

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Tuesday, 28 November 2017

Minutes of the meeting of the Board of Governors of the City of London School held
at City of London School, Queen Victoria Street, EC4V 3AL on Tuesday, 28
November 2017 at 11.00 am

**PRIOR TO THE MEETING, GOVERNORS UNDERTOOK GENERAL DATA
PROTECTION (GDPR) TRAINING BETWEEN 10.30AM-11.00AM**

Present

Members:

Ian Seaton (Chairman)	Alderman Vincent Keaveny
Deputy James Thomson (Deputy Chairman)	Ronel Lehmann (External Member)
Alexander Barr	Tim Levene
Deputy Keith Bottomley	Lord Levene of Portsoken (External Member)
Dominic Christian	Christopher Martin (External Member)
Marianne Fredericks	Sylvia Moys
Caroline Haines	Dame Mary Richardson (External Member)

Officers:

Dr Richard Brookes	- Acting Head
Coco Stevenson	- Deputy Head (Pastoral)
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department
Amanda Mays	- Town Clerk's Department (HR)
Steve Reynolds	- Chamberlain's Department
Beth Forge	- Chamberlain's Department

In Attendance:

Alan Bird	- Head-Designate
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1. APOLOGIES

Apologies were received from Deputy Roger Chadwick, Deputy Clare James, Deputy Edward Lord and Professor Michael Whitehouse.

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

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 18 October 2017 be approved as a correct record.

Matters Arising

City of London School Bursary Fund

The Chamberlain noted that the Fund's Scheme meant that the monies were restricted to hardship bursaries. In response to a comment from the Chairman that the higher than forecast income provided an opportunity to apply bursary monies more widely, the Bursar agreed to discuss with the Chamberlain whether the Scheme could be amended accordingly.

4. DRAFT MINUTES OF THE GOVERNANCE SUB COMMITTEE MEETING - 18 OCTOBER 2017

RESOLVED, that the draft minutes of the Governance Sub-Committee meeting held on 18 October 2017 were received.

The Chairman noted that a meeting of the Sub-Committee would be convened in early 2018 to discuss the issue of co-opted Governors.

5. HEAD'S REPORT

Governors considered an update report of the Head and the following points were made.

General Data Protection Regulations (GDPR)

The Head noted that Governors had participated in GDPR training prior to the meeting.

London Youth Choir Proposal (LYC)

The Head noted that the LYC wished to move their current venue to the School, and noted that in his view the proposal had the potential to provide some good partnership working between the School and LYC. He added that a trial period would take place during Spring/Summer 2018. The proposal had the added potential of allowing the School to identify any potential bursary candidates.

City of London Staff Diversity Network

The Head noted that Board sponsorship of City Pride would build on work within the School to celebrate diversity, in particular following the formation of the School's LGBT+ Society.

Brand Development

The Chairman noted that the City's Director of Communications was not present and he would therefore seek an update outside of the meeting.

RESOLVED, that the report be noted.

6. DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017

Governors considered a report of the Director of Community and Children's Services regarding the Designated Officer Annual Report 2016/17. In response to questions from Governors, the Deputy Head (Pastoral) confirmed that the School liaised with neighbouring boroughs on safeguarding matters, and that there was currently one privately fostered pupil who was in Sixth Form.

RESOLVED, that the report be noted.

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

There were no questions.

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

There was no other business.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED, that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

10. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 18 October 2017 be approved as a correct record.

11. **DRAFT NON-PUBLIC MINUTES OF THE GOVERNANCE SUB COMMITTEE MEETING - 18 OCTOBER 2017**

RESOLVED, that the draft non-public minutes of the Governance Sub-Committee meeting held on 18 October 2017 be noted.

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

Governors considered a non-public update report of the Head.

12.1 **Reforming the Relationship between the City of London School and the John Carpenter Club**

Governors received a note of the Head regarding reform of the relationship between the City of London School and the John Carpenter Club.

12.2 **Appendix 2 - HSBC Letter**

Governors received a letter from HSBC.

12.3 **Appendix 3 - City of London School Proprietor**

Governors received a note of the Comptroller and City Solicitor regarding the proprietor of the School.

12.4 **Appendix 4 - Risk Register**

Governors received a Risk Register.

13. **PROPOSED REVENUE BUDGET 2018/19**

Governors considered a joint report of the Head and the Chamberlain regarding the Proposed Revenue Budget 2018/19.

14. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**

Governors considered a joint report of the Head, Chamberlain and City Surveyor regarding the Repairs, Maintenance and Improvements Fund.

15. **CITY OF LONDON SCHOOL MANAGEMENT INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and Bursar regarding the City of London School Management Information Dashboard.
16. **ANNUAL WAIVERS REPORT 2016/17**
Governors considered a report of the Chamberlain regarding Annual Waivers 2016/17.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no non-public questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.
19. **CONFIDENTIAL MINUTES - 18 OCTOBER 2017**
RESOLVED, that the confidential minutes of the meeting held on 18 October 2017 be approved.

The meeting ended at 1.40 pm

Chairman

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