



## Board of Governors of the City of London School

**Date:** WEDNESDAY, 11 DECEMBER 2019

**Time:** 11.00 am

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

**Members:**

Deputy James Thomson (Chairman)	Andrew Jones (External Member)
Tim Levene (Deputy Chairman)	Alderman Vincent Keaveny
Alexander Barr	Ronel Lehmann (External Member)
Nicholas Bensted-Smith (Ex- Officio Member)	Lord Levene of Portsoken (External Member)
Deputy Keith Bottomley	Deputy Edward Lord
Lesley Cartmell (External Member)	Paul Madden (External Member)
Dominic Christian	Sylvia Moys
Marianne Fredericks	Ian Seaton
Rosie Gill (External Member)	Paul Stein (External Member)
Caroline Haines	Deputy Philip Woodhouse (Ex-Officio Member)

**Enquiries:** Polly Dunn  
[polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)

**Lunch will be served at the rising of the Board**  
**NB Part of this meeting may be subject to audio visual recording**

### **Future Board meeting dates**

11 March 2020 – 11am (Guildhall)  
10 Jun 2020 – 11am (City of London School)  
7 October 2020 – 11am (City of London School)  
9 December – 11am (City of London School)

### **Future Committee meeting dates**

12 February 2020  
22 May 2020  
18 September 2020 (Academic & Education)  
20 November 2020 (Governance/Finance & Estates)

**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 8 October 2019.

**For Decision**  
(Pages 1 - 6)

4. **GOVERNOR APPOINTMENT**

The Chairman to be heard.

**For Decision**

5. **GOVERNANCE COMMITTEE MINUTES [TO FOLLOW]**

To receive the draft public minutes and non-public summary of the Governance Committee meeting held on 22 November 2019.

**For Information**

6. **FINANCE AND ESTATES COMMITTEE MINUTES [TO FOLLOW]**

To receive the draft public minutes and non-public summary of the Finance and Estates Committee meeting held on 22 November 2019.

**For Information**

7. **HEAD'S REPORT**

Report of the Head of the City of London School.

**For Information**  
(Pages 7 - 10)

8. **CITY OF LONDON SCHOOL EDUCATION TRUST - DRAFT 2018/19 ANNUAL REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain.

**For Information**  
(Pages 11 - 28)

9. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

Report of the Chamberlain.

**For Information**  
(Pages 29 - 56)

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

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

12. **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**

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 8 October 2019.

**For Decision**

(Pages 57 - 66)

14. **NON-PUBLIC GOVERNANCE COMMITTEE MINUTES [TO FOLLOW]**

To receive the draft non-public minutes of the Governance Committee meeting held on 22 November 2019.

**For Information**

15. **NON-PUBLIC FINANCE AND ESTATES COMMITTEE MINUTES [TO FOLLOW]**

To receive the draft non-public minutes of the Finance and Estates Committee meeting held on 22 November 2019.

**For Information**

16. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

**For Information**

(Pages 67 - 70)

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

Report of the Head.

**For Information**

(Pages 71 - 110)

18. **BURSAR'S REPORT**

Report of the Bursar.

**For Decision**

(Pages 111 - 116)

19. **PARTNERSHIPS REPORT 2019**

Report of the Head.

**For Information**

(Pages 117 - 172)

20. **PARTNERSHIP STRATEGY**  
Report of the Head.
- For Decision**  
(Pages 173 - 178)
21. **PROPOSED 2020/21 REVENUE BUDGET**  
Joint report of the Head and the Chamberlain.
- For Decision**  
(Pages 179 - 208)
22. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**  
Joint report of the Head, the Chamberlain and the City Surveyor.
- For Decision**  
(Pages 209 - 218)
23. **GATEWAY 6: CITY OF LONDON SCHOOL SUMMER WORKS 2016**  
Report of the City Surveyor.
- For Decision**  
(Pages 219 - 222)
24. **CITY OF LONDON SCHOOL PARENT CONTRACT REVIEW AND UPDATE**  
Joint report of the Comptroller & City Solicitor and Bursar.
- For Decision**  
(Pages 223 - 246)
25. **SAFEGUARDING REPORT**  
Report of the Head.
- For Information**  
(Pages 247 - 256)
26. **HEALTH & SAFETY AND WELFARE**  
Report of the Head.
- For Information**  
(Pages 257 - 280)
27. **COMPLIANCE REPORT**  
Report of the Head.
- For Decision**  
(Pages 281 - 284)
- a) Appendix 1 - Admissions Policy (Pages 285 - 296)

- b) Appendix 2 - Equal Opportunities (Pupils) Policy (Pages 297 - 302)
- c) Appendix 3 - Learning Support and Disability Policy (Pages 303 - 316)
- d) Appendix 4 - Accessibility Policy (Pages 317 - 332)
- e) Appendix 5 - Acceptable Use Policy for Pupils (Pages 333 - 338)
- f) Appendix 6 - Acceptable Use Policy for Staff (Pages 339 - 346)
- g) Appendix 7 - CCTV Policy (Pages 347 - 354)
- h) Appendix 8 - Cyber Security Strategy (Pages 355 - 366)
- i) Appendix 9 - Data Breach Policy (Pages 367 - 370)
- j) Appendix 10 - Data Protection Policy for Exams (Pages 371 - 380)
- k) Appendix 11 - Data Protection Policy for Friends of CLS (Pages 381 - 384)
- l) Appendix 12 - Data Protection Policy (Pages 385 - 404)
- m) Appendix 13 - Data Retention Policy (Pages 405 - 412)
- n) Appendix 14 - Email Retention Policy (Pages 413 - 416)
- o) Appendix 15 - Information Security Policy (Pages 417 - 456)
- p) Appendix 16 - Acceptable Use Guidance for Visitors (Pages 457 - 458)
- q) Appendix 17 - Data Protection - a brief guide for staff (Pages 459 - 462)
- r) Appendix 18 - Subject Access Requests - a brief guide for staff (Pages 463 - 464)

**28. REGULAR UPDATE OF THE SCHOOL'S RISK REGISTER**

Report of the Bursar.

**For Information**  
(Pages 465 - 482)

**29. ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

**For Information**  
(Pages 483 - 484)

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

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

**Part 3 - Confidential Agenda - circulated separately**

32. **CONFIDENTIAL MINUTES**

To approve the confidential minutes of the meeting held on 8 October 2019.

**For Decision**

33. **CITY OF LONDON SCHOOL STAFFING MATTERS**

Report of the Bursar.

**For Information**

34. **CHAIRMAN'S BUSINESS**

The Chairman to be heard.

**For Information**