



Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School

Date: TUESDAY, 24 APRIL 2018
Time: On the rising of the Academic and Personnel Sub-Committee
Venue: GUILDHALL, SECOND FLOOR WEST WING, EC2V 5HH

Members: Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Stuart Fraser
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend
Alderman Dame Fiona Woolf
Gillian Yarrow

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Lunch will be served in Guildhall Club at 1PM

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 of the meeting held on 10 January 2018.

For Decision
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS**
Report of the Town Clerk.

For Information
(Pages 5 - 6)
5. **TUITION FEE DEBT**
Report of the Headmaster.

For Information
(Pages 7 - 8)
6. **EQUAL OPPORTUNITIES POLICY**
To consider the proposed Equal Opportunities Policy and make a recommendation thereon to the Board of Governors.

For Decision
(Pages 9 - 10)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
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. **MINUTES**

To agree the non-public minutes of the meeting held on 10 January 2018.

For Decision
(Pages 11 - 12)

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

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

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**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 10 January 2018**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1E on Wednesday, 10 January 2018 at 11.56 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend

Officers:

Roland Martin	-	Headmaster
Sue Williams	-	Bursar
Alistair MacLellan	-	Town Clerk's Department
Steve Reynolds	-	Chamberlain's Department

1. APOLOGIES

Apologies were received from Deputy Philip Woodhouse, Alderman Alastair King, Alderman Dame Fiona Woolf and Gillian Yarrow.

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 16 October 2017 be approved as a correct record.

Matters Arising

Audio-Visual Equipment

The Chairman noted that the City of London Corporation had sought Counsel's opinion on whether the Board could conduct its meetings via audio-visual equipment, provided that a quorum existed at the advertised meeting venue. He noted that Counsel's advice had been to the effect that the Board would likely be open to challenge on any decisions made involving Governors participating via audio-visual link, but that advice was not definitive. The City had therefore gone back to Counsel for further advice.

The Headmaster expressed disappointment at the slow progress being made towards securing a resolution to the matter, particularly given the adoption of audio-visual equipment would be in line with the City's wider move towards agile working.

A Governor noted that Surrey County Council had adopted elements of audio-visual for its meetings and therefore undertook to brief the Chairman outside of the meeting.

City of London Freeman's School Masterplan

In response to comments from the Chairman, the Headmaster agreed to write a report for the Board meeting regarding naming rights for new/refurbished buildings. A Governor commented that Livery Companies were an obvious target audience for sponsored naming rights provided those companies without existing school affiliations were approached first.

4. ACTIONS SHEET

Governors considered a list of actions arising from previous meetings.

RESOLVED, that the actions list be noted.

5. TUITION FEE DEBT

Governors considered a report of the Headmaster regarding tuition fee debt. The Bursar noted that Family X had paid their outstanding fees and therefore the total outstanding tuition fee debt as of 10 January 2018 was £6,104.00.

RESOLVED, that the report be noted.

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

Development Office

In response to a question, the Headmaster confirmed that the Development Office was performing well.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Governors of City Schools

In response to comments from Governors and the Headmaster, the Town Clerk agreed to put the Headmaster in touch with the Chief Executive of the City of London Academies Trust to determine if there were any opportunities for senior Freeman's staff to serve as governors of City Academies.

Governor Attendee Grid

In response to a request from a Governor, the Town Clerk agreed to provide a log of Governor attendance/apologies at meetings.

8. 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.

9. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 16 October 2017 be approved as a correct record.

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

There was one question regarding General Data Protection Regulations.

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

There were two items of urgent business.

The meeting ended at 1.25 pm

Chairman

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

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Finance, General Purposes and Estates Sub-Committee of the City of London Freeman's School

Actions Sheet

Date	Action	Officer responsible	Progress Update
10 January 2018	Governor attendance log to be provided at future meetings.	Town Clerk	Completed
10 January 2018	Headmaster to be put in touch with Chief Executive of City of London Academies Trust re potential for independent school staff to serve as Governors.	Town Clerk	Completed
10 January 2018	Formal approach to building naming rights/sponsorship to be developed.	Headmaster	Update at April 2018 meeting
10 January 2018	Chairman to be briefed on Surrey County Council approach to AV at meetings.	Governor – Cllr Chris Townsend	Update at April 2018 meeting
16 October 2017	Echelon Report to be submitted to the November 2017 Board meeting.	Bursar	Completed Report circulated to Board by email in January 2018
16 October 2017	Bursary Committee to be convened during the period February-April 2018.	Town Clerk	Update at April 2018 meeting

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Agenda Item 5

Committee(s)	Dated:
Finance, General Purposes and Estates sub Committee of the Board of Governors of the City of London Freemen's School	24 04 2018
Subject: Tuition fee debt	Public
Report of: The Headmaster	For Information

Summary

This report provides Governors with the outstanding debt position at the City of London Freemen's School at 31st March 2018.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. Governors are provided with regular updates regarding the outstanding debt position at the City of London Freemen's School.

Current Position

2. The outstanding debt position at 31st March 2018 was £12,228 which represents 0.085% of turnover.

2016-17	£0
2017-18	£0
2018-19	£12,228
Fees in lieu of notice	£0
Total	£12,228

Family reference code	Year Group / Leaving date	Current position	Action
L	U4	£314.99	Paying monthly Paid 10 th April 2018
S	U5	£4,847.00	
J	L5	£7,066.00	

The comparative figures are for March 2017 and 2016 are shown in the chart below.



Please note that family J paid their outstanding debt on 10th April 2018.

Options

3. None.

Proposals

4. None.

Corporate & Strategic Implications

5. None.

Implications

6. None.

Conclusion

7. This report is to keep Governors updated of arrears of fees.

Appendices

8. None

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Bursar

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Equal Opportunities Policy

Equal Opportunities Policy for both the Junior School and Senior School

Date Originated	
Issue number	
Last Revision Date	July 2015
Governors Review Date	
This policy is endorsed by	The Governors and the Headmaster
This policy is owned and maintained by	Deputy Head & Assistant Bursar
ISI Reference	
Next Review Period	December 2017
Review Body	Deputy Head & Assistant Bursar

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	✓
Internal Staff Only	
Internal Students Only	
Internal Staff and Students	
Statutory requirement to be made available (non-ISI)	
Statutory requirement to have on website (non-ISI)	



Equal opportunities policy

The City of London Freemen's School abides by the policy of the Corporation of London. This is particularly relevant with respect to the recruitment and employment conditions of staff.

Racism, sexism, negative attitudes towards disability and other discriminatory practices will not be tolerated.

Aims

The School aims

- to provide an educational environment which is open to all pupils, whatever their background, race, religion, gender, sexuality, gender identity or physical ability,
- to foster a sense of community in which all pupils and staff are valued and can thrive, regardless of background, race, religion, gender, sexuality, gender identity or physical ability,
- to promote an atmosphere of positive recognition of each other's achievements and contributions, through the academic curriculum and in the 'hidden' curriculum,
- to appoint staff who are the most suitable for the post, regardless of background, race, religion, gender, sexuality, gender identity, age or physical capability,
- to encourage the professional development of any member of staff, within the School or in other schools, regardless of background, race, religion, gender, sexuality, gender identity, age or physical disability.

Objectives

The School will:

- help pupils to develop self esteem and recognise that they are valued as individuals,
- encourage pupil to be open-minded and to challenge prejudice,
- enable pupils to contribute actively to the education provided by bringing their cultural differences, values and perspectives to it,
- not restrict access to any suitable academic course,
- ensure that all pupils have equal access to all non-academic activities, given any constraints of the School's traditional provision and facilities,
- be sensitive about equal opportunities issues in the content and processes of the curriculum which stereotype people of label them as inferior or limited,
- act strongly to deal with any instances of intolerance, discrimination or victimisation,
- use every opportunity available to foster the ethos of equal opportunities, particularly in School, form and tutor group assemblies and in PSHE.

Reviewed April 2018
For review by Deputy Head and HR Manager January 2019

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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