AIN representative should be the first port of call, when a matter concerning data protection compliance has arisen. If you are unable to contact your departmental AIN representative, you should contact the Information Compliance Team in the Comptroller and City Solicitor's Department.

Managers

19. Managers should ensure that:
 - They and their employees have completed the mandatory data protection online training course and any further training as appropriate to their role; and

- They and their employees are familiar with local procedures and practices regarding the processing of all personal data to which they have access in the course of their duties.

CityPeople (HR and payroll system)

20. Where personal data held within the CityPeople system is to be disposed of, it is either deleted or redacted and put beyond business use i.e. no unique identification factors remain.

Employees

21. The City Corporation's Employee Privacy Notice (Appendix 1) sets out how personal data may be processed and the legal basis for doing so. In limited circumstances, the City Corporation may rely on employees' explicit consent for processing; where this is the case consent should be freely given, can be withdrawn and will generally be recorded by the employee's signed agreement.
22. As part of the on-going move to employee self-service, managers can view their immediate reports contact information including emergency contact details (where provided) and employment information integral to staff management. However, employees are responsible for maintaining their own personal information (i.e. bank details, home address etc.) whether through City People employee self-service or any other employee self-service system where applicable. Advice or support in doing so is available from the HR Business Unit at CorporateHRHelpdesk@cityoflondon.gov.uk.
23. Employees with access to and responsibility for personal data are expected to:
 - access only data that they have authority to access and only for authorised purposes;
 - comply at all times with the City Corporation's IT, Security and email use policies; and in particular not use a non-corporation email system for the transmission of personal data;
 - use data responsibly and in accordance with the data protection principles and should be cautious about disclosing personal data both within and outside the City Corporation, and about using it in email and via the internet or intranet;
 - complete mandatory data protection and related training to comply fully with corporate and local guidance, procedures and practice regarding the processing of personal data and check their authority to take any action involving personal data with their manager;
 - report any loss or compromise of their own or others personal information to the departmental AIN representative or the Information Compliance Team as soon as possible;

- take all necessary action to keep personal data secure, no matter its form or format, including by the proper management of electronic devices, including mobile devices and computer access; implementing and complying with rules on access to premises and secure electronic and hard copy file storage and destruction, and in accordance with corporate policies and guidance.
24. Where personal information is to be disposed of, employees should ensure that it is destroyed permanently and securely. This may involve the permanent removal of the information from the server so that it does not remain in an employee's inbox, deleted items folder or recover deleted items folder. Hard copies of personal information must be confidentially shredded or placed in confidential waste bins provided. Employees should be careful to ensure that personal information is not disposed of in a wastepaper basket / recycle bin. It must be remembered that the destruction of personal data is of itself “processing” and must be carried out in accordance with the data protection principles.
 25. If an employee acquires any personal data in error by whatever means, they shall inform their departmental AIN representative immediately and, if it is not necessary for them to retain it, destroy the personal data without any further processing of it.
 26. An employee must not send other people’s personal data from a City Corporation laptop, desktop, tablet or mobile phone to a personal email account i.e. an account not owned or controlled by the City Corporation, except where it is legally permitted to do so.
 27. Where employee personal data needs to be taken off site the responsible employee must ensure that appropriate steps are taken to protect it; be it in hard copy, stored on a laptop or other electronic device. For the removal of hard copy information, prior consent should be obtained from their line manager or senior officer. Care must also be taken when observing personal data in hard copy or on-screen so that such information is not viewed by anyone who is not legitimately privy to it.
 28. If an employee is in any doubt about what they may or may not do with personal data, they should seek advice from their departmental AIN representative before taking any action.

Accessing Personal Data / Subject Access Requests (SARs)

29. Data subjects have a general right of access (subject to exemptions) to the personal data held about them. This right can be exercised by submitting a Subject Access Request (SAR). The type of personal data kept about employees includes personnel files, occupational health and sickness records, disciplinary or training records, appraisal or performance review notes, emails in which the employee is the focus of the email and documents that are about the employee.

30. Any employee receiving a SAR from a data subject directly should immediately pass it to their departmental AIN representative and the Information Compliance Team. All responses to SARs should be coordinated by the relevant departmental AIN representative or the Information Compliance Team.
31. Some personal data may be exempt from disclosure to the data subject, but these exemptions or restrictions, are to be assessed on a case by case basis. If a subject access request is manifestly unfounded or excessive, the City Corporation is not obliged to comply with it but can agree to respond where costs are agreed to be met.
32. All SARs must be acknowledged. The City Corporation must respond to a SAR, subject to any exemptions or constraints to disclosure, within one month from the date it is received. In some cases, such as where we process large amounts of the individual's data, we may respond within three months of the date the request is received. The departmental AIN representative will write to the individual within one month of receiving the original request to tell him/her if this is the case.
33. If an employee becomes aware that the City Corporation holds any inaccurate, irrelevant or out-of-date personal information about them, it may be possible for them to update these records themselves (through any corporate employee self-service system). Where this is not possible, they should notify the HR Business Unit at CorporateHRHelpdesk@cityoflondon.gov.uk and provide any necessary or suggested corrections and/or updates to the information. The departmental AIN representative will also be notified.
34. If an employee requests the City Corporation to stop processing data or erase data that is no longer necessary for the purposes of processing on either a temporary or an indefinite basis, they should notify the HR Business Unit at CorporateHRHelpdesk@cityoflondon.gov.uk stating the ground(s) for the request. The departmental AIN Representative will also be notified.
35. However, where the deletion of personal data is approved, and the data is processed by another organisation commissioned on the behalf of the City Corporation, the City Corporation will contact the organisation and inform them of the deletion; unless this proves impossible or involves disproportionate effort. Note: this does not apply in the case of taking up certain staff benefits, where an employee elects to enter into an agreement directly with an external benefits provider, then that provider's own privacy notice should be referred to.
36. In some circumstances it may not be possible to comply with a request for erasure of personal data or to stop processing data. Examples include where processing is required in order to comply with a legal obligation for the performance of a public interest task or exercise of official authority.
37. Complaints regarding the City Corporation's processing of personal data should be addressed to: Complaints Officer, Town Clerk's Department, City of London, PO Box 270, Guildhall, London, EC2P 2EJ, UK; or email: complaints@cityoflondon.gov.uk.

Data Protection Breaches

38. Failure to observe the data protection principles within this policy may result in an employee incurring personal criminal liability. It may also result in disciplinary action up to and including dismissal where there are significant or deliberate breaches of this policy, such as accessing employee or customer personal data without authorisation or a legitimate reason to do so.
39. Employees must immediately report to their departmental AIN representative and the Information Compliance Team, any actual or suspected data protection breaches, which will be investigated in accordance with the City Corporation's Data Protection Breach guidelines.
40. If the City Corporation discovers that there has been a breach of employee related personal data that poses a risk to the rights and freedoms of individuals, it is required to report it to the Information Commissioner within 72 hours of discovery. The City Corporation will record all data breaches regardless of their effect.
41. If the breach is likely to result in a high risk to the rights and freedoms of individuals, it will tell affected individuals that there has been a breach and provide them with information about its likely consequences and the mitigation measures it has taken.
42. Where the City Corporation engages third parties to process personal data on its behalf, such parties do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Privacy Impact Assessment (PIA)

43. Some of the processing that the City Corporation carries out may result in risks to privacy. Where processing would result in a high risk to individual's rights and freedoms, the City Corporation will need to carry out a data protection Privacy Impact Assessment (PIA) to determine the necessity and proportionality of the processing. This will include considering the purposes for which the activity is carried out, the risks for individuals and the use of new technologies and the measures that can be put in place to mitigate the risks. Advice should be sought from the Data Protection Officer at an early stage where a proposal may require a PIA.

International Data Transfers

44. Employee related personal data held directly by the City Corporation is not routinely transferred to countries outside the EEA. However, certain data processed by third parties on behalf of the City Corporation may be transferred, for instance organisations based outside the EEA or operating on a global basis may need to transfer or store your personal data outside the EEA. Links to each organisation's privacy notice will be supplied where this occurs.

Monitoring

45. Since the City Corporation's communications facilities i.e. email, messaging, Skype etc. are provided for the purposes of the City Corporation's business, employees should not expect that their communications will be private; although the City Corporation will, subject to its overriding business requirements, do its best to respect an employee's privacy and autonomy at work.
46. The City Corporation may monitor an employee's internal and external communications (whether via telephone, email, and internet, or otherwise) for the purposes specified in the Code of Conduct in accordance with the Communications and Information Systems Use Policy.

Training & Compliance

47. The City Corporation provides training to all employees on data protection matters on induction and on a regular basis thereafter. This training is mandatory, and completion of the training will be monitored by Corporate HR and Business Services Unit.
48. The City Corporation will review and ensure compliance with this policy at regular intervals.

List of Appendices

Appendix 1 – Employee Privacy Notice

Links / Other Resources

- [Code of Conduct](#)
- [Communications and Information Systems Use Policy](#)
- [Data Protection Policy](#)
- [Information Commissioner's Office \(ICO\)](#)
- [Departmental AIN representatives](#)

Employee Privacy Notice

This notice describes how the City of London Corporation ("the City Corporation") as a data controller collects and uses personal information about you during and after your employment, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). The Notice will be reviewed periodically and may be updated at any time.

This Notice applies to current and former employees, workers and contractors. The City Corporation's Data Protection Officer is the Comptroller and City Solicitor and can be contacted at information.officer@cityoflondon.gov.uk.

The information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

Examples of the categories of personal information we will collect, store and use about you include:

- Personal contact details such as name, title, address, telephone numbers and personal email addresses
- Date of birth
- Gender
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll number and tax status information

- Information such as salary, start date, annual leave, working hours, work title, job roles, pensions and benefits information
- Location of employment or workplace
- Copy of driving licence (if required)
- Recruitment information (including copies of right to work documentation, references, documents verifying identity/qualifications and other information included in an application form, CV or covering letter or as part of the application process)
- Performance information
- Disciplinary and grievance information
- Information obtained through electronic means such as ID card
- Information about your use of our information and communications systems
- Photographs

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious/philosophical beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your health, including any medical condition, health and sickness records, and disability
- Genetic information and biometric data
- Information about criminal convictions and offences, or related security measures such as, for specific roles Disclosure and Barring Service (DBS) checks, the Single Central Register (SCR) in schools) work absence information such as number of absences and reasons
- Data for monitoring and reporting purposes such as equalities data reporting to demonstrate compliance with The Public Sector Equality Duty (PSED). Reporting will be of anonymised data only

Why we collect and use this information

- To make a decision about your recruitment and confirm your suitability for employment
- To determine the terms on which you work for us
- To check you are legally entitled to work in the UK
- To pay you and, if you are an employee, deducting tax and National Insurance contributions

- To administer employees' pension benefits
- To administer the contract we have entered into with you
- To make decisions about salary reviews, compensation and continued employment
- To conduct performance reviews, manage performance, manage sickness absence and fitness to work
- To make arrangements for the termination of the employment relationship
- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To comply with health and safety obligations

The lawful basis on which we process this information

Your personal data will be processed only when there is a legal basis to do so. Processing of your personal data will only take place in one or more of the following circumstances:

1. To perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary in the public interest.
4. Where point 3 does not apply, where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
5. Where we need to protect your interests (or someone else's interests).
6. In limited circumstances, with your explicit written consent.

The legal basis for collecting special categories of data, include the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our occupational pension scheme, and in line with our data protection policy.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Consent

If we have consent to use your personal information for any particular reason, you have the right to remove your consent at any time by contacting the Information Compliance Team.

Collecting this information

Whilst the majority of information you provide is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. Staff receive mandatory training in data protection.

Storing this information

We hold your personal data for a reasonable period in accordance with legal requirements after the termination of your employment with us.

Sharing this information

We share information about employees with external agencies only when necessary and where the law and our policies permit us to do so, for example for the prevention or detection of crime.

We may share your personal data with the trade unions and organisations which provide and administer employee benefits. For example, auto-enrolment under the Pensions Act 2008 to either the Local Government Pension Scheme (LGPS) for officers or the Teachers' Pension Scheme (TPS) for teachers.

Where a third party is to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. However, where you may choose to elect to enter into an agreement directly with an external staff benefits provider, then that provider's own privacy notice should be referred to.

International data transfers

Employee related personal data held directly by the City Corporation is not routinely transferred to countries outside the EEA. However, certain data processed by third parties on behalf of the City Corporation may be transferred, for instance organisations based outside the EEA or operating on a global basis may need to transfer or store your data outside the EEA. We will put in place additional protections on your personal information if it leaves the UK ranging from secure way of transferring data to ensuring we have a robust contract in place with that third party. Links to each organisation's privacy notice will also be supplied where this occurs.

Your rights regarding your personal information

Under data protection legislation, you have the right to request access to information about you that we hold, also known as a Subject Access Request. You will not have to pay a fee to access your personal information (or to exercise any of the other rights listed below). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You also have the right to:

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your

particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

To make a Subject Access Request or to verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Information Compliance Team at information.officer@cityoflondon.gov.uk who will refer your request to the relevant departmental AIN representatives. Refer to the Data Subject Rights' Policy for further information.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, these should be addressed to: Information Compliance Team, Comptroller and City Solicitor's Department, City of London, PO Box 270, Guildhall, London, EC2P 2EJ, UK; or email information.officer@cityoflondon.gov.uk.

Further information

If you would like to discuss anything in this Privacy Notice, please contact the City Corporation's Data Protection Officer at information.officer@cityoflondon.gov.uk.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.

Security Policy - People

Table of Contents

Statement of intent.....	1
Scope.....	2
Aims	2
Definitions	2
Responsibilities	3
Duties of the Town Clerk and Chief Executive:	3
Duties of Heads of Corporate Departments and Directors:.....	3
Strategic Director of Security:.....	4
Duties of all Line Managers:.....	5
Duties of all employees and other workers:	5
Links / Other resources	6

Statement of intent

1. The City of London Corporation prioritises the security and protection of its employees, other workers, Members, assets, Intellectual Property, Personal Data and Confidential Information. Security awareness is everyone's responsibility, and everyone must comply with the City Corporation security policies and instructions.
2. This policy includes the terms of any security agreements that the City Corporation enters into with customers, government, partner agencies, specific individual requirements and responsibilities within vetted posts and for specific events.
3. This policy is supported by subordinate corporate security procedures and guidance and should be read and operated in conjunction with other relevant City Corporation guidance and advice set out in Link/Other resource.

Scope

4. This policy applies to all City Corporation employees including teaching staff in the three City schools. It also applies to other workers including agency, casual staff, work experience, interns, volunteers, consultants, contractors and those working under a contract for services to the City Corporation.
5. The Director of Human Resources will be responsible for the interpretation, advice and management of these procedures on behalf of the City Corporation. This policy defines the minimum standards which must be followed.

Aims

6. This policy provides a clear statement and an overarching framework for all people security related policies, procedures and guidance.
7. It sets out the City Corporation's security standards and defines the behaviours which must be adhered to in order to protect employees, other workers, visitors, contractors, assets and reputation.

Definitions

8. The following definitions and common terms are:
 - **Assets:** include Intellectual Property, Personal Data and Confidential Information
 - **Personal Data:** is information relating to a living identifiable individual which must be held and used (processed) in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
 - **Data Protection Officer ("DPO"):** public authorities are required to have a DPO to advise them on data protection law, monitor compliance and act as liaison with the Information Commissioners Office ("ICO").
 - **Confidential Information:** any information that is not in the public domain and is intended to be protected from disclosure (whether it is proprietary in nature or whether by contract, legal protections such as trade secret laws, or other means). Information may be confidential irrespective of whether it is specifically labelled "confidential", "proprietary" or otherwise, or whether it is oral, written, drawn or stored electronically. Alternatively, labelling information "confidential" or "proprietary" or other classification does not automatically make the information Confidential Information. Personal data may or may not be confidential.
 - **Employees:** someone who works directly for the City of London Corporation, either on a permanent or fixed-term contract of employment.

- **Workers:** includes agency, casual staff, work experience, interns, volunteers, consultants, contractors and those working under a contract for services.
- **Members:** An elected Member of the Court of Common Council (100 Common Councilmen and 25 Aldermen)
- **Intellectual Property:** intangible property that is the result of creativity, such as designs, patents, copyrights and trademarks.
- **Security Culture:** an environment in which employees, other workers and Members are conscious of security risks, proactively support measures implemented to mitigate those risks, and feel empowered to challenge behaviours which compromise safety and security.
- **Security Personnel:** representatives of the City Corporation Security Teams, and uniformed guard officers contracted by the City Corporation to provide security at City Corporation buildings and events.
- **Security Policies:** together this policy, all other policies procedures and guidance that relate to the security and behaviours of employees, other workers, Members and visitors. It also relates to information and security of IT and policies and procedures in respect of building security.

Responsibilities

Duties of the Town Clerk and Chief Executive:

9. The Town Clerk will ensure that all appropriate mechanisms are in place for this policy to be applied across the City Corporation. The Town Clerk will provide strategic leadership and ensure resources (including people and financial) are in place to discharge this policy and related security policies.

Duties of Heads of Corporate Departments and Directors:

10. Some Directors have specialist and key duties which must be discharged to ensure our Security Policies and arrangements are implemented. For example, the City Surveyor in relation to buildings and security policies and procedures; the Director of HR is responsible for employee related policies and training; the Chamberlain for the IT security, procurement and contracts and our financial assets.
11. All Chief Officers must ensure that all employees and workers in their departments:

- are aware of the City Corporation's security policies and understand the importance of compliance with them.
- receive regular messages through line management to comply with our security policies, to reinforce and embed a positive and proactive security culture.
- complete any required security training.

12. Chief Officers will ensure:

- that premises or buildings comply with the terms of any Building Protective Security Policy and /or guidance that is in place designed to ensure the physical security of our people, assets, intellectual property and confidential information.
- Any non-compliance with the security policies within their business or function area is dealt with in an appropriate and timely manner, and reported on the Security Incident Tracker, and in the case of serious breaches via the Corporate Security Director to the Security Board.
- Appropriate technical and organisational measures are in place to ensure the confidentiality, integrity and security of information, particularly personal data held by their Departments, and that data protection breaches are reported to the Data Protection Officer immediately.

Strategic Director of Security:

13. Strategic Director of Security will:

- Monitor and assess the overarching security environment both externally and internally and its impact on the City Corporation's security culture, policies and practice.
- From time to time revise or direct the revision of the security policies and the issue of new security policies.
- Provide guidance on the security policies where appropriate.
- Ensure direct training is made available on the security policies as required.

Duties of all Line Managers:

- Line managers will be responsible for ensuring their staff are fully cognisant with all security related instructions.
- Line managers will ensure that any issues of non-compliance by a member of their staff, are dealt with in an appropriate and proportionate manner (dependent upon the nature of the non-compliance) in accordance with the Employee Handbook and HR policies.

Duties of all employees and other workers:

14. All employees and other workers are required to:

- cooperate on all matters relating to safety and security whilst on City Corporation business including support of and adherence to all procedures and guidance, and all reasonable instructions. Failure to comply will be treated seriously.
- act in a responsible manner, conducive to the safety and security of themselves, colleagues and visitors to the City Corporation.
- wear their corporate identification pass at all times with photo clearly visible whilst on City Corporation premises and remove it on departure.
- make passes available for inspection by security personnel and comply with any security requests or instructions whilst on City Corporation premises.
- comply with the instructions of site security personnel for building access controls, in the event of an incident, emergency, drill or test, or any matter concerning security.
- ensure that all personal data and confidential information is securely used and stored, in accordance with the Employee Data Protection Policy, and any associated policies and guidelines. Information stored electronically must be secured appropriately for that system in accordance with the Employee Data Protection Policy and any other associated policies and guidance linked at the bottom of this policy.
- report as soon as practicable using the Security Incident Tracker and to a line manager any matters likely to jeopardise the security of our employees, other workers and visitors, or lead to the potential loss of City Corporation assets or information.

- without prejudice to the above, to ensure all data protection breaches are reported to the DPO as soon as they become known.
- ensure that all work undertaken, and data created or held with Government Security Classifications is stored, processed and destroyed in accordance with official guidance.

Links / Other resources

Employee Code of Conduct

Employee Data Protection Policy

Screening and Vetting Policy

Communication and Information System Use Policy

Security Incident Tracker

City Secure Hub

CityPeople Self-service Personal/ Friends and Family

Committee(s):	Dated:
Board of Governors of the City of London School	14 June 2018
Subject: Head's Report	Public
Report of: The Head, City of London School	For Report
Report Author: Alan Bird, Head	

Main Report

This report contains an update on:

1. Outreach and Partnerships Report
2. Pride Week 2018
3. Medical Conference
4. The Corporate Plan 2018-23

1. Outreach and Partnership Report

This report was submitted to the meeting of the Corporation of London Education Board in May 2018.

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Outreach and partnership remain important parts of school life for both staff and pupils at CLS. This academic year, we have not just maintained but strengthened existing relationships as well as building new ones. We work closely with our partners across the family of Corporation of London schools, and engage in a significant range of activities.

London Youth Choir

Named as the ‘coolest choir inside the M25’, the LYC is a family of 5 choirs established in 2012 to provide young people within Greater London with an outstanding choral education through exceptional music training and high level performance opportunities. The choir’s vision is to “*inspire young people to achieve the highest possible standard in choral singing, musicianship and vocal production in a supportive and welcoming environment, whilst representing the City of London*”.

This year, CLS has forged an ambitious partnership with the LYC, and we host a weekly rehearsal for upwards of 150 young singers from across London. The LYC recruits primarily from schools and areas where the musical provision is limited, and many of those who sing in the choirs would not otherwise have the opportunity to do so. Alongside regular weekly rehearsals at City of London School, LYC also leads ‘Aspire’, a community engagement programme in collaboration with music hubs across all 33 London boroughs.

On Monday 26 March 2018, City of London School applauded the extraordinary talent, dedication and hard work of London Youth Choir, hosting their fifth anniversary concert in the School’s Great Hall. The Head was pleased to welcome the LYC and their patron, Gareth Malone OBE, to the School for their spring concert, dubbed ***Out of this World***. As well as the Head and Gareth Malone, the concert was attended by my parents, family, trustees and friends of the LYC, as well as School and Corporation staff including the City of London Remembrancer (Paul Double).

Project Rousseau

The School’s partnership with Project Rousseau continues to be a great success. In February 2018, we hosted our second annual visit of the Project’s staff and students. CLS families hosted Project Rousseau students. These young men and women come from extremely difficult personal circumstances and backgrounds. Through Project Rousseau, they hope to become the drivers for generational change within their families by gaining places at Ivy League universities in America (or other leading universities around the world). Their London trip was part of a ‘Broadening Horizons’ programme intended to give the students a greater breadth of life experience. The finale of the trip was a dinner in the library for all of the visiting students and their hosts from a variety of London schools. The visiting students spoke movingly about their time with their hosts, the places they had visited, and the impact of Project Rousseau on them.

Ark Bentworth Primary Academy

The partnership between CLS and Ark Bentworth Primary Academy (situated in a deprived part of White City) is now in its sixth year. This year, CLS teachers in PE, Drama, English and Science have worked with pupils and staff at Bentworth to offer enrichment activities. These have included debating skills and critical thinking workshops (for children), theatre skills, and use of both laboratories and sports facilities here at CLS. CLS continues to provide a member the SMT to sit on their Governing Board.

CLS teachers work with the school to provide activities and tuition that the school would not otherwise receive, or be able to deliver to as high a standard – in Science, PE, debating, Drama, and languages. Each year, this has a positive impact on **all** of the Year 5 and Year 6 pupils, as the entire cohort of each year is part of the programme. The teachers of the school forge good links with the staff that they work with, and this is of professional benefit.

As well as providing support for the governance of the school via a member of SMT, some ‘Old Citizens’ volunteer their time to sit on the Board as well. Their spread of skills is most welcome as they count amongst their number a paediatrician, a barrister and a fund manager. The Chair at Ark Bentworth noted that “*the*

support of CLS is invaluable; the school adds great value to our pupils; the chance to visit your school and use the facilities is fantastic, as is the ongoing commitment of the staff that come to visit us”.

Into University

CLS remains rightly proud of being a founding partner and sponsor of a new Into University centre in North Islington. Into University has a proven track-record of transforming the educational prospects and aspirations of young people in areas of deprivation, through innovative workshops, mentoring and academic support. Islington is one of the most polarised boroughs in London in terms of disparities in wealth and opportunity. Our sponsorship directly benefits hundreds of boys and girls every year, while giving our own community, from senior boys to Old Citizens, staff and parents, the opportunity to volunteer as mentors and to support the centre in all its activities. In 2017-18, 27 Sixth Form boys have given generously of their time to attend after school homework clubs run at centres across London. They provide academic help and coaching to the students that attend. For some boys, this is their second year volunteering with the scheme, and some of them have amassed over 50 hours of volunteering.

Duke of Edinburgh

The pupils who follow the Duke of Edinburgh programme make a significant contribution to the community via the service aspect of the course. In the year 2017-18, 108 boys took part, and in 2018-19, 86 are in the programme. The activities that the boys tend to do for their volunteering are:

- Coaching at local sports clubs
- Helping out at local libraries
- Helping out at charity shops
- Helping at local churches
- Into University

Salmon Centre

The Salmon Centre is a fantastic place in Bermondsey that provides the young and elderly in the community with facilities, contacts and events that help enrich their lives. CLS has a long-standing relationship with the centre and their current Chairman is a parent of a CLS pupil. The boys from CLS help with events such as football, music recitals and even historical re-enactments. This year, fifteen boys help at the Salmon Centre each week.

Noah's Ark Hospice Concert

Adam Crockatt (from the CLS Music Department) took the City of London School Jazz Ensemble and Ukulele Orchestra for a 'Precious Moments Concert' at Middlesex University, an annual charity music event that brings Schools and Choirs from across North London together in a celebration of song to support their local children's hospice. This was in connection with Noah's Ark Hospice. The concert was a great success, raising almost £10,000 for the charity.

Fundamentals of Financial Services: Summer Course

In Summer 2017, and to be repeated annually, CLS hosted a 'Fundamentals of Financial Services' course. The four-day long course was delivered by the Head of Economics, and students from across London were invited. Students from five different schools attended (including two pupils from City academies who attended free of charge). This year, the invitation will be extended to all CoL schools, as well as more widely, and CLS will do all that it can to broaden participation in what has proved to be a most worthwhile venture. With a 100% pass rate, this provides an excellent introduction to common financial products, and results in a Chartered Institute of Securities and Investment qualification. It is also an excellent addition to pupils' UCAS applications.

Pimlico Puffins

Through the CLS alumni network, two Old Citizens have been supporting this swimming club for disabled young people. In due course, they also hope to be able to sit on the committee and bring organisational experience to bear on the running of the club. This is a new link that we hope to be able to grow in the coming years, with opportunities for current pupils to volunteer time to the club.

Community Service Organisation

The Community Service Organisation continues to make a significant contribution to the school's outreach programme. The table below provides an overview of the numbers involved in the different activities that are outward facing (the CSO also does work in school on a peer-to-peer basis).

Name	Time	Pupils	Activities
Independent projects	60 hours within an academic year	35 4 th formers	Setting up their own community projects, such as working with local places of worship, giving chess lessons at a local Elderly Centre, working with asylum seekers, helping out at their local charity shop or library, or working with young members of society in sports such as tennis and football.
Youth Ambassadors for TfL	Weekly 1 hr + own time to get to 60 hours within an academic year	12 4 th formers	Helping raise awareness to our own and other school communities (e.g. via poster campaigns and/or assemblies) about the risks of travelling to school, and providing subsequent advice. They will pitch in a “Dragon’s Den” and will hopefully be awarded further money to launch an Oyster card competition.
WE projects	Weekly 1 hr + own time to get to 60 hours within an academic year	12 4 th formers	A social action group that raise money and awareness for world-wide causes such as food wastage, speaking up for those who do not have a voice on issues such as renewable energy. The projects culminate in a celebration day late in the year to bring together all the people who had worked on WE projects throughout the UK into one location (Wembley Arena).

Teach First Mentoring

One member of the CLS staff is a committed mentor on the Teach First ‘Futures’ programme. This is a university access programme designed to help Sixth Form pupils improve their chances of attending one of the top universities in the country. There is a particular focus on groups who are currently under-represented in higher education, and those who have the academic potential, but lack the knowledge, confidence, or support to get into university. This year, support has been provided to two girls from Holy Family Catholic School in Walthamstow, supporting them through the UCAS process, A Level exams, and hopefully their transition to university. Both of them have received Oxbridge offers as a result of this support.

Fire Tech Camp

One of our talented coders has volunteered an entire half term holiday this year to work at a Fire Tech Camp. The organisation runs accessible coding and developer courses for young people aged 9-17 from a diverse range of backgrounds.

The Ideas College

Although very early days, CLS is in discussion, with CoL, to explore what support and/or partnership we might provide to The Ideas College. This new Free School offering ‘alternative provision’ for 13-16 year olds is aiming to open in September 2020. CLS has existing links with some of the founding governors, and will be working closely with them to explore opportunities.

Higher Education Access

CLS continues to offer access to support regarding the admissions process across the CoL academies: this includes access to admissions test training courses and interview preparation. It is a target for the year 2018-19 to increase the number of pupils from CoL schools who access the services we have and events that we run.

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Joe Silvester, the Assistant Head (Teaching, Learning and Outreach), leaves CLS at the end of this term for the role of Deputy Head (Academic) at Bancroft's School. I should like to place on record my thanks for all that he has done in driving forward the School's Outreach programmes. This area of school life will be overseen by Ian Emerson (Head of Sixth Form) in 2018-19, as he joins the SMT.

2. Pride Week 2018

Co-ordinated by the LGBT+ Society, the School is delighted to be running a programme of events to mark Pride Week 2018.

The programme will include talks by Susie Green (CEO, Mermaids), Peter Tatchell (human rights campaigner), Peter Laverack (human rights barrister, and part of the legal team that successfully challenged Trinidad and Tobago's laws that criminalise homosexuality) and Pierre-Antoine Godefroy (Stonewall). Wherever possible, CoL staff and pupils from other CoL schools will be invited to attend.

In line with other CoL buildings, the rainbow flag will be fly over CLS through the final week of term.

3. Medical Conference

On Saturday 30th June, the CLS Medical Society is presenting a one-day conference ('Medicine: An Applicant's Guide) for any pupils in Years 11 and 12 who are considering an application to university to study Medicine. Pupils in all CoL schools have been invited.

The day will involve talks and panel discussions by doctors from across the healthcare spectrum, medical ethicists, medical students, and university lecturers and admissions tutors. It will cover a range of topics, including the principles of patient care, the state of the NHS, the benefits and drawbacks of various specialities, and advice on what universities are looking for in prospective medical students. Furthermore, there will be opportunities for pupils to register to volunteer with London-based medical charities.

The entire day has been planned and organised by the pupils of the Medical Society.

4. The Corporate Plan 2018-23

City of London School is proud to be part of the City of London Corporation, which published its Corporate Plan 2018-23 earlier this year. Kate Smith, Head of Corporate Strategy and Performance, will visit the School in June to provide a full briefing on the Plan to the SMT and other senior staff. The Plan will then help to guide the School's thinking as it updates its own Strategic Plan in 2018-19.

Contact: Alan Bird
Head
City of London School
head@cityoflondonschool.org.uk
020 3680 6400

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