



Board of Governors of the City of London School

Date: TUESDAY, 28 NOVEMBER 2017

Time: 11.00 am

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

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)
Deputy Roger Chadwick (Ex-Officio Member)	Deputy Edward Lord
Dominic Christian	Christopher Martin, (External Member)
Marianne Fredericks	Sylvia Moys
Caroline Haines,	Dame Mary Richardson, (External Member)
Deputy Clare James, (Ex-Officio Member)	Prof. Michael Whitehouse, (External Member)

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

Governor Training will precede the meeting from 10.30am

**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. **MINUTES**
To agree the public minutes and summary of the meeting held on 18 October 2017.

For Decision
(Pages 1 - 10)
4. **DRAFT MINUTES OF THE GOVERNANCE SUB COMMITTEE MEETING - 18 OCTOBER 2017**
To receive the draft minutes of the Governance Sub Committee meeting held on 18 October 2017.

For Information
(Pages 11 - 16)
5. **HEAD'S REPORT**
Report of the Head of the City of London School.

For Discussion
(Pages 17 - 24)
6. **DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017**
Report of the Director of Community and Children's Services.

For Information
(Pages 25 - 40)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 18 October 2017.

For Decision
(Pages 41 - 48)

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

To receive the draft non-public minutes of the Governance Sub Committee meeting held on 18 October 2017.

For Information
(Pages 49 - 52)

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

Report of the Head.

For Discussion
(Pages 53 - 60)

- a) Reforming the Relationship between the City of London School and the John Carpenter Club (Pages 61 - 68)
- b) Appendix 2 - HSBC Letter (Pages 69 - 70)
- c) Appendix 3 - City of London School Proprietor (Pages 71 - 72)
- d) Appendix 4 - Risk Register (Pages 73 - 86)

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

Joint report of the Head and Chamberlain. **[TO FOLLOW AS A LATE PAPER]**

For Decision

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

Joint report of the Head, Chamberlain and City Surveyor. **[TO FOLLOW AS A LATE PAPER]**

For Decision

15. **CITY OF LONDON SCHOOL MANAGEMENT INFORMATION DASHBOARD**
Joint report of the Chamberlain and the Bursar. **[TO FOLLOW AS A LATE PAPER]**
- For Information**
16. **ANNUAL WAIVERS REPORT 2016/17**
Report of the Chamberlain.
- For Information**
(Pages 87 - 94)
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
19. **CONFIDENTIAL MINUTES - 18 OCTOBER 2017**
To agree the confidential minutes of the meeting held on 18 October 2017.
[CIRCULATED SEPERATELY ON BLUE PAPER]
- For Decision**

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Wednesday, 18 October 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 Wednesday, 18 October 2017 at 11.00 am

Present

Members:

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

Officers:

Dr Richard Brookes	- Acting Interim Head
Andrew McBroom	- Acting Senior Deputy Head
Charles Griffiths	- Bursar
Coco Stevenson	- Deputy Head (Pastoral)
Alistair MacLellan	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Warren Back	- City Surveyor's Department

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick and Deputy Clare James. The Chairman noted that Deputy Edward Lord would be arriving late.

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

There were no declarations.

3. MINUTES

The minutes of the meetings held on 15 June 2017 and 21 June 2017 were approved as a correct record.

4. DRAFT NOTE OF THE INQUORATE MEETING OF THE FINANCE & ESTATES SUB COMMITTEE MEETING - 2 OCTOBER 2017

The draft note of the inquorate meeting of the Finance & Estates Sub-Committee meeting held on 2 October 2017 was received.

In response to a query, the Bursar confirmed that the School was covered by City of London Corporation insurance.

5. **DRAFT MINUTES OF THE ACADEMIC & EDUCATION SUB-COMMITTEE MEETING - 2 OCTOBER 2017**

The draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017 were received.

6. **APPOINTMENT OF SUB-COMMITTEES**

Governors considered a report of the Town Clerk regarding the appointment of Sub-Committees and the following points were made.

- The Chairman noted that AGBIS guidance recommended that the Chairman of the Board should not serve as Chairman of sub-committees and any Finance sub-committee in particular. Governors noted that this was guidance only and agreed that, as he was incumbent Chairman of the Finance & Estates Sub-Committee, the Chairman of the Board should continue in that role for 2017/18 academic year and the position be reviewed when sub-committees were reappointed for 2018/19.

RESOLVED, that

- The membership and terms of reference of the sub-committees of the Board be noted;
- The Chairman of the Board be confirmed as Chairman of the Finance & Estates Sub-Committee for 2017/18.

7. **RISK REGISTER 2016-17 FOR: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**

Governors considered a joint report of the Chamberlain and the Bursar regarding the Risk Register 2016/17 for The City of London School Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust.

RESOLVED, that Governors confirm that the risk registers satisfactorily set out the risks facing the School's two charities and that appropriate measures are in place to mitigate those risks.

8. **REVENUE OUTTURN 2016/17**

Governors considered a joint report of the Chamberlain and the Head regarding Revenue Outturn for 2016/17 and the following points were made.

- The Chamberlain drew Governors' attention to the variations set out within the report.
- In response to a question from a Governor, the Bursar confirmed that the budgets for 2018/19 were being reviewed, and would be presented at the November 2017 Board. As part of this, early estimates suggest that the repair and maintenance budget for 2018/19 will need to be

significantly higher than previously forecast due to a number of delayed and unforeseen projects, which have become urgent.

- In response to a question regarding £70,000 in retained deposits, the Bursar confirmed this arose from parents who paid a registration fee of £150 + one term of fees, but did not then put their son forward for a place at the School. It was clear that any fee paid was forfeited in the event of the place not being taken.
- The Head drew Governors' attention to the £84,000 increase in staffing due to paternity/maternity cover costs and a case of long term sick leave.

RECEIVED

9. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

Governors considered a report of the Chamberlain regarding The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund – Annual Report and Financial Statements for the year ended 31 March 2017 and the following points were made.

- The Chamberlain noted that income was c.£119,000 higher than forecast. The Financial Statements had now been audited and would be submitted to the City of London Corporation's Finance Committee in November 2017. He noted that the Board of Governors had decided in June 2017 to invest income from the funds and this had been carried out on 1 October 2017.
- In response to a suggestion from the Chairman, Governors requested clarification from the Chamberlain regarding whether the fund was for hardship bursaries alone or for bursaries in general prior to making a decision on making a further investment on 1 April 2018.

RECEIVED

10. **CITY OF LONDON SCHOOL EDUCATION TRUST - 2016/17 ANNUAL REPORT AND FINANCIAL STATEMENTS**

Governors considered a report of the Chamberlain regarding the City of London School Education Trust – 2016/17 Annual Report and Financial Statements.

RECEIVED

Lord Levene left at this point of the meeting.

11. **HEAD'S REPORT**

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

- The Head noted that sections 1.2 (Destination of Leavers) and 1.5 (Admissions Review 2016/17) had been moved onto the non-public side of the agenda.

Public Examination Results

- The Head noted that before Summer 2018, the breakdown of Pre-U and non-Pre-U subjects within the School would be 50:50. This would make historic comparisons difficult to make in terms of analysing academic performance. Results for 2016/17 were excellent overall, but there had been some underperformance in two subjects. A linear approach to assessing Maths had possibly affected performance.
- In response to a question, the Head confirmed that distinction in Pre-U was equivalent to an A*/A at A-Level. Whilst GCSE results were slightly down on the record results of the last two years, a review had not identified any overriding areas for concern. Often academic underperformance is closely linked to pastoral factors.
- In response to a question, the Head replied that methods of measuring performance against peer schools would vary from department to department. He noted that 9 – 1 grading would come in from 2018/19 and that the School needed to review how much emphasis was given to ensuring boys achieved 9 rather than 8, given the need to consider boys' wellbeing.
- In response to a question, the Head replied that the School did not use P8 measures but used ISI measures instead.
- A Governor reemphasised his point that the School should be clear on how it maximised its performance against peer schools. He queried how the School selected which exam boards to use for each subject. The Head replied that exam boards were reviewed annually, and acknowledged that the way in which results were presented to parents could be reconsidered.
- A Governor noted that the School should be holistic in its approach to deciding what was best for the individual pupil, e.g. academic excellence should not be pursued at the expense of mental health. A Governor agreed, noting that the level of progress made by an individual pupil was a key measure.
- The Head noted that the School had appealed low grades achieved in GCSE Art, but the appeal looked to have been unsuccessful.
- In response to requests from Governors, the Head agreed to review how Value Added was reported, and to provide a comparison between predicted grades and actual grades going forward.

Safeguarding Policy

- The Deputy Head (Pastoral) presented the new Safeguarding Policy to Governors, noting that the main changes were around named personnel and the fact there were two new Deputy Designated Safeguarding Leads (DDSLs).

RESOLVED, that the Safeguarding Policy be approved.

11.1 Appendix 1 - Summary of Pupils' Achievements

A summary of pupils' achievements was received.

RECEIVED

11.2 Appendix 2 - Safeguarding Policy

The approved Safeguarding Policy was received.

RECEIVED

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

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

14. 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.

15. NON-PUBLIC MINUTES

The non-public minutes of the meetings held on 15 June 2017 and 21 June 2017 were approved as a correct record.

16. DRAFT NOTE OF THE INQUORATE MEETING OF THE FINANCE & ESTATES SUB-COMMITTEE - 2 OCTOBER 2017

The draft note of the inquorate meeting of the Finance & Estates Sub-Committee held on 2 October 2017 was received.

RECEIVED

17. DRAFT MINUTES OF THE ACADEMIC & EDUCATION SUB-COMMITTEE - 2 OCTOBER 2017

The draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017 were received.

RECEIVED

18. **SUMMER WORKS 2017**

Governors considered a report of the Head regarding Summer Works 2017.

RECEIVED

19. **CITY OF LONDON SCHOOL - MODULAR BUILDINGS AT GROVE PARK**

Governors considered a report of the City Surveyor regarding City of London School – Modular Buildings at Grove Park.

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

Governors considered the Head's non-public report.

20.1 **Appendix 1 - Sabbatical Application - Matt Kerr**

Governors received documentation submitted in support of Matt Kerr's sabbatical application.

RECEIVED

20.2 **Appendix 2 - Sabbatical Application - Ollie Davies**

Governors received documentation submitted in support of Ollie Davies's sabbatical application.

RECEIVED

20.3 **Appendix 3 - Branding and Marketing - Proposed Letterhead**

The proposed School letterhead was received.

RECEIVED

20.4 **Appendix 4 - Educational Visits Policy**

The Educational Visits Policy was received.

RECEIVED

20.5 **Appendix 5 - Health & Safety Policy**

The Health & Safety Policy was received.

RECEIVED

20.6 **Appendix 6 - Security Policy**

The Security Policy was received.

RECEIVED

20.7 **Appendix 7 - Minibus and School Vehicles Policy**

The Minibus and School Vehicles Policy was received.

RECEIVED

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

There were no questions.

22. **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.

23. **CONFIDENTIAL ITEM - LETTER TO CHAIRMAN OF THE BOARD FROM THE COMMON ROOM**

Governors considered a Letter to the Chairman of the Board from the Common Room in confidential session.

The meeting ended at 1.43 pm

Chairman

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

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Board of Governors of the City of London School

Actions Sheet

Date	Action	Officer responsible	Progress Update
18 October 2017	Clarification to be provided on to what extent the City of London School Bursary Fund incorporating City of London School Scholarships and Prizes Fund could be applied to hardship cases ahead of next investment round in April 2018.	Chamberlain	Update at November Board meeting.
18 October 2017	Value Added and comparison between predicted grades and actual grades to be included in Examination Results reporting going forward.	Head	Due 2018.
18 October 2017	Further clarification to be provided by Comptroller and City Solicitor on who was proprietor of City of London School.	Head	Update at November Board meeting.
18 October 2017	Admissions to be discussed at a future Board meeting.	Head	Update at November Board meeting.
18 October 2017	Sabbatical application to be approved subject to updated research questions.	Head	Update at November Board meeting.
18 October 2017	Governing Body's belief in central importance of safeguarding to be communicated to all staff.	Head	Completed.

Board of Governors of the City of London School

Actions Sheet

18 October 2017	School to review School's mental health provision.	Head	Update at November Board meeting.
18 October 2017	Action Plan regarding progress against ISI H&S recommendations to be submitted to November Board meeting.	Head/Bursar	Completed.
18 October 2017	Decision to be made on whether site security would continue to be contracted, or allocated to permanent members of staff.	Head	Update at November Board meeting.
18 October 2017	Update of progress of School branding/marketing to be sought by Governors.	Deputy Edward Lord	Update at November Board meeting.
18 October 2017	JCC update to be provided at November Board meeting.	Head	Completed.
18 October 2017	Tim Levene to be nominated for appointment as trustee of City of London School Bursary Trust	Bursar	Completed.
18 October 2017	Role specification to be drawn up for the position of Common Room Liaison Governor	Head	Update at November Board meeting.
18 October 2017	Subsequent to the agreement of a role specification being confirmed, Deputy Edward Lord to be appointed Common Room Liaison Governor 2017/18 and 2018/19; Caroline Haines to be Common Room Liaison Governor 2019/20 and 2020/21.	Clerk	Update at November Board meeting.

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

Wednesday, 18 October 2017

Minutes of the meeting of the Governance Sub-Committee of the Board of Governors of the City of London School held at City of London School at 9.30 am

Present

Members:

Ian Seaton (Chairman)
Deputy James Thomson (Deputy
Chairman)
Lord Levene of Portsoken
Deputy Edward Lord

Officers:

Dr Richard Brookes	- Acting Head of the City of London School
Andrew McBroom	- Acting Deputy Head of the City of London School
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Vincent Keaveny.

2. DECLARATIONS

There were no declarations.

3. TERMS OF REFERENCE

Governors received the terms of reference. The Chairman noted that it was the sub-committee's responsibility to conduct a skills audit of the Board and requested that the Head take this matter forward.

RECEIVED

4. MINUTES

The minutes of the meeting held on 26 January 2017 were approved as a correct record.

Matters Arising

Co-Opted Governor

The Chairman noted that a candidate had been interviewed for a co-opted vacancy in June 2017 but had subsequently declined to take up the role. The Chairman noted, however, that one driver for the candidate's appointment had been to secure an individual with skills and expertise in finance – which had been made redundant following the appointment of two new Common Council Governors to the Board with desired skills and expertise.

Common Room Liaison Governor

The Chairman noted that this proposed appointment was on the sub-committee's agenda that day.

Governor Training

The Chairman noted that this issue featured on the sub-committee's agenda that day.

School Logo

The Chairman noted that this issue featured on the Board of Governors agenda that day.

City of London Bursary Trust Governor

The Bursar noted that the trustee appointment of a CLS Governor to the Board of Trustees of the City of London Bursary Trust (CLSBT) had not yet been made. Governors agreed that Tim Levene would be a suitable candidate and should be recommended to the Trustees of CLSBT.

5. QUESTIONS

There were no questions.

6. ANY OTHER BUSINESS

There was no other business.

7. EXCLUSION OF THE PUBLIC

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

8. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 26 January 2017 were approved as a correct record.

9. GOVERNANCE REPORT

Governors considered a Governance report of the Head.

9.1 Annex 1 - Governor Handbook

Governors received the Governor Handbook.

9.2 Annex 2 - Policies and Procedures

Governors received a tabled schedule of policies and procedures.

9.3 Annex 3 - Governor Training

Governors received the Governor training log.

9.4 Annex 4 - Proposal for a Staff Liaison Governor

Governors considered a proposal for a Common Room Liaison Governor.

9.5 **Annex 5 - Proposal for a Parent Co-Opted Governor**

Governors considered a proposal for the co-option of a Parent Governor to the Board.

10. **QUESTIONS**

There were no questions.

11. **ANY OTHER BUSINESS**

There was no other business.

The meeting closed at 10.15am

Chairman

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

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Governance Sub-Committee of the Board of Governors of the City of London School

Actions Sheet

Date	Action	Officer responsible	Progress Update
18 October 2017	Skills Audit of the Board of Governors to be conducted.	Clerk/Head's Office	Update at March Sub-Committee Meeting.
18 October 2017	Tim Levene to be recommended to the Board of Governors for recommendation to Bursary Trust subject to his willingness to serve.	Clerk	Completed
18 October 2017	Number of terms served by co-opted Governors to be clarified and compared to best practice.	Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Amended dates of Sub-Committees of the Board to be convened.	Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Governor Handbook to be reviewed and updated.	Bursar & Clerk	Update at March Sub-Committee Meeting.
18 October 2017	Governance Sub-Committee Members to review schedule of policies and procedures and feedback to the Head any that should be referred to the Board of Governors.	Governors	Update at March Sub-Committee Meeting.
18 October 2017	Schedule of policies and procedures to be uploaded to Governor section of City of London School website.	Head	Update at March Sub-Committee Meeting.

Governance Sub-Committee of the Board of Governors of the City of London School

Actions Sheet

Date	Action	Officer responsible	Progress Update
18 October 2017	Training log to be updated and training requirements of the Board to be established.	Clerk/Head's Office	Update at March Sub-Committee Meeting.
18 October 2017	Common Room Governor role description to be drawn up.	Head	Completed.
18 October 2017	Subsequent to this role description being drawn up, Edward Lord to be recommended to the Board of Governors for appointment as Common Room Liaison Governor for a period of two years, followed by Caroline Haines for two years.	Clerk	Completed
18 October 2017	Headhunting firm to be consulted on how to best identify co-opted Governor candidates.	Bursar	Update at March Sub-Committee Meeting.

Agenda Item 5

Committee(s):	Dated:
Board of Governors of the City of London School	28 November 2017
Subject: Head's Report	Public
Report of: The Head, City of London School	For Discussion
Report Author: Richard Brookes, Acting Head of City of London School	

Main Report

This report contains entries regarding:

1. GDPR: Data Protection Report and Training
2. London Youth Choir Proposal
3. CoL Staff Diversity Network
4. The Progress of CLS's Brand Development – Verbal Update

1. GDPR: Data Protection Report and Training

The School is aware that its IT policies are in need of restructuring and bringing into line with current reasonable practice as well as recent and ongoing changes to regulatory frameworks. Our policies fall into a number of categories:

- CoL Corporation staff policies.
- CoL Corporation teaching staff policies.
- CoL Independent School policies.
- CLS policies.

We are also subject to, and/or guided by, a number of guidelines and directives, notably:

- The Information Commissioner's Office (ICO), regarding the Data Protection Act and GDPR.
- The ISI.
- DfE.
- ISBA.
- ISC.

The GDPR was introduced in 2016 as an EU Regulation (EU harmonised legislation) to update the 1998 EU Directive (non-regulatory) that is currently reflected in the DPA 1998. The GDOR will be enforced from May 2018 and has significant implications for institutions, including schools that process significant volumes of personal and sensitive data.

The ICP, ISBA and indeed the Corporation are currently in the process of updating their policies and guidelines. In many cases these remain subject to further change in view that the Data Protection Bill remains at the committee stage in the House of Lords and will not pass to the Commons until the New Year.

The Comptroller & City Solicitor's Office have identified that *whilst much detail and in particular the domestic legislation and ICO guidance is not yet available the Corporation needs to review its organisational and technical processes both Corporately and Departmentally*. To this end the School is following the guidelines provided by the Corporation and closely monitoring the situation. The GDPR will impact all staff and a working party has been assembled, and will be extended, under the direction of the Assistant Head Strategic Development, the Bursar, our School AIN Representative and the School Data Manager.

The Data Protection Officer (DPO) for the School is the City Solicitor. Data Protection issues for the School are managed by the School AIN Representative under the supervision of the Assistant Head Strategic Development. The School AIN Representative reports to the Corporation Assistant information officer.

The working party will ensure that:

- The School is ready to amend its policies in response to the various organisations listed above.
- That our staff are briefed on their GDPR responsibilities.
- Staff with heightened responsibilities due to their roles and data processing needs are trained appropriately.

- The School has processes in place to meet GDPR ‘privacy by design’ requirements.
- Where the School contracts services to process data on its behalf, contracts reflect the needs of the GDPR.

Summary of GDPR:

<p>What does GDPR actually do? GDPR does a few things:</p> <ul style="list-style-type: none"> • It defines what is meant by ‘personal data’ • It confers rights on ‘data subjects’ • It places obligations on ‘data controllers’ and ‘data processors’ • It creates principles relating to the processing of personal data • It provides for penalties for failure to comply with the above 	<p>Six principles of GDPR</p> <ul style="list-style-type: none"> • Processed fairly, lawfully and transparently • Used for specified, explicit and legitimate purposes • Adequate, relevant and limited use • Accurate and up to date • Held no longer than necessary • Processed securely 	<p>Enhanced rights of data subjects</p> <ul style="list-style-type: none"> • Right to be informed • Right to object • Right to rectification • Right to erasure • Right to restrict processing • Right to data portability <p>Lawful bases for handling data</p> <ul style="list-style-type: none"> • Consent • Contractual necessity • To protect vital interests • Public interest • Legitimate interest
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Next Steps:

- The School GDPR working party will provide a framework for the transition to GDPR compliance with a target date, set by the School DPO, the City Solicitor, of March 2018.
- The School will start a data audit and compile a GDPR compliant Data Asset Register of our data processing activities will continue to be populated. This is a currently a matrix provided by Farrer & Co (who incidentally are contracted to IBSA to advise on GDPR compliance). CLS may need to harmonise this with Corporation templates.
- The School will prepare to meet the CoL requirements and templates, specifically:
 - Recording of Processing Activities (RoPA) – awaiting further instruction
 - Impact assessments
 - Data breach reporting requirements
- The School will also compile a Contract Register for data handling/processing suppliers and contractors, and audit its contracts; asking its suppliers to data processing services to provide confirmation of GDPR compliance.
- An annual cyclical data protection training and induction programme will be formulated for School staff, contractors, volunteers and all persons with access to School data.

- Four levels of training will be identified:
 - General staff training
 - Enhanced training for roles dealing with special category (sensitive data)
 - Specialised training for roles dealing with special category (sensitive data)
 - Visitor training
- The School will review the role of School AIN Representative as School Data Protection Coordinator, with a responsibility to report to the DPO.
- Staff training is already largely GDPR compliant, but a GDPR briefing will be given to all staff at the outset of the Spring Term, 2018 and further updates will be disseminated where appropriate.
- Staff with data processing responsibilities will conduct risk mitigating actions.
- The School has identified that the following policies require immediate attention and will be amended and brought into force in December, recognising that further adjustments may be necessary as the ICO, CoL and DfE bring out further guidance once the Data Protection Bill is finalised in Parliament:
 - Acceptable Use Policies (AUPs) for staff
 - Privacy Notice
 - Digital Storage Policy
- Governors will be briefed on the impact of the GDPR on their roles through a training session on 28 November.

2. London Youth Choir (LYC) Proposal

- 2.1. The School has been approached by the LYC with a request to use the School's facilities for choir rehearsals on a Monday evening during term time. The LYC is a charity operating throughout London aiming to bring children without a musical background into a choir and to provide choral training. The LYC patrons include Gareth Malone OBE and the Lord Mayor Dr Andrew Parmley. The referral comes from the Governors.
- 2.2. This would comprise an important piece of outreach for the School, as well as potentially feeding into admissions and the School's strong choral tradition. The LYC is a registered charity with the following stated aims:
 - The London Youth Choir (LYC) is a family of five choirs, established in 2012 by Suzi Digby OBE and Rachel Staunton to provide singers living or educated within Greater London with an outstanding choral education through exceptional musical 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.
 - Alongside regular weekly rehearsals, LYC also leads '[Aspire](#)', a community engagement programme in collaboration with music hubs across all 33 London boroughs.
 - The choir is aimed at children and young adults from 7 – 21 years of age.

- 2.3. The School has agreed to provide its facilities on a Monday evening during the Spring and Summer term at a notional cost, as a trial run. If successful we would hope to offer the LYC a permanent home for its work.

3. CoL Staff Diversity Network

The School has become a co-sponsor of the CoL Staff Diversity Network [see Appendix 1]. Upcoming activity from this committee will include City Pride Sponsorship. This aligns well with in-School work to raise awareness of and acceptance of diversity (e.g. through the creation last year of the LGBT+ Society), and also aims to raise the profile of CLS within CoL.

4. The Progress of CLS's Brand Development

Edward Lord and Bob Roberts will be invited to give a verbal update.

Contacts:

Dr Richard Brookes
Acting Head
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Role of the Network Sponsor

Each staff network has a Chief Officer / senior manager as its Sponsor. This is a time limited office for a maximum of 2 years.

The main role of the sponsor is to:

- Act as a champion, catalyst, sounding board and enabler for the network but at the same time to not have a hierarchical/ decision making role or focus;
- Provide constructive challenge and steer to the chair and their network group;
- Agree with the network chair/lead co-ordinator what additional support and guidance they can provide, for example coaching and mentoring, administrative support and guidance on budget management;
- To advise the Chair and their network group of any Corporate changes which may affect the network;
- Ensure networks' voices are heard at the highest level, whilst managing the expectations of the network;
- Raise awareness of the network and its aims amongst senior peers;
- Identify and highlight best practice within management and teams and get them 'air play';
- Open doors and network opportunities for the Network;
- Be open to learning from the network members;
- To attend the network meetings;
- By invitation, attend the Equalities and Inclusion Board representing and supporting the views of the network.

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Agenda Item 6

Committee(s) Safeguarding Sub (Community and Children's Services) Committee Board of Governors of the City of London School Board of Governors of the City of London Freemen's School Board of Governors of the City of London School for Girls	Dated: 27 September 2017 28 November 2017 27 November 2017 6 December 2017
Subject: Designated Officer Annual Report for 2016 to 2017	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Pat Dixon, Safeguarding and Quality Assurance Service Manager	

Summary

This report summarises the work of the Designated Officer (DO), formally known as the Local Authorities Designated Officer (LADO) for 2016 to 2017. The role of the DO is set out in *Working together to safeguard children*, March 2015 and the *London Child Protection Procedures*, 5th edition, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

The report identifies that there has been a reduction in referrals to the DO for 2016 to 2017; this in part has been due to more rigour in the application of thresholds. There is also some indication that the role of the DO is not fully understood by some professionals. Therefore, a recommendation from this annual report is to deliver more in-depth training on the management of professional allegations, using anonymised case scenarios from across London.

Recommendation(s)

Members are asked to note the report.

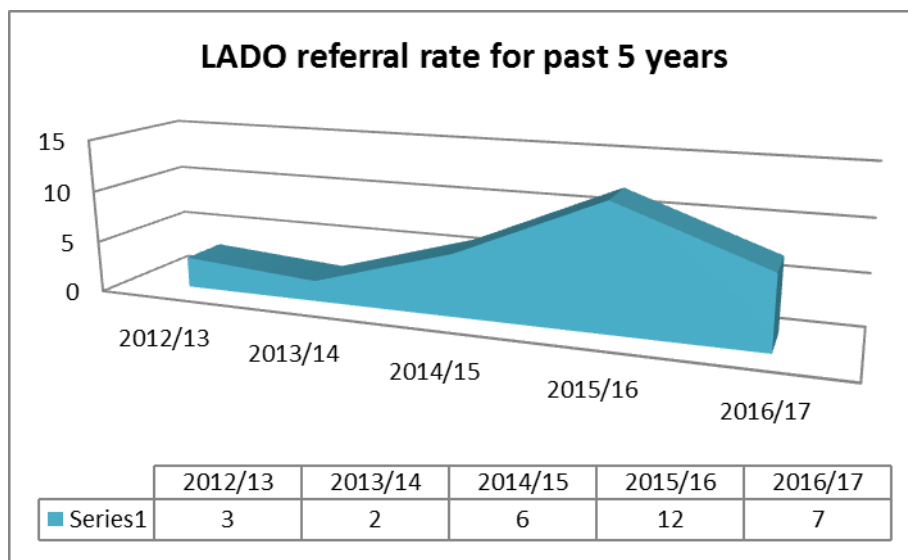
Main Report

Background

1. In the City of London, the DO work is carried out by the Safeguarding and Quality Assurance Service Manager. The current DO is a qualified social worker with a background in child protection investigation and experience of managing professional allegations for over 14 years. In 2016, the City of London Corporation was subject to the Ofsted “single inspection framework” of local authorities’ children’s services. In this inspection, the role of the DO was described as being effective in raising awareness about professional allegations, demonstrating a commitment to good practice in the management of professional allegations.
2. In 2016, peer audits were completed by the Hackney DO on City of London cases. The audits found that the City of London was adhering to thresholds and that decision making was grounded in research-based analysis. There was only one recommendation from the peer audits, which related to case recordings being on the electronic recording system. This has been slightly delayed due to changes in the recording system, as the City of London Corporation is moving from Frameworki to Mosaic. The new recording system has been configured to include the work of the DO in the future.

Current Position

3. There have been concerns in the past about the low referral rate to the DO in the City of London; in 2015 to 2016 there was a concerted effort to raise awareness of the role. This awareness campaign increased the number of referrals and awareness sessions were carried through into 2016 to 2017 as part of the staff induction programme. However, as can be seen from the graph below, there has been a significant reduction in referrals for 2016 to 2017.



4. In 2016 to 2017, seven referrals were made to the DO; however, of those seven referrals only one met the threshold for a professional allegation. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in comparison to previous years. This may in part be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted a referral to the DO and what was a general safeguarding enquiry.
5. There was also evidence that some agencies were sometimes unable to differentiate between when a referral needed to be made to the DO and when it should be dealt with by their own internal disciplinary procedures. Often the situations that were referred were related to complex human resource issues, rather than meeting the threshold for a professional allegation.
6. Although six referrals did not meet the threshold for the DO, one of the referrals resulted in learning, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always aware of the potential risks when hiring nannies and au pairs. When this area was researched, there appeared to be limited information for parents and carers on recruiting nannies and au pairs safely. This is now being redressed by information made available through the Family and Young People's Information Service.

Conclusion

7. Due to the decreased number of referrals and the lack of clarity in relation to thresholds, there is evidence that although professionals are aware of the role of the DO, they have a limited understanding of when to make a referral or the process involved. This has highlighted the need for more in-depth training on the thresholds and remits of professionals responsible for making referrals, to ensure that they understand the potential risks involved. This will hopefully give professionals the confidence to know when and how to make referrals to the DO.
8. In collaboration with the Metropolitan police, Hackney DO and the City of London police, a training package has been developed to support the in-depth training required. As part of this training, professionals will use anonymised case scenarios, which have been collated through the DO London network. These scenarios will support an understanding of the range of cases being dealt with by the DO and the potential outcomes.
9. The DO will deliver this training, which will be in addition to that offered by the City and Hackney Safeguarding Children's Board. Success will be measured through the number of referrals and contacts being made and whether or not they meet the threshold for a professional allegation.

Appendices

- Appendix 1 – City of London Designated Officer (DO) Annual Report 2016-17

Pat Dixon

Safeguarding and Quality Assurance Service Manager

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City of London Designated Officer (DO) Annual Report 2016- 17

1. Introduction

This report to City and Hackney Safeguarding Children Board provides an overview of the work undertaken by the City of London's Designated Officer (DO) between April 2016 and March 2017. This role was previously known as the Local Authority Designated Officer (LADO), but has now been changed to Designated Officer. The report will review the impact of the continued raising awareness campaign of the DO role, identifying key priorities for 2017/2018 based on data analysis and audit findings completed with commissioned services.

2. Designated Officer role

The responsibilities of the DO are set out in "Working Together" to safeguard children, March 2015 and the London Child Protection Procedures 5th edition, updated 2016, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

In the City of London the DO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the DO in the City of London. In 2016 the City of London was subject to the Ofsted "Single Inspection Framework" of Local Authorities children's services. In this inspection the role of the D.O was described as being effective in raising awareness about professional allegations.

3. Referrals

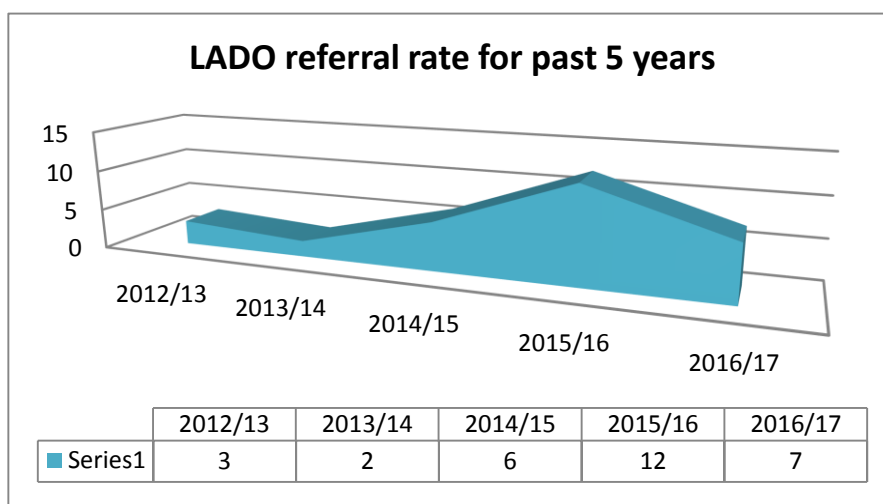
As can be seen in Fig 1 there have been seven referrals made to the DO for 2016/2017, however out of those seven referrals only one met the threshold for the D.O. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in

comparison to previous years, as can be seen by Fig 2. This in part may be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted as a referral to the DO and what was a general safeguarding enquiry.

Although six referrals did not meet the threshold for the DO there was learning identified from one of the referrals, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always vigilant as to the potential risks when hiring Nannies and Au Pairs. When this area was researched there appeared to be limited information for parents and carers on recruiting Nannies and Au Pairs safely. The majority of the information available related to employment rights.

In light of recent allegations relating to the sports field it is concerning that there is such limited information available about safeguarding advice for parents and carers. This is especially pertinent in relation to the recruitment and employment of Nannies and Au Pairs, as they are often resident in the family home and have considerable unmonitored contact with children. The lack of regulation in this area compared to registered child-minders demonstrates the gap in safeguarding; going forward for 2017 to 2018 the City of London will be providing some information and guidance for parents and carers in this area.

Fig 1



A key priority for 2015 to 2016 was to raise the profile of the LADO role across the City of London Corporation, and with partner agencies, from the statutory and voluntary sectors. As can be seen in Fig 1 this strategy considerably improved the numbers of referrals being made in 2015 to 2016, although it has not been sustained through 2016 to 2017.

Fig 2

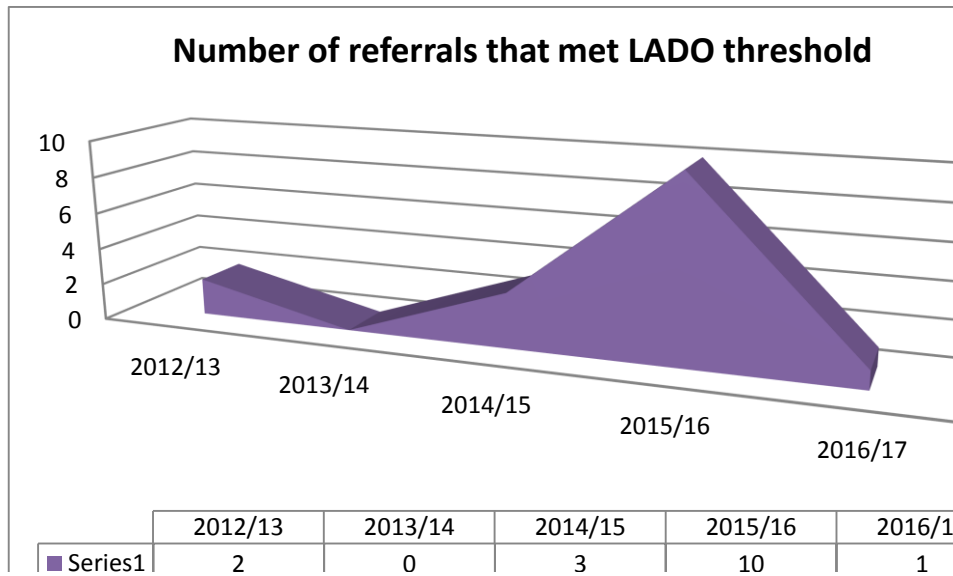
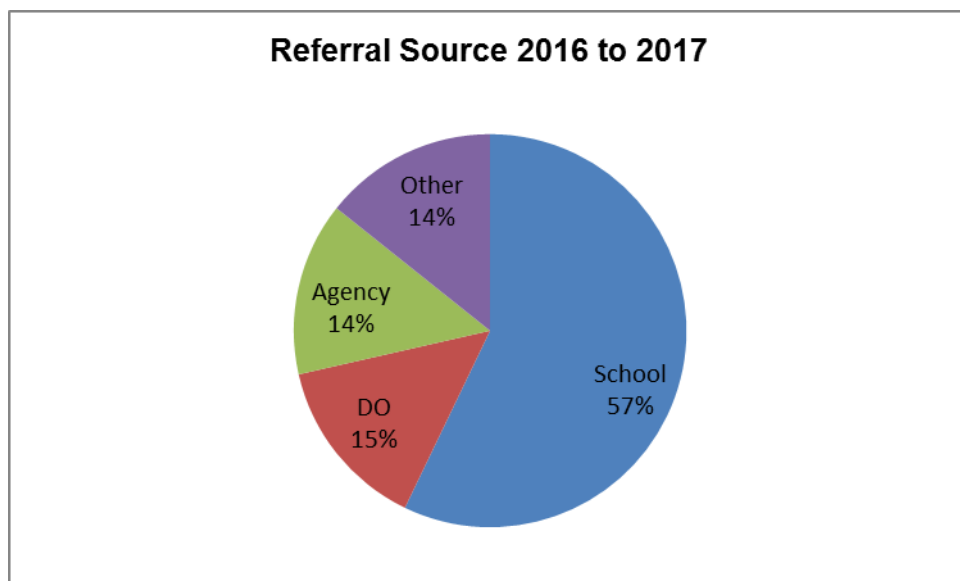


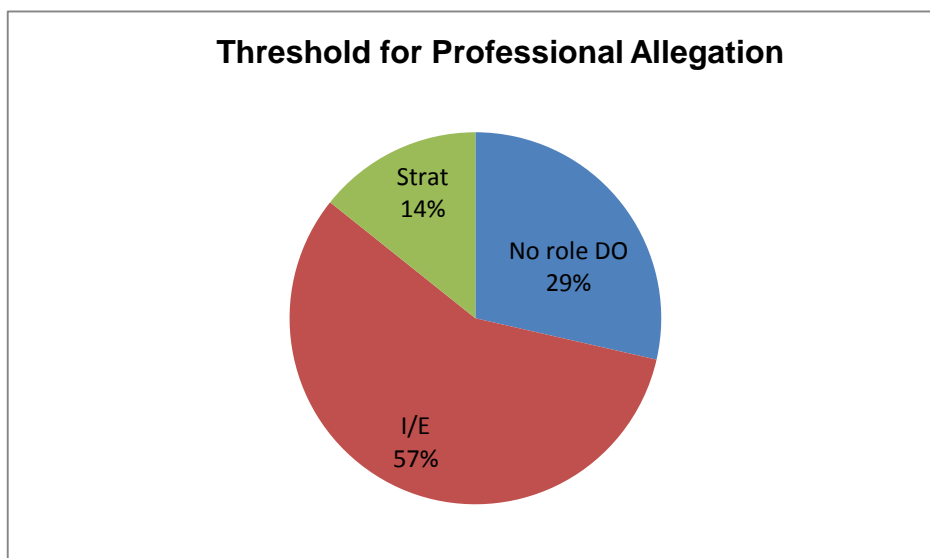
Fig 3 shows the referrals source for 2016 to 2017, there were four referrals from Schools, one from an agency who provided teaching staff, one from the courts and one from another Local Authorities D.O. As identified in Fig 4 only one referral met the threshold for professional allegation and that was from a Teaching Agency. Two referrals were not progressed as they did not meet the threshold for the D.O, four did have an Initial Evaluation meeting however they did not meet the threshold for the D.O and were dealt with by the organisation’s internal HR procedures.

Fig 3



Audits completed on commissioned services identified that although frontline staff were aware of the role of the D.O they appeared less clear around the threshold and process of dealing with professional allegations. Therefore more in-depth training will be offered around thresholds and the process involved, looking at the potential outcomes, to give professionals the confidence to know when to refer. This training tool is currently being developed in conjunction with the City of London Police, Metropolitan Police and Hackney's D.O.

Fig 4



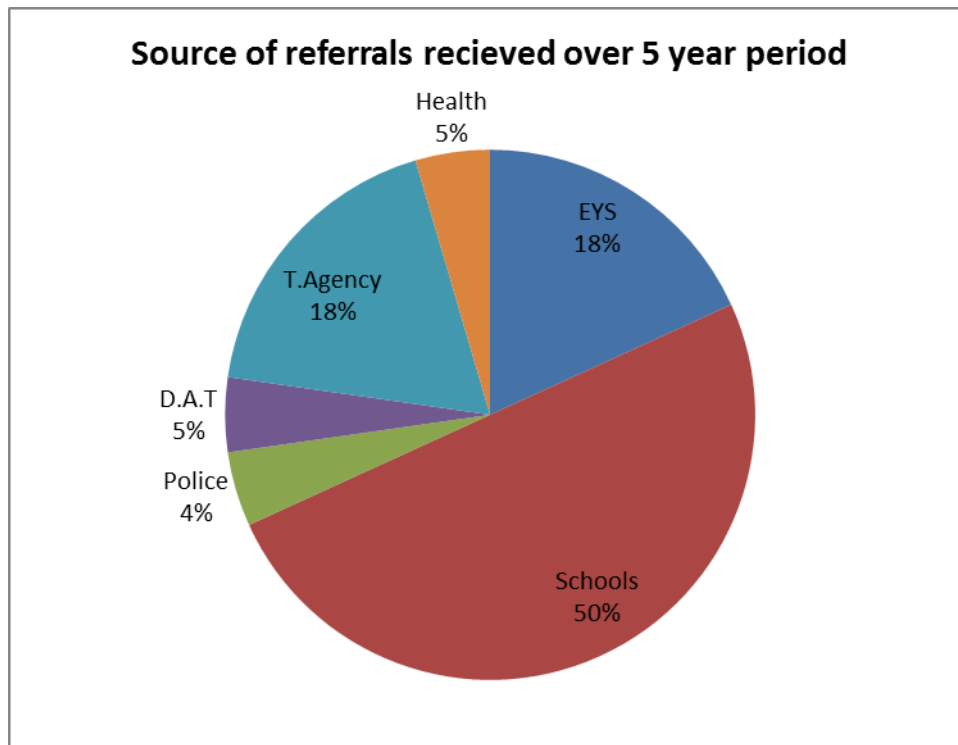
The "Single Inspection Framework" Ofsted inspection in 2016 identified that the work carried out in relation to professional allegations in the City of London showed "commitment to good practice". This was further identified within the peer audits completed by the Hackney's D.O, whereby the audits found the City of London were adhering to thresholds and decision making was based on research based analysis. The only recommendation to come from the audits was around recording the information on the electronic recording system, Frameworki. The City of London is in the process of changing the current system; once this is complete this will be progressed.

When looking at the referral sources over the past five years it is evident that we are continuing to receive low numbers of referrals from some organisations, and in some instances there have been no referrals, such as the voluntary sector. Fig 5 shows the referrals source over the past five years, the data below shows how this equates in numbers;

- There have been four referrals from Early Years Settings – There are currently 9 Nurseries and Pre- School settings in the City of London.
- There have been 11 referrals from Schools – There is one maintained School and four Independent Schools in the City of London.
- There has been one referral from the City of London Police.

- There has been one referral from the Drug and Alcohol Team, which related to a professional in another service.
- There have been four referrals from a Teaching Agency based in the City of London; this followed the introduction of a new manager and safer recruitment training for staff.
- There has been one referral from Health.

Fig 5



As previously identified in earlier LADO reports the number of referrals received from agencies in the City of London is proportionally lower than its statistical neighbours. There has been an ongoing awareness campaign around the role of the D.O and this initially precipitated an increase in referrals; however this does not appear to have been sustained. The contact details of the D.O have now been put on the City of London web site and this has generated referrals from the public, but the majority of these referrals relate to other Local Authorities in London.

4. Raising Awareness

Members in the City of London have continued to support the role of the DO by raising awareness around the role through the various committees. In 2016/2017 the annual DO report completed for 2015/2016 went to the following committees, from September 2016 through to January 2017;

Safeguarding Sub (Community & Children's Services) Committee
Community & Children's Services Committee
Establishment Committee
Culture, Heritage and Libraries Committee
Barbican Residential Committee
Board of Governors of the City of London Freeman's School
Board of Governors of the City of London School
Board of Governors of the City of London School for Girls
Board of Governors of the Guildhall School of Music and Drama
Chief Officers Group

There have been awareness sessions around the role of DO throughout 2016/2017 as part of a staff induction programme.

5. Emerging themes

Due to the low number of referrals it is difficult to discern emerging themes; however given that there has been only one referral out of seven that has met the threshold for a professional allegation it is likely that agencies are not clear on the threshold for referring. Often the situations that were referred were related to complex Human Resource issues, rather than meeting the threshold for a professional allegation.

As identified earlier within this report the D.O for the City of London is also the Safeguarding and Quality Assurance Service Manager. As part of this broader role general safeguarding advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to Children's Social Care within the City of London and in other Boroughs. This dual role may in part be a factor in the confusion around the role of the DO, as it may be difficult to discern the difference between general safeguarding advice and advice relating to professional allegations.

6. Multi-agency working

During 2016/2017 there were raising awareness sessions with partners through the Staff Induction programme and multi-agency forums, such as the City of London's Executive Safeguarding Children Board and the Education Forum. As previously identified within this report there will be more in-depth training for 2017 to 2018 on professional allegations. This training will focus on the thresholds for the D.O and the updated Pan London Child Protection Procedure on professional allegations. Scenarios

will be used to give people the opportunity to see the various types of referrals and potential outcomes following the investigation. It is envisaged that this will give professionals an understanding of the thresholds and more confidence in knowing when to refer. Multi-agency safeguarding training is also available for partner agencies through the City and Hackney Safeguarding Children Board.

Links have been made with the City of London Police, Professional Standards Department, this has enabled a better understanding of their role and the interface between Professionals Standards and the D.O. It was agreed that it would be advantageous to maintain contact to ensure there was good information sharing.

7. Links in London and nationally

The City of London D.O is a member of the pan-London designated officer group, which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board. The City of London DO is also a member of the City and Hackney Safeguarding Children's Board and is a member of the Quality Assurance Sub Group, Training and Development Sub group and City of London's Executive Safeguarding Children Board.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2016 and March 2017 there have been no direct notifications from the Police. The City of London, Public Protection Unit (PPU) has identified that there have been no professional allegations for the City of London in 2016 to 2017 that would have met the threshold for a professional allegation. PPU are involved in developing a joint training tool with City and Hackney D.O's and the Metropolitan Police.

Pat Dixon,
Designated Officer, (LADO)
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN

Date: April 2016 -March 2017

1. Total number of referrals to the Designated Officer			
Local Authority	City of London	Number of referrals regarding allegations and matters of concern	1
2. Number of referrals from each or organisation			
Agency	Number		
1.Social Care	0		
2.Health-hospital staff	0		
3.Health-community	0		
4.Education	0		
5.Early Years-Child-minder	0		
6.Early Years-Nursery Staff	0		
7. Foster Carer-IFA with other LA children or other LA in house carers living in City.	0		
8.Police	0		
9.Probation	0		
10.CAFCASS	0		
11.Voluntary Organisations <small>Include sports clubs, scouts, brownies, dance clubs and charitable organisations</small>	0		
12.Faith Groups	0		
13.Immigration/Asylum Support services	0		
14.Transport <small>Transport provided to services through a contract</small>	0		
15.Care Agency – Education Employment agency	One referral		
16.Other Dept. in City of London	0		
17 Other – Anon Youth Services	0		
18. Leisure Services	0		
19.Adult Services	0		
20.Housing Associations/ Providers	0		

3. Who made the Referral	
	Number
1.Social Care	0
2.Health-hospital staff	0
3.Health-community	0
4.Education	0
5.Early Years-Child-minder	
6.Early Years-Nursery Staff	2
7.Foster Carer-IFA with City of London children	0
8.Police	0
9.Probation	0
10.CAFCASS	0
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations	0
12.Immigration/Asylum Support services	0
13.Transport Transport provided to services through a contract	0
14.Care Agency- Education Employment Agency	One referral
15.Other Dept.'s City of London	0
16. Other	0
17.Leisure Services	0
18.Adult Services	0
19.Housing Associations/Housing Providers.	0

Number of referrals about an adult within specific employment/volunteer sector which reached a multi-agency strategy discussion and/or meeting and primary reason(s) for referral.

Employer	Physical <i>state whether concern arose from authorised physical intervention restraint or arrest</i>		Emotional	Sexual	Neglect	Behaviour which called into question person's suitability
	Yes	No				
Social Care						
Health-hospital staff						
Health-community						
Education-teaching staff				3 allegations from 1 referral source, involving one case		4 th Allegation in relation to the one referral
Education-non teaching staff						
Early Years-child-minders						
Early Years-nursery staff						
Foster Carers-IFA with City children						
Police						
Probation						
CAFCASS						
Voluntary Organisations						
Faith Groups						
Armed Forces						
Immigration/Asylum Support Services						
Care Agencies						
Transport						
Other						
Leisure Services						
Adult Services						
Housing Associations/Provider						

4. Number of referred cases that resulted in: <i>please note there could be more than one outcome</i>						
Being Substantiated	1 allegation involving behaviour					
Being Unsubstantiated	3 Allegations in regard to sexual abuse					
Being Unfounded						
CSM held						
Met the threshold for LADO input but not for a Complex strategy meeting						
Criminal investigation/joint work with CAIT						
Criminal prosecution						
Caution						
Conviction						
Acquittal						
Initial inquires by employers						
Disciplinary investigation						
Disciplinary meeting/hearing						
Suspension						
Dismissal						
Cessation of use						
Deregistration						
Training needs identified for member of staff or the agency.						
Risk Assessment completed by Employer						
Referral to DBS						
Referral to regulatory body e.g. GMC /Ofsted etc...						
5. At the point of conclusion, the number of cases that were resolved within the following timeframes						
1 month						
3 months	1- Delay due to complexity of the case which involved numerous agencies/LA					
6 months						

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