



Board of Governors of the City of London Freemen's School

Date: THURSDAY, 27 SEPTEMBER 2018

Time: 11.00 am

Venue: CITY OF LONDON FREEMEN'S SCHOOL, PARK LANE, ASHTEAD, KT21 1ET

Members:	Deputy Roger Chadwick (Chairman)	Alderman Susan Langley
	Deputy Philip Woodhouse (Deputy Chairman)	Vivienne Littlechild
	Deputy John Bennett	Andrew McMillan
	Stuart Fraser	Hugh Morris
	Nicholas Goddard	Graham Packham
	Brian Harris	Deputy Elizabeth Rogula
	Michael Hudson	Deputy James Thomson (Ex-Officio Member)
	Deputy Clare James (Ex-Officio Member)	Councillor Chris Townsend
	Alderman Alastair King	Gillian Yarrow

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

Lunch will be served at the conclusion of the meeting.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. APOLOGIES

- a) Attendance Record (Pages 1 - 2)
Report of the Town Clerk.

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 6 June 2018.

For Decision
(Pages 3 - 10)

4. ACTIONS

Report of the Town Clerk.

For Information
(Pages 11 - 12)

5. HEAD OF JUNIOR SCHOOL REPORT

Report of the Head of the Junior School.

For Information
(Pages 13 - 16)

6. THE CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

Report of the Chamberlain.

For Decision
(Pages 17 - 34)

7. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 FOR THE CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL

Report of the Chamberlain.

For Decision
(Pages 35 - 54)

8. **REVENUE OUTTURN 2017/18**
Joint Report of the Chamberlain and the Headmaster.
- For Information**
(Pages 55 - 64)
9. **GUIDANCE FOR EXTRA DUTIES FOR TEACHING STAFF**
Report of the Director of Human Resources.
- For Information**
(Pages 65 - 72)
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 6 June 2018.
- For Decision**
(Pages 73 - 78)
14. **NON-PUBLIC ACTIONS**
Report of the Town Clerk.
- For Information**
(Pages 79 - 80)
15. **BURSAR'S REPORT**
Report of the Bursar.
- For Information**
(Pages 81 - 84)
16. **CITY OF LONDON FREEMEN'S SCHOOL - SPORTS HALL ROOF CS413 /18 - REQUEST FOR DELEGATED AUTHORITY**
Report of the City Surveyor.
- For Decision**
(Pages 85 - 88)

17. **MANAGEMENT INFORMATION DASHBOARD**
Joint Report of the Chamberlain and the Bursar.
- For Information**
(Pages 89 - 102)
18. **REPORT ON FOUNDATION BURSARIES**
Report of the Headmaster.
- For Decision**
(Pages 103 - 106)
19. **HEADMASTER'S SAFEGUARDING REPORT**
Report of the Headmaster.
- For Information**
(Pages 107 - 176)
20. **HEADMASTER'S REPORT**
Report of the Headmaster.
- For Decision**
(Pages 177 - 184)
- a) Appendix 1 - School Roll (Pages 185 - 188)
- b) Appendix 2 - Results Report (Pages 189 - 204)
- c) Appendix 3 - Policies for Approval (Pages 205 - 248)
- d) Appendix 4 - Old Freeman's Association Report on Funding (Pages 249 - 258)
- e) Appendix 5 - Trips, Visits and Events (Pages 259 - 260)
21. **REPORT ON ACTION TAKEN**
Report of the Town Clerk.
- For Information**
(Pages 261 - 262)
22. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
23. **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

24. **CONFIDENTIAL MINUTES – CIRCULATED SEPERATELY ON BLUE PAPER**
To agree the confidential minutes of the meeting held on 6 June 2018.

For Decision

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City of London Freeman's School Governor Attendance 2017/18

Governor	25 September 2017 SCHOOL	27 November 2017 SCHOOL	8 February 2018 GUILDHALL	6 June 2018 SCHOOL	Total Meetings Attended/Total Meetings
Roger Chadwick					4/4
Philip Woodhouse					3/4
John Bennett					4/4
Nicholas Goddard					3/4
Brian Harris					3/3
Michael Hudson					4/4
Clare James*					1/4
Shravan Joshi					1/1
Vivienne Littlechild					3/4
Andrew McMillan					4/4
Hugh Morris					0/4
Graham Packham					4/4
Elizabeth Rogula					3/4
Ian Seaton*					1/4
Cllr Chris Townsend					2/4
Stuart Fraser					2/4
Gillian Yarrow					1/4
Alderman Alastair King					2/4
Alderman Dame Fiona Woolf					1/4

Key	Present	Apologies	Not a Governor
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*Ex-officio Governor by virtue of being Chairman of City of London School/City of London School for Girls.

N.B. the following changes for 2018/19

- Shravan Joshi has resigned from the Board of Governors.
- James Thomson has replaced Ian Seaton as Ex-Officio Governor (Chairman of City of London School).
- Alderman Susan Langley OBE has replaced Alderman Dame Fiona Woolf.

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL **Wednesday, 6 June 2018**

Minutes of the meeting 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 1ET on Wednesday, 6 June 2018 at 11.00 am

PRIOR TO THE MEETING, THE BOARD OF GOVERNORS RECEIVED AN AUDIO-VISUAL LINK DEMONSTRATION FROM THE COMMITTEE ROOMS IN GUILDHALL.

Present

Members:

Deputy Roger Chadwick
Deputy Philip Woodhouse
Deputy John Bennett
Nicholas Goddard
Michael Hudson

Shravan Joshi
Andrew McMillan
Graham Packham
Deputy Elizabeth Rogula
Councillor Chris Townsend

Officers:

Roland Martin
Stuart Bachelor
Andrew McCleave
Sue Williams
Matt Robinson
Sophie Blair
Chrissie Morgan
Alistair MacLellan

- Headmaster
- Deputy Head
- Deputy Head (Academic)
- Bursar
- Head of Junior School
- Head of Upper School
- Director of Human Resources
- Town Clerk's Department

Attending (Item 19):

Theo van Dort
Rob Austen

- Chairman, Old Freeman's Association
- Development Officer, Old Freeman's Association

Deputy John Bennett was in the Chair until the conclusion of Item 4 (Election of Chairman).

1. APOLOGIES

Apologies were received from Stuart Fraser, Brian Harris, Alderman Alastair King, Vivienne Littlechild, Hugh Morris, Alderman Dame Fiona Woolf, Gillian Yarrow and Deputy Clare James.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

Governors received the Order of the Court of Common Council dated 19 April 2018 appointing the Board of Governors for the ensuing year.

RESOLVED, that the Order be received.

4. **ELECTION OF CHAIRMAN**

The Town Clerk conducted an election for Chairman in line with Standing Order 29. Deputy Roger Chadwick, being the only Governor willing to serve, was elected as Chairman for the ensuing year.

The Chairman thanked Governors for their support and welcomed Shravan Joshi to his first meeting. The Chairman welcomed the audio-visual demonstration for Governors prior to the meeting and expressed hope that AV capability would soon be available to the Board.

The Headmaster reminded Governors that, should the use of AV equipment for remote meetings be adopted, Governors would still be required to demonstrate engagement with the School through attendance at the School.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk conducted an election for Deputy Chairman in line with Standing Order 30. Deputy Philip Woodhouse, being the only Governor willing to serve, was elected as Deputy Chairman for the ensuing year.

6. **MINUTES - BOARD OF GOVERNORS**

RESOLVED, that the public minutes and non-public summary of the meeting held on 8 February 2018 be approved as a correct record.

Matters Arising

Livery Companies

In response to a question from a Governor, the Headmaster replied that Livery Masters were able to engage with Livery Bursary students over lunch.

Surrey Designated Officer Presentation

Governors noted that Surrey County Council was currently restructuring its Children's Services Department and therefore agreed this action should be closed.

Statement of Boarding

The Chairman noted that this action had been completed.

Audio-Visual Update

The Chairman welcomed the update provided at the start of the meeting.

Governor Visits Log

The Headmaster noted that any Governor visits could be recorded on the wider Governor log.

7. **MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel meeting held on 24 April 2018 be received.

8. **MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Sub-Committee meeting held on 24 April 2018 be received and the recommendation that the Equal Opportunities Policy be approved be endorsed.

9. **APPOINTMENT OF SUB-COMMITTEES, FOCUS GROUPS AND NAMED GOVERNORS 2018/19**

Governors considered a report of the Town Clerk regarding the appointment of sub-committees, focus groups and named Governors for 2018/19.

RESOLVED, that

- the terms of reference of the various Committees, Sub-Committees and Focus Groups be approved;
- the following appointments be made (with any vacancies carried over to the next Board meeting),

Bursary Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Andrew McMillan
Chris Townsend
Brian Harris

Finance, General Purposes and Estates Sub-Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Chris Townsend
Andrew McMillan
Nicholas Goddard
Brian Harris

Academic and Personnel Sub-Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Chris Townsend
Andrew McMillan
Nicholas Goddard
Brian Harris

City of London Freeman's School Masterplan Focus Group

Deputy Philip Woodhouse (Chairman)
Nicholas Goddard

Named Governors

Safeguarding – Stuart Fraser
Boarding – Andrew McMillan

10. **STRATEGIC INTENT UPDATE AND PROGRESS**

Governors considered a report of the Headmaster regarding Strategic Intent and Progress for the School. The Headmaster assured Governors that the Improvement Plan was kept under constant review.

RESOLVED, that the report be received.

11. **DATA PROTECTION/GENERAL DATA PROTECTION REGULATION - UPDATE**

Governors considered an update report of the Headmaster regarding Data Protection/General Data Protection Regulation.

RESOLVED, that the report be received.

12. **ANNUAL SAFEGUARDING REPORT**

Governors considered the Annual Safeguarding Report of the Deputy Head and the following points were made.

- A Governor requested clarification over what the term ‘on the radar’ within the report meant in a safeguarding context. The Deputy Head noted that in practice this referred to all instances of safeguarding concerns being flagged with Heads of Year, and a culture of any member of staff being confident to raise safeguarding concerns.
- In response to a question from a Governor, the Deputy Head noted that the School was more likely to raise safeguarding concerning with Surrey County Council’s Multi-Agency Safeguarding Hub (MASH) rather than vice-versa.
- The Deputy Head drew Governors’ attention to his concerns that mental health was increasingly becoming an issue, particularly at Year 9/10/11.
- The Head noted that the School had a strong team in place to monitor safeguarding and thanked the Deputy Head for his efforts.
- In response to a question from a Governor, the Deputy Head that the weekly safeguarding communication was issued to Heads of Section within the School, but that this circulation list would be kept under review.

RESOLVED, that the report be received,

13. **HR UPDATE - GENDER PAY GAP, DATA PROTECTION POLICY EMPLOYEES AND PEOPLE SECURITY POLICY**

Governors considered an update report of the Director of Human Resources regarding the Gender Pay Gap, Data Protection Policy (Employees) and People Security Policy and the following points were made.

- The Director of Human Resources assured Governors that the City of London Corporation was compliant, and that whilst there were some issues with gender pay gaps she was confident these could be addressed quickly.
- In response to a question from a Governor, the Director agreed that Governors only had a macro-level of detail to scrutinise but assured them that officers were reviewing gender pay in detail to ensure there were no areas where gender pay gaps were particularly wide.

RESOLVED, that the report be received.

14. TEACHERS' PAY PANEL 2018/19

All officers except the Headmaster, Director of Human Resources and the Town Clerk left the room for the duration of this item.

Governors agreed to vary the order of items on the agenda so that confidential item 30 was considered next. Governors therefore moved into confidential session and considered a report of the Director of Human Resources regarding the Teachers' Pay Panel 2018/19.

15. ATL RECOGNITION AGREEMENT

All officers except the Headmaster Director of Human Resources and Town Clerk remained outside the meeting for the duration of this item.

Governors agreed to vary the order of items on the agenda so that confidential item 31 was considered next. Governors therefore considered a report of the Director of Human Resources regarding the ATL Recognition Agreement.

Officers re-joined the meeting at the conclusion of this item and the Board moved back into public session.

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

There were no questions.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Swimming Pool**

The Chairman noted that the Swimming Pool contractor Hawkins Brown had recently won several awards for their project at the School. In response to a question, the Bursar confirmed that there were only some minor snagging works at the Pool to be dealt with.

18. 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 Local Government Act.

19. NON-PUBLIC MINUTES - BOARD OF GOVERNORS

RESOLVED, that the non-public minutes of the meeting held on 8 February 2018 be approved as a correct record.

20. **NON-PUBLIC MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE**
Governors considered the non-public minutes of the Academic and Personnel Sub-Committee meeting held on 24 April 2018.
21. **NON-PUBLIC MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**
Governors considered the non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 24 April 2018.
22. **HEALTH AND SAFETY**
Governors considered a report of the Headmaster regarding Health and Safety.
23. **RISK REGISTER**
Governors considered a report of the Headmaster regarding the Risk Register.
24. **INTERNAL AUDIT REPORTS 2017/18**
Governors considered a report of the Headmaster regarding Internal Audit Reports 2017/18.
25. **OLD FREEMEN'S ASSOCIATION - ANNUAL SUBSCRIPTION**
Governors considered a report of the Headmaster regarding the Old Freeman's Association – Annual Subscription.
26. **HEADMASTER'S SAFEGUARDING REPORT**
Governors considered a report of the Headmaster regarding Safeguarding.
27. **HEADMASTER'S REPORT**
Governors considered the Headmaster's Report.
28. **APPENDIX 1 - SCHOOL ROLL AND VACANCIES**
Governors considered an appendix detailing School Roll and Vacancies.
29. **APPENDIX 2 - STAFF LEAVERS & JOINERS**
Governors considered an appendix detailing Staff Leavers & Joiners.
30. **APPENDIX 3 - RECENT AND FORTHCOMING EVENTS**
Governors considered an appendix detailing recent and forthcoming events.
31. **APPENDIX 4 - POLICIES: CURRICULUM, BOARDING, BEHAVIOUR AND COMPLAINTS, LIST OF POLICIES AND GLOSSARY OF EDUCATIONAL TERMS**
Governors considered an appendix that included policies concerning Curriculum, Behaviour and Complaints, and a list of policies and a glossary of educational terms.

32. **HEADMASTER'S REPORT ON ISI INSPECTION**

Governors considered a report of the Headmaster regarding the recent ISI inspection.

33. **HEAD OF JUNIOR SCHOOL REPORT**

Governors considered a report of the Head of the Junior School.

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

There were no questions.

35. **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.

The meeting ended at 2.18 pm

Chairman

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

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Board of Governors of the City of London Freemen's School

Actions

Date	Action	Officer responsible	Progress Update
25 September 2017	Charity Reserves Policy to be reviewed, circulated to Governors for informal consultation, and submitted to Board for approval	Chamberlain/Bursar	Update at September 2018
8 February 2018	Masterplan Programme Manager to issue regular briefings to Masterplan Focus Group	City Surveyor	Update at September 2018
6 June 2018	Sub-Committee vacancies to be advertised to future meeting.	Town Clerk	Update at September 2018

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Committee(s)	Dated:
Board of Governors of the City of London Freeman's School	27th September, 2018.
Subject: Head of Junior School's Report	Public
Report of: Matt Robinson	For Information

Summary

The purpose of this report is to provide Members with an overview of events in the Junior School since the last Board meeting in the summer term.

Recommendation(s)

It is recommended that Members note the contents and receive this report.

Main Report

Background

1. The purpose of this report is to provide Members with an overview of events in the Junior School since the last Board meeting. Life in the Junior School has been both busy and productive for the pupils and this report will give Members a taste of the many activities in which the Junior School pupils participate and highlights many of the successes of the children from the end of last academic year and the start of this one.

Staff News

2. We have two new permanent staff in the Junior School, one in Upper 2 and a new Graduate assistant working specifically with Form 1. One staff member has taken over the running of Junior Hale from a colleague who moves "upstairs" as a part-time L4 form tutor and Latin teacher and another staff member replaced a colleague as Head of Junior Whittington as he assumes the mantle of Senior Whittington.

Focus

3. On Prize Day in July I spoke to the Junior School community of the importance of recognising all the difficulties that surround gender, with little boys and girls wanting to avoid stereotyping. We work hard to give all the students similar opportunities but must continue to keep equality in all its forms in the forefront of our minds. We have several Old Freeman coming in this year to talk to the children and three of the four are women.

Works

4. The Junior School has seen a few improvements over the summer, including a slight refurbishment to the Junior school library, repainted classrooms, corridors and Junior Hall, more table tennis tables and benches.

School roll

5. The Junior School is close to maximum at 398 children, including a full Form 1 of 60 for the first time. We are very pleased with the efforts of all those associated with admissions, recruitment and teaching; the Junior School is a happy place with an excellent reputation.

Form 1 intake

6. 60 Form 1 children joined the Junior School. The end of the school day has been altered for their first two weeks as in previous years. Form 1 pupils finished at 3.30pm and this has proved to be very successful. Children, staff and parents have welcomed the earlier end to the day. It has enabled parents and staff to touch base daily.

7. A very successful Information and Social evening has helped the Form 1 parents to settle in. Held at 7.00pm on Thursday 6th September in the Junior School Hall, the evening gave new parents the opportunity to learn about topics covered in the Form 1 curriculum and to meet Form Staff within the Year Group and other parents in a social setting.

Parents' information afternoons/evenings

8. The parents of children from every year group in the Junior School have been invited to Information evenings, at which the Heads of Year introduced their form tutor teams and gave relevant information about the year ahead. All were well attended, and those parents that were unable to be present received the information by email.

Year 7 (Upper 3) –Team Building Day

9. All current Upper 3 pupils went to the outdoor activities and High-Ropes Centre at High Ashurst on Friday 7th September. Very early in the year, this trip is designed to involve all pupils in team-building activities so that each Form can actively engage in forging new friendships for the start of their Key Stage 3 phase of education. Activities included low-rope challenges, high-rope team work, Jacob's Ladder and team puzzle challenges, all of which were led by qualified centre staff.

10. Senior colleagues and I held a series of lunches in the second week to give those new children an opportunity to feedback to us their initial experiences.

Wellbeing

11. The JS children will continue to have many opportunities to improve their wellbeing, not least in Enrichment. Every child will experience a 5-week module of weekly well-being sessions, inserted into the carousel of activities. We are hopeful that this will give them the tools and strategies that we all need.

Last Academic year

Public speaking

12. Two L3 children represented the school at the inaugural Rowan Prep event, impressing judges and parents alike.

Summer term Residentials

Isle of Wight

13. Two staff led a successful PGA residential excursion, during which the whole of the Lower 4 year group combined geography learning and research with adventure

activities and fun. Those children have now all left the Junior school but did so with very happy shared memories.

Osmington Bay

14. Colleagues took the whole of Lower 3 to Dorset on a PGL adventure week; physical activity and shared experience were the order of the weekend. All returned exhausted but happy.

Brenscombe

15. The Upper 2 team took the year group away to Brenscombe in Dorset for a three-day residential, enjoying the outdoors. They had a Bear Grylls of a time and many of the children were intending to persuade their parents to take them back.

Sport

Fencing

16. Three female pupils won the U13 British Epee championships.

17. A pupil the won gold medal in this year's U12 Elite Epee fencing Event 4, held at Newcastle Fencing centre on Saturday 30th June.

18. A national level fencer joined Junior School this year. We have high hopes!

Cricket

19. The U11 girls came second in the St George's cricket festival, hitting a four off the last ball of the day to win their final match!

Athletics

20. 13 JS athletes qualified for the IAPS National Championships in Birmingham on 3rd July, achieving excellent positions and medals. The U13 4x100m came third. Top ten finishes were achieved in the girls' U14 800m, the girls' U12 1500m, the girls' U12 Discus and our second U14 4x100m girls team.

Arts

21. In May various children won awards at the Reigate and Redhill Festival of Music and Drama (May 2018), including 9 winners. All is detailed in our weekly newsletter, *Getting the Balance Right*.

Charity

22. The Junior School raised just over £7500 for the year's Junior School charities (Group B Strep Support and The Humanimal Trust), as well as £500 for Save the Children. Many thanks go to the chaplain for co-ordinating. At the time of writing we are about to start the process for selecting (democratically) the charities for this academic year.

Twitter

23. We're up to 610 followers.

Contact: Matt Robinson

Twitter: @JuniorFreemens

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Committee	Date:	Item no.
Board of Governors of the City of London Freemen’s School	27 September 2018	
Subject: The City of London Freemen’s School Bursary Fund draft Annual Report and Financial Statements for the year ended 31 March 2018	Public	
Report of: The Chamberlain	For Decision	
Report author: Steven Reynolds, Chamberlain’s Department		
<div>1. This report provides Governors with a copy of the draft Annual Report and Financial Statements for the City of London Freemen’s School Bursary Fund (charity number: 284769) for the year ended 31 March 2018, and an opportunity to consider whether part of the cash balance should be invested in the City of London Charities Pool.</div> <div>2. During the year ended 31 March 2018 total funds increased by £22,070 (2016/17: total funds increased by £123,843) to £937,534 (2016/17: £915,464). This movement comprised the following:-<ul style="list-style-type: none">a net gain on investments of £6,518 (2016/17: a net gain of £89,293);investment income of £29,897 (2016/17: £30,142);voluntary income of £8,784 (2016/17: voluntary income of £16,768); andexpenditure on charitable activities of £23,129 (2016/17: £12,360) which was made up of four bursary awards (2016/17: two bursary awards) amounting to £21,927 (2016/17: £11,464) and bursary administration costs of £1,202 (2016/17: £896).</div> <div>3. The charity’s available cash balance at 31 March 2018 was £43,028 (2016/17: £81,442).</div> <div>4. This report asks Governors to consider whether it wishes to make a further investment in the Charities Pool. Investment in the Charities Pool provide an opportunity to earn potentially higher returns than interest on cash balances (0.521% for 2017/18 and estimated to be 0.75% for 2018/19).</div>		

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5. Expenditure from this charity over the previous three years is shown in the table below, an average of £24,121 per annum.

	2017/18	2016/17	2015/16
	£	£	£
Income	38,681	46,910	64,714
Expenditure	(23,129)	(12,360)	(36,874)
Net income/(expenditure)	15,552	34,550	27,840
Cash balance 31 March	43,028	81,442	105,061
Purchase of Charities Pool units	-	(28,696)	(49,998)
Remaining cash balance	43,028	52,746	55,063

6. It is recommended that sufficient cash is retained by the Charity to cover a year's worth of expenditure. Therefore, based on the available cash as at 1 April 2018 of £43,028, less the average expenditure over the past three years of £24,121, it is recommended that a further investment of £18,907 in the Charities Pool is made at the next available opportunity (1 October 2018).
7. The next review of the available cash balance will be presented to this Board in September 2019, in time to meet the 1 October deadline for investment or dis-investment in the Pool, should this be required.

Recommendations

8. It is recommended that Governors:
- receive the draft 2017/18 Annual Report and Financial Statements for the City of London Freemen's School Bursary Fund; and
 - endorse that cash of £18,907 be invested in the Charities Pool on 1 October 2018.

Contact:

Steven Reynolds
Group Accountant
Chamberlain's Department
Tel: 020 7332 1382
steven.reynolds@cityoflondon.gov.uk

***CITY OF LONDON FREEMEN'S SCHOOL
BURSARY FUND
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018***

Charity Number: 284769

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Trustee's Annual Report and Financial Statements for the year ended 31 March 2018

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CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Trustee's Annual Report for the year ended to 31 March 2018

1. Reference and Administration Details

Charity Name	City of London Freemen's School Bursary Fund
Registered Charity Number:	284769
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The administration of the City of London Freemen's School Bursary Fund is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011. This Scheme replaces the previous governing document dated 30 April 1982 and its supplementary deeds of 25 August 1993 and 29 April 1997.

Trustee

The body corporate known as The City of London Corporation is the Trustee of The City of London Freemen's School Bursary Fund, acting through the Board of Governors of The City of London Freemen's School.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning City of London Freemen's School Bursary Fund.

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The charity is administered in accordance with the charity's governing scheme and the City of London Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations of the City of London Corporation. These governance documents are available from the Town Clerk of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the exercise of its duties as Trustee of the charity by faithfully acting in accordance with the Terms of Reference of the relevant committee or sub-committee, and the City Corporation's agreed corporate governance framework as noted above.

Individuals act as Trustees by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as Trustees during their tenure of these positions.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charity's assets, enhance productivity for service users and members of the public.

In order to embed sound practice a Risk Management Group of employed officers has been established by the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to elected Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation in the exercise of all its functions, including when acting as charity trustee.

Consequently, a key risk register has been prepared for this charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The City of London Freeman's School Bursary Fund was established in April 1982. The original funds are invested and distributed by the Trustee.

The object of the Charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Trustee's Annual Report (continued)

incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who would not be able to enter the School having been accepted, or having commenced education at the School would not be able to continue their education at the School. Income can also be used for such other charitable purposes as shall be associated with the school, as the Trustee shall direct.

Grant Making Policy

The charity has established its grant making policy to achieve its objects, as laid out above, for the public benefit. Applications are assessed via a robust process to ensure that proposed activities for funding will be supported by adequate and appropriate resources and will be used only for activities that match the charity's criteria.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

4. Targets, Achievements and Performance for 2017/18

The target for 2017/18 was to continue to contribute towards fees of pupils where financial hardship would cause the pupil to be unable to enter or continue at the School. In line with this, four bursaries (2016/17: two bursaries) were awarded during the year amounting to £21,927 (2016/17: £11,464).

5. Financial Review

During the year ended 31 March 2018 total funds increased by £22,070 (2016/17: total funds increased by £123,843) to £937,534 (2016/17: £915,464). This movement comprised the following:-

- i) a net gain on investments of £6,518 (2016/17: a net gain of £89,293);
- ii) investment income of £29,897 (2016/17: £30,142);
- iii) voluntary income of £8,784 (2016/17: voluntary income of £16,768); and
- iv) expenditure on charitable activities of £23,129 (2016/17: £12,360) which was made up of four bursary awards (2016/17: two bursary awards) amounting to £21,927 (2016/17: £11,464) and bursary administration costs of £1,202 (2016/17: £896).

Going Concern

The Trustee considers the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1(b).

Reserves Policy

The Reserves Policy is to maintain the expendable endowment of the charity in investments in the Charities Pool administered by the City of London Corporation and to use the investment income in accordance with the objectives of the charity.

5. Financial Review (continued)

Investment Policy

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Trustee's Annual Report (continued)

The charity's investments are held in units of the City of London Charities Pool. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

6. Plans for Future Periods

The objective for 2018/19 is to continue to contribute towards the fees payable to the School of pupils, who, but for financial assistance, would not be able to continue at or enter the School.

7. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Adopted and signed for on behalf of the Trustee on 13 November 2018

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham Clark
Deputy Chairman of
Finance Committee

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Independent Auditor's Report to the Trustees of The City of London Freeman's School Bursary Fund

Opinion

We have audited the financial statements of The City of London Freeman's School Bursary Fund (the 'charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and,

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Independent Auditor's Report to the Trustees of The City of London Freeman's School Bursary Fund (continued)

except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs(UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if,

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Independent Auditor's Report to the Trustees of The City of London Freeman's School Bursary Fund (continued)

individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Councils website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Nick Bennett, *Senior Statutory Auditor*

For and on behalf of Moore Stephens LLP, Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Date:

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Statement of Financial Activities for the year ended 31 March 2018

	Note	Endowment Fund £	Total Funds 2017/18 £	Total Funds 2016/17 £
Income and endowments from:				
Donations		8,784	8,784	16,768
Income from investments				
Managed investment income		29,643	29,643	29,747
Interest receivable		254	254	395
Total income and endowments	3	<u>38,681</u>	<u>38,681</u>	<u>46,910</u>
Expenditure on:				
Charitable activities				
Bursaries awarded	4	21,927	21,927	11,464
Bursary administration	4 & 5	1,202	1,202	896
Total expenditure	4	<u>23,129</u>	<u>23,129</u>	<u>12,360</u>
Net gains/(losses) on investments	7	6,518	6,518	89,293
Net income/(expenditure)		<u>22,070</u>	<u>22,070</u>	<u>123,843</u>
Other recognised gains/(losses)		-	-	-
Net movement in funds		<u>22,070</u>	<u>22,070</u>	<u>123,843</u>
Reconciliation of funds				
Total funds brought forward	9	915,464	915,464	791,621
Total funds carried forward	9	<u>937,534</u>	<u>937,534</u>	<u>915,464</u>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Fixed Assets			
Managed Investments – 102,479 Charities Pool Units	7	<u>901,815</u>	<u>837,843</u>
Current Assets			
Cash at bank and in hand		43,028	81,442
Creditors: amounts falling due within one year	8	<u>(7,309)</u>	<u>(3,821)</u>
Net Current Assets	8	35,719	77,621
Total Assets less Current Liabilities		<u>937,534</u>	<u>915,464</u>
The funds of the charity:			
Endowment Fund		<u>937,534</u>	<u>915,464</u>
Total funds	9	<u>937,534</u>	<u>915,464</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 11 to 15 form part of these accounts.

Dr Peter Kane
Chamberlain of London
13 November 2018

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charity's financial statements.

(a) ***Basis of Preparation***

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the *Statement of Recommended Practice (SORP) Accounting and Reporting by Charities*, published in 2015, *Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102)* and the Charities Act 2011.

(b) ***Going Concern***

The charity is considered a going concern for the foreseeable future as the Trustee has due regard to maintaining the capital base and only the investment income is generally used in furtherance of the objectives of the Trust. The majority of the Charity's income is generally from investments in the Charities Pool administered by the City of London Corporation. The Pool's investment policy is set out in Section 5 of the Trustee's Report.

(c) ***Cash Flow Statement***

The Trust has taken advantage of the exemption in FRS102 from the requirement to produce a statement of cash flows on the grounds that it is a small entity.

(d) ***Income Recognition***

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(e) ***Investment Income***

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(f) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting Policies (continued)

(g) ***Bursaries Awarded***

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund.

(h) ***Investments***

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised loss on investments at the balance sheet date is included in the Trust's funds.

(i) ***Fund Accounting***

The charity comprises a single Endowment Fund which is expendable.

2. Tax Status of the Charity

City of London Freeman's School Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

3. Incoming Resources

Incoming resources are analysed as follows:

	2017/18	2016/17
	£	£
Voluntary Income		
Donations	8,784	16,768
Investment Income		
Managed investment income	29,643	29,747
Interest received	254	395
Total Incoming Resources	38,681	46,910

Investment Income:

Consists of income derived from the investments in the City of London Corporation's Charities Pool noted in 1(e) and interest received on cash balances which amounted to £29,897 (2016/17: £30,142).

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Notes to the Financial Statements for the year ended 31 March 2018

4. Resources Expended

Resources expended are analysed as follows:

	2017/18	2016/17
	£	£
Charitable Activities		
Bursaries Awarded	21,927	11,464
Bursary Administration	1,202	896
Total Resources Expended	23,129	12,360

Charitable activities

Four bursary awards were made during the year (2016/17: two bursary awards were made during the year). Included in the charitable activities are bursary administration costs (refer to note 5 below for details of these).

5. Support and Governance Costs

Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. However, some administration services concerned with Bursary Administration are directly charged to the charity. Such costs charged to the fund in 2017/18 amounted to £1,202 (2016/17: £896).

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Fund during the year or in the previous year.

6. Other Items of Expenditure

Trustee expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Notes to the Financial Statements for the year ended 31 March 2018

7. Investment Assets

The value and cost of investments is comprised as follows:

	Endowment Fund	
	2018	2017
	£	£
Market Value 1 April	837,843	698,552
Purchase of Charities Pool units (1)	57,454	49,998
Net investment gains	6,518	89,293
Market value 31 March	901,815	837,843
Cost when purchased	602,200	544,746
Units in Charities Pool (Units)	102,479	96,083

(1) As agreed by the Board of Governors of the City of London Freeman's School at its meeting on 2 February 2017 and 25 September 2017, cash of £28,696 and £28,764 was invested in The City of London Charities Pool. Accordingly, a total of 3,287 units were purchased at £8.73 per unit on 1 April 2017 and a total of 3,109 units were purchased at £9.25 per unit on 1 October 2017.

The geographical spread of listed investments at 31 March was as follows:

	2018 £	2017 £
Equities:		
UK	703,774	652,281
Overseas	110,530	117,866
Bonds UK	5,830	4,607
Pooled Units: UK	61,241	41,514
Cash Held By Fund Manager	20,440	21,575
Total Funds	901,815	837,843

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2018 the Fund achieved a return of +4.28% compared to the FTSE All Share Index return of +1.25%, an out-performance of 3.03%. Over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	5.97%	7.96%
FTSE All Share	5.86%	6.59%
Out performance	0.11%	1.37%

CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

Notes to the Financial Statements for the year ended 31 March 2018

8. Analysis of Net Assets by Fund at 31 March 2018

	Endowment Fund	Total 2018	Total 2017
	£	£	£
Fixed Assets			
Investments	901,815	901,815	837,843
Total Fixed Assets	901,815	901,815	837,843
Current Assets	43,028	43,028	81,442
Current Liabilities (1)	(7,309)	(7,309)	(3,821)
Net Current Assets	35,719	35,719	77,621
Total Assets	937,534	937,534	915,464

(1) Current liabilities represent bursaries awarded by the Trust for the Summer term 2018.

9. Summary of funds and movements during the year to 31 March 2018

	Fund Balance Brought Forward	Income	Expenditure	Gains and Losses	Fund Balance Carried Forward
	£	£	£	£	£
Endowment Fund:					
Expendable	915,464	38,681	(23,129)	6,518	937,534
Total Funds	915,464	38,681	(23,129)	6,518	937,534

Notes to the Funds:

Expendable Endowment Fund

The purpose of this fund is to provide support to students in the form of bursaries. Planned use comprises of the distribution of bursary awards, with any surplus income carried forward to be used in subsequent years. Awards are funded by donations and any income generated from The City of London Charities Pool as a result of the investment of such donations.

10. Details of related parties and wider networks

The City of London Corporation is also the Trustee of a number of other Charitable Funds. With the exception of the City of London Charities Pool, these Funds do not undertake transactions with the City of London Freeman's School Bursary Fund. A full list of these Funds is available on application to the Chamberlain of London.

The Fund has investments in the City of London Charities Pool. Investment income from the Charities Pool in 2017/18 amounted to £29,643 (2016/17: £29,747).

Committee	Date:	Item no.
Board of Governors of the City of London Freemen's School	27 September 2018	
Subject: Draft Annual Report and Financial Statements for the year ended 31 March 2018 for the Charities Administered in Connection with The City of London Freemen's School		Public For Decision
Report of: The Chamberlain		
Report author: Steven Reynolds, Chamberlain's Department		
<div>1. This report provides Governors with a copy of the draft Annual Report and Financial Statements for the Charities Administered in connection with The City of London Freemen's School (charity number: 312120) for the year ended 31 March 2018, and an opportunity to consider whether part of the cash balance should be invested in the City of London Charities Pool.</div> <div>2. During the year ended 31 March 2018 total funds increased by £6,407 (2016/17: total funds increased by £23,497) to £198,375 (2016/17: £191,968). This movement comprised the following:-<ul style="list-style-type: none">• a net gain on investments of £1,385 (2016/17: a net gain of £18,382);• investment income of £6,163 (2016/17: £6,229);• voluntary income of £6,120 (2016/17: voluntary income of £6,040); and• expenditure of £7,261 (2016/17: £7,154) relating to 234 book prizes (2016/17: 230 book prizes).</div> <div>3. The charity's available cash balance at 31 March 2018 was £12,387 (2016/17: £19,434).</div> <div>4. This report asks Governors to consider whether it wishes to make a further investment in the Charities Pool. Investment in the Charities Pool provide an opportunity to earn potentially higher returns than interest on cash balances (0.521% for 2017/18 and estimated to be 0.75% for 2018/19).</div>		

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5. Expenditure from this charity over the previous three years is shown in the table below, an average of £7,313 per annum.

	2017/18	2016/17	2015/16
	£	£	£
Income	12,283	12,269	11,547
Expenditure	(7,261)	(7,154)	(7,525)
Net income/(expenditure)	5,022	5,115	4,022
Cash balance 31 March	12,387	19,434	29,318
Purchase of Charities Pool units	-	(6,860)	(14,999)
Remaining cash balance	12,387	12,574	14,319

6. It is recommended that sufficient cash is retained by the charity to cover a year's worth of expenditure. Therefore, based on the available cash as at 1 April 2018 of £12,387, less the average expenditure over the past three years of £7,313 it is recommended that a further investment of £5,074 in the Charities Pool is made at the next available opportunity (1 October 2018).
7. The next review of the available cash balance will be presented to this Board in September 2019, in time to meet the 1 October deadline for investment or dis-investment in the Pool, should this be required.

Recommendations

8. It is recommended that Governors:
- receive the draft 2017/18 Annual Report and Financial Statements for the Charities Administered in Connection with The City of London Freeman's School (charity number: 312120); and
 - endorse that cash of £5,074 be invested in the Charities Pool on 1 October 2018.

Contact:

Steven Reynolds
Group Accountant
Chamberlain's Department
Tel: 020 7332 1382
steven.reynolds@cityoflondon.gov.uk

***CHARITIES ADMINISTERED IN CONNECTION WITH (ICW)
THE CITY OF LONDON FREEMEN'S SCHOOL***

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018***

Charity Number: 312120

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Trustee's Annual Report and Financial Statements for the year ended 31
March 2018**

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CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

Trustee's Annual Report for the year ended 31 March 2018

1. Reference and Administration Details

Charity Name	Charities Administered ICW the City of London Freemen's School
Registered Charity Number:	312120
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City Of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The Charity Commission for England and Wales made an Order on 30 November 2011 which appointed the City of London Corporation as trustee of the charitable funds governed by this charity. The Schedule attached to the Order details the constituent charitable funds of the Charities Administered ICW the City of London Freeman's School. The Funds are registered under the same name for administrative purposes.

Trustee

The body corporate known as The City of London Corporation is the Trustee of Charities Administered in connection with (ICW) the City of London Freeman's School, acting through the Board of Governors of The City of London Freeman's School.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning Charities Administered ICW the City of London Freeman's School.

CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The charity is administered in accordance with the City of London Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations of the City of London Corporation. These governance documents are available from the Town Clerk of the City of London Corporation at the principal address.

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the exercise of its duties as Trustee of the charity by faithfully acting in accordance with the Terms of Reference of the relevant committee or sub-committee, and the City Corporation's agreed corporate governance framework as noted above.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charity's assets, enhance productivity for service users and members of the public.

In order to embed sound practice a Risk Management Group of employed officers has been established by the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to elected Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation in the exercise of all its functions, including when acting as charity trustee.

Consequently, a key risk register has been prepared for this charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The funds are used to provide prizes in various subjects. The funds may also be used to assist children to study various subjects at school and to aid school pupils who have gone on to University.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

Trustee's Annual Report (continued)

4. Achievements and Performance

The school awarded 234 book prizes during the year (2016/17: 230).

5. Financial Review

During the year ended 31 March 2018 total funds increased by £6,407 (2016/17: total funds increased by £23,497) to £198,375 (2016/17: £191,968). This movement comprised the following:-

- i) a net gain on investments of £1,385 (2016/17: net gain of £18,382);
- ii) income of £12,283 (2016/17: £12,269) which comprised investment income of £6,163 (2016/17: £6,229) voluntary income of £6,120 (2016/17: £6,040); and
- iii) expenditure of £7,261 (2016/17: £7,154) relating to 234 book prizes (2016/17: 230 book prizes).

Going Concern

The Trustee considers the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1(b).

Reserves Policy

The Reserves Policy is to maintain the capital base of the charity in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charity.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

6. Plans for Future Periods

The on-going targets are to continue to provide for prizes in various subjects, to continue to provide sums to assist children to study various subjects at the school and to assist in further education.

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Trustee's Annual Report (continued)

7. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Charities Act 2011.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

8. Adopted and signed for on behalf of the Trustee on 13 November 2018

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham
Deputy Chairman of
Finance Committee

Independent Auditor's Report to the Trustees of The Charities Administered In Connection With The City of London Freeman's School

Opinion

We have audited the financial statements of The Charities Administered In Connection With The City of London Freeman's School (the 'charity') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent Auditor's Report to the Trustees of The Charities Administered In Connection With The City of London Freemen's School (continued)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs(UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Councils website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Independent Auditor's Report to the Trustees of The Charities Administered In Connection With The City of London Freemen's School (continued)

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Nick Bennett, *Senior Statutory Auditor*

For and on behalf of Moore Stephens LLP, Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Date:

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Statement of Financial Activities for the year ended 31 March 2018

	Note	Restricted Fund £	Endowment Fund £	Total Funds 2017/18 £	Total Funds 2016/17 £
Income and endowments from:					
Donations and legacies		6,120	-	6,120	6,040
Income from investments					
Managed investment income		6,012	116	6,128	6,126
Interest receivable		35	-	35	103
Total income and endowments	3	<u>12,167</u>	<u>116</u>	12,283	<u>12,269</u>
Expenditure on:					
Charitable activities					
Prizes awarded		<u>7,261</u>	-	7,261	<u>7,154</u>
Total expenditure	4	<u>7,261</u>	-	7,261	<u>7,154</u>
Net gains/(losses) on investments	7	<u>1,353</u>	<u>32</u>	1,385	<u>18,382</u>
Net income/(expenditure)		<u>6,259</u>	<u>148</u>	6,407	<u>23,497</u>
Transfers between funds		116	(116)	-	-
Other recognised gains/(losses)		-	-	-	-
Net movement in funds		<u>6,375</u>	<u>32</u>	6,407	<u>23,497</u>
Reconciliation of funds					
Total funds brought forward	9	<u>178,471</u>	<u>13,497</u>	191,968	<u>168,471</u>
Total funds carried forward	9	<u>184,846</u>	<u>13,529</u>	198,375	<u>191,968</u>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Fixed Assets			
Managed Investments – 21,135 Charities Pool Units	7	185,988	172,534
Current Assets			
Cash at bank and in hand		12,387	19,434
Total Assets	8	<u>198,375</u>	<u>191,968</u>
The funds of the charity:			
Restricted Fund		184,846	178,471
Endowment Fund		13,529	13,497
Total funds	9	<u>198,375</u>	<u>191,968</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 11 to 16 form part of these accounts.

Dr Peter Kane
Chamberlain of London
13 November 2018

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charity's financial statements.

(a) *Basis of Preparation*

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

(b) *Going Concern*

The Trust is considered a going concern for the foreseeable future as the Trustee has due regard to maintaining the capital base and only donations and investment income are generally used in furtherance of the objectives of the Trust. Part of the Charity's income is from investments in the Charities Pool administered by the City of London Corporation. The Pool's investment policy is set out in Section 5 of the Annual Report.

(c) *Cash Flow Statement*

The Trust has taken advantage of the exemption in FRS102 from the requirement to produce a statement of cash flows on the grounds that it is a small entity.

(d) *Income Recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(e) *Investment Income*

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

Notes to the Financial Statements for the year ended 31 March 2018

1. Accounting Policies (continued)

(f) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(g) ***Investments***

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised loss on investments at the balance sheet date is included in the Trust's funds.

(h) ***Fund Accounting***

The funds of the charity consist of a permanent endowment fund that holds the original endowment of the charity, which is invested and shown at market value, and a restricted fund that contains any undistributed annual income carried forward for use in future years.

2. Tax Status of the Charity

As a registered charity income and gains are exempt from income tax to the extent that they are applied to charitable purposes.

3. Incoming Resources

Incoming resources are analysed as follows:

	2017/18	2016/17
	£	£
Voluntary Income		
Donations	6,120	6,040
Investment Income		
Managed Investment Income	6,128	6,126
Interest Receivable	35	103
Total Incoming Resources	12,283	12,269

Investment Income

Consists of income derived from the investments in the City of London Corporation's Charities Pool noted in 1(e) and interest received on cash balances which amounted to £6,163 (2016/17: £6,229).

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Notes to the Financial Statements for the year ended 31 March 2018

4. Resources Expended

Resources expended are analysed as follows:-

	2017/18	2016/17
	£	£
Charitable Activities		
Prizes Awarded	7,261	7,154
Total Resources Expended	7,261	7,154

Charitable activities

Charitable activities consist of 234 book prizes awarded to individuals amounting to £7,261 (2016/17: 230 book prizes amounting to £7,154).

5. Support and Governance Costs

Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. It is consequently not possible to quantify this assistance in the Statement of Financial Activities.

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

6. Other Items of Expenditure

Trustees' expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

Notes to the Financial Statements for the year ended 31 March 2017

7. Investment assets

The value and cost of investments are comprised as follows:

	Restricted Fund	Endowment Fund	Total 2018	Total 2017
	£	£	£	£
Market Value 1 April	169,037	3,497	172,534	139,153
Purchase of Charities Pool Units (1)	12,069	-	12,069	14,999
Net investment gains	1,353	32	1,385	18,382
Market value 31 March	182,459	3,529	185,988	172,534
Cost when purchased	110,334	5,133	115,467	103,398
Units in Charities Pool (Units)	20,734	401	21,135	19,786

(1) The Board of Governors of the City of London Freeman's School agreed at their meetings on 2 February 2017 and 25 September 2017 to invest cash of £6,860 and £5,199 respectively. Accordingly, a total of 787 units were purchased at £8.73 per unit on 1 April 2017 and 562 units were purchased at £9.25 per unit on 1 October 2017.

The geographical spread of listed investments at 31 March was as follows:

	2018 £	2017 £
Equities:		
UK	145,145	134,322
Overseas	22,796	24,272
Bonds: UK	1,202	948
Pooled Units: UK	12,630	8,549
Cash Held By Fund Manager	4,215	4,443
Total Funds	185,988	172,534

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2018 the Fund achieved a return of +4.28% compared to the FTSE All Share Index return of +1.25%, an out-performance of 3.03%. Over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	5.97%	7.96%
FTSE All Share	5.86%	6.59%
Out performance	0.11%	1.37%

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Notes to the Financial Statements for the year ended 31 March 2018

8. Analysis of net assets by fund at 31 March 2018

	Restricted Fund	Endowment Fund	Total 2018	Total 2017
	£	£	£	£
Fixed Assets				
Investments	182,459	3,529	185,988	172,534
Total Fixed Assets	182,459	3,529	185,988	172,534
Current Assets	2,387	10,000	12,387	19,434
Total Net Assets	184,846	13,529	198,375	191,968

9. Summary of Funds and Movements during the year to 31 March 2018

	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Restricted Fund	178,471	12,167	(7,261)	116	1,353	184,846
Endowment Fund:						
Permanent	13,497	116	-	(116)	32	13,529
Total Funds	191,968	12,283	(7,261)	-	1,385	198,375

Notes to the funds:

Restricted Fund

The purpose of this fund is to award prizes in various subjects, with any surplus income carried forward to be used in subsequent years. Awards are funded by donations and any investment income generated from The City of London Charities Pool.

Endowment Fund - Permanent

This fund maintains the capital base of the charity, including the recognition of any gains or losses on revaluation of the investments at their current market value. Income from investments is shown against the fund and then transferred to the restricted fund.

**CHARITIES ADMINISTERED ICW
THE CITY OF LONDON FREEMEN'S SCHOOL**

Notes to the Financial Statements for the year ended 31 March 2018

10. Details of related parties and wider networks

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Trusts do not undertake transactions with the Charities Administered ICW the City of London Freeman's School. A full list of these Trusts is available on application to the Chamberlain of London.

The Trust has investments in the City of London Charities Pool. Investment income from the Charities Pool in 2017/18 amounted to £6,128 (2016/17: £6,126).

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Committee(s):	Date(s):	Item no.
Board of Governors City of London Freemen's School	27 September 2018	
Subject: Revenue Outturn 2017/18		Public
Report of: The Chamberlain The Headmaster		For Information

Summary

The net income for 2017/18, before transfers to reserves, was £2,584,000 compared to a budgeted position of £2,616,000, representing a reduction in net income of £32,000 (1.2%) as shown in the table below.

	Budget	Actual	Variation	Para
	2017/18	2017/18	Better/ (Worse)	Reference
	£000	£000	2017/18	
	£000	£000	£000	
Income	17,966	17,912	(54)	4.i to 4.iii
Expenditure	(15,350)	(15,328)	22	4.iv to 4.viii
Total net income before transfers	2,616	2,584	(32)	
<u>Transfers to reserves</u>				
- Vehicle Replacement Fund	(25)	(25)	-	
- Repairs & Maintenance	(522)	(522)	-	
- Capital Reserve Fund	(2,001)	(2,001)	-	
Total transfers	(2,548)	(2,548)	-	
Total net income after transfers	68	36	(32)	
General Reserve Fund balance brought forward 1 April	679	679	0	
General Reserve Fund balance carried forward 31 March	747	715	(32)	

In line with the budget, the transfer to the Capital Reserve was £2,001,000 and, after taking account of the planned expenditure funded from the reserve during the year, the balance in the Capital Reserve Fund as at 31 March 2018 was £750,000 (2016/17: £3,457,807).

Total School funds, including the Capital Reserve Fund, as at 31 March 2018 amounted to £3,865,985 as detailed in Annex B (£6,600,028 as at 31 March 2017), which represents a reduction of £2,734,043 as detailed at paragraph 5 to this report.

Recommendations

It is recommended that this revenue outturn report for 2017/18 is noted.

Main Report

2017/18 Budget Position compared to Revenue Outturn

1. Overall, net income before transfers for 2017/18 was £2,584,000 compared to an agreed net income budget of £2,616,000, representing a reduction in net income of £32,000 (1.2%). Table 1 provides a comparison between the budget and outturn. Figures in brackets represent expenditure, increases in expenditure, or reductions in income.

TABLE 1
CITY OF LONDON FREEMEN'S SCHOOL

Analysis of Service Expenditure	Budget	Actual	Variation Better/ (Worse)
	2017/18 £000	2017/18 £000	2017/18 £000
INCOME			
School & Staff Meals	527	480	(47)
School Tuition Fees	14,321	14,310	(11)
Other Tuition Fees	231	234	3
Boarding Fees	636	626	(10)
Registration & Exam Fees	153	149	(4)
Other	328	332	4
City Support (Annex A)	1,770	1,781	11
Total Income	17,966	17,912	(54)
EXPENDITURE			
Employees	(9,053)	(9,245)	(192)
Premises Related Expenses (note i)	(1,205)	(1,173)	32
Transport Related Expenses	(191)	(168)	23
Supplies & Services (note ii)	(2,336)	(2,141)	195
Staff Subsidy & Prizes	(203)	(207)	(4)
Scholarship Subvention Awards	(558)	(554)	4
Match Funding Awards	(41)	(49)	(8)
Support Services (Annex A)	(664)	(692)	(28)
Capital Charges (Annex A)	(1,099)	(1,099)	-
Total expenditure before transfers	(15,350)	(15,328)	22
TOTAL NET INCOME BEFORE TRANSFERS	2,616	2,584	(32)
TRANSFERS TO RESERVES			
Vehicle Replacement Fund	(25)	(25)	-
Repairs, Maintenance & Improvements Fund	(522)	(522)	-
Capital Reserve Fund	(2,001)	(2,001)	-
Total transfers	(2,548)	(2,548)	0
TOTAL NET EXPENDITURE AFTER TRANSFERS	68	36	(32)
General Fund balance brought forward 1 April	679	679	-
General Fund balance carried forward 31 March	747	715	(32)

Notes

- (i) Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies.
- (ii) Supplies & Services – includes equipment, furniture, materials, books, uniforms, printing, stationary, professional fees, grants & subscriptions, and advertising.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £747,000 for the 2017/18 budget, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines, and the planned contribution required for the future funding of the Masterplan, there was a transfer to the Capital Reserve Fund of £2,001,000.
3. Following this transfer, and after taking account of the planned expenditure funded from the reserve during the year and a loan drawdown from the City of £841,772, the balance in the Capital Reserve Fund as at 31 March 2018 was £750,000 (2016/17: £3,457,808).
4. The budgeted transfer of the net expenditure to the General Reserve Fund after the other budgeted transfers was £68,000. The actual transfer was lower at £36,000 (£32,000 less than budgeted). The main reasons for this variation, as summarised in Table 1, were:

A reduction in income of £54,000, principally as a result of:

- i) School and staff meals income £47,000 less than budget due to a reduction in demand and a delay in the availability of the new tuck shop van.
- ii) A marginal reduction in school tuition and boarding fees of £21,000 as pupil numbers were a lower than anticipated.

Partly offset by:

- iii) An increase in City Support of £11,000.

A reduction in expenditure of £22,000, mainly due to:

- iv) Reduced supplies and services expenditure of £195,000 largely due to a decision to reduce expenditure on equipment (£109,000) to help mitigate the increase in staffing costs noted below at vii. Other savings were achieved on catering (£44,000), due to a delay in the new contract start date and printing (£32,000).
- v) A reduction in premises related expenditure of £32,000 following a focus on energy efficiency measures across the school.
- vi) A reduction in transport related expenditure of £23,000 as the new swimming pool opened in January 2018 and it was no longer necessary to transport pupils to external swimming pools.

Partly offset by:

- vii) An increase in employee costs of £192,000. Additional staff were appointed to cover two disciplinary issues in year and there were increased pension costs following the introduction of auto-enrolment for new members of staff. These increases were mitigated by savings on supplies and services as noted above.

- viii) An uplift in Support Services costs of £28,000. This was partly offset by the increase in City Support of £11,000 (see iii above). The remaining £17,000 arose following the introduction of Commercial Contract Management by the City of London Procurement Service and the increase of Category Management involvement in 2017-18.

Unrestricted, Designated and Restricted Funds

5. A summary of unrestricted, designated and restricted funds, showing the movements in 2017/18, is attached at Annex B. Total funds have reduced by £2,734,043 to £3,865,985 at 31 March 2018. The main movements were as follows:

- i) Planned expenditure from the Capital Reserve Fund of £5,568,546 on the School's Masterplan, swimming pool and supplementary revenue projects, partially offset by a loan drawdown of £841,772 and interest of £17,966;
- ii) Planned expenditure from the Repairs & Maintenance Fund of £687,926 in accordance with the agreed programme of works, offset by interest of £6,764;

Partly offset by:

- iii) Unrestricted Fund net income, before transfers, of £2,583,640.

Contacts:

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City of London Freemen's School: Sue Williams, Bursar

Tel: 020 7847 5524

BURSAR@clsq.org.uk

CITY SUPPORT

<u>City Support</u>	Budget	Actual	Variation Better/ (Worse)
	2017/18 £000	2017/18 £000	2017/18 £000
Scholarships			
General (note i)	558	558	-
2.5% Match Funding (note ii)	41	49	8
Total Scholarships	599	607	8
Support Services			
Information Systems	100	111	11
Chamberlain	92	93	1
Comptroller & City Solicitor	7	7	-
Town Clerk	117	118	1
City Surveyor	26	26	-
Corporate & Democratic Core (CDC)	15	15	-
Staff Insurance	45	36	(9)
Total Support Services	402	406	4
Capital Charges	1,086	1,086	-
Other support and adjustments			
Listed Building Subvention	51	51	-
Employer Pension Fund	54	54	-
City Procurement savings/(costs) (note iii)	(106)	(106)	-
Service Based Review Savings (note iv)	(196)	(196)	-
Freedom Fees (note v)	(120)	(121)	(1)
Total other support and adjustments	(317)	(318)	(1)
TOTAL CITY SUPPORT	1,770	1,781	11

Notes:

- i) City's Cash finances the equivalent of 34 full fee scholarships per annum – 6 full fee equivalent (FFE) in the junior school, 2 FFE in years 7 and 8 and 26 FFE in the Senior School.
- ii) The funding guidelines, as agreed by Policy & Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.
- iii) As a result of new contracts procured by the City's PP2P Team, expenditure by City Schools should generally be reduced. However, as agreed by the Chief Officers' Group in January 2012, such savings are to benefit the City Corporation centrally to help achieve balanced revenue budgets on City's Cash over the medium term. In order to move these savings from the Schools to the centre, an adjustment has been made to the City's support to the Schools. This will leave

the Schools in a neutral resource position as the reduction in costs from the PP2P savings will be offset by a reduction in income through the City's Support. Should a contract procured by the PP2P Team result in an increase in a School's costs then a compensatory increase will be made to the City's support to retain the neutrality principle.

- iv) The Service Based Review (SBR) aims to deliver significant and sustainable savings and/or increased income in order to balance City Fund and City's Cash over the medium term. The Policy and Resources Committee agreed savings proposals totalling £196,000, excluding additional income from increases in tuition fees, for the City of London Freeman's School. These proposals have been phased £89,000 in 2016/17 with an additional £107,000 in 2017/18.
- v) Freedom fees were increased to £100 with effect from 1 April 2015 from £25 for Court of Alderman, Patrimony and Servitude applications, and from £30 for Court of Common Council Applications. All the income from Freedom ceremonies is allocated to the School. However, the Court of Common Council agreed that a sum equivalent to the additional income generated from the increase should be transferred from the School to the corporate centre. This transfer is made through a reduction to the City Support.

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City of London Freeman's School
2017/18 Movement of Funds

Unrestricted

General Reserve
Capital Reserve Fund
Repairs & Maintenance
Vehicle Replacement Fund

Designated

Capital Reserve Fund
General Scholarship Fund
Foundation Bursary Fund
Music Fund
Repairs & Maintenance
Other designated funds

Restricted

Livery Match Funding
Livery Scholarships and Prizes

Endowment

2-18 St Brides
Sale of Land & Property

Totals

Balance 31/03/17	Interest	Income	Expenditure	Transfer Between Funds	Balance 31/03/18
679,334	19,502	17,892,012	(15,327,874)	(2,001,000) (522,000) (25,000)	3,262,973 (2,001,000) (522,000) (25,000)
679,334	19,502	17,892,012	(15,327,874)	(2,548,000)	714,973
3,457,808	17,966	841,772	(5,568,546)	2,001,000	750,000
107,034		157,037			264,071
162,622		42,264	(3,360)		201,526
7,784		2,042	(3,886)		5,941
1,545,840	6,764		(687,926)	522,000	1,386,678
134,767		33,751	(161,775)	25,000	31,742
5,415,855	24,730	1,076,866	(6,425,493)	2,548,000	2,639,957
138,480		49,628	(53,341)		134,767
85,410		442,724	(432,795)		95,339
223,890	0	492,352	(486,136)	0	230,106
250,250					250,250
30,699					30,699
280,949	0	0	0	0	280,949
6,600,028	44,232	19,461,229	(22,239,504)	-	3,865,985

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Committee(s)	Dated:
City of London Freemen's School Board of Governors City of London School Board of Governors City of London School for Girls Board of Governors	27 September 2018 17 October 2018 8 October 2018
Subject: Guidance for Extra Duties for teaching staff	Public
Report of: Chrissie Morgan - Director of Human Resources	For Information
Report author: Aniki Applewhite, Corporate HR, Town Clerk's Department	

Summary

This report for the Boards of Governors outlines the City of London Corporation's guidance on the process of how teaching staff in the three city schools are selected to carry out duties outside of their substantive role, with or without an allowance.

Recommendation

Members are asked to note the report.

Main Report

Background

1. As the City of London Corporation is one employer, the schools were keen to undertake a cross school review of responsibility allowances including to:
 - review the types of allowances being allocated;
 - review the administration and allocation of the allowances.
2. During the review of "Responsibility Allowances" at the three city schools, it was identified that there were two types of duties that receive a responsibility allowance:
 - those that form part of a substantive role e.g. Head of a department;
 - those that are extra to the specific teaching role that could be undertaken by any teacher.
3. The former allowances are allocated to a role, therefore when a teacher is recruited and appointed into the role they receive the allowance that is associated specifically with that role. For this reason, these allowances are governed by different rules and removing or changing them would be a change to terms and conditions.

4. With the latter (extra duties) there are varying practises at the schools because each of the schools have different needs and staff different activities. Each school determines and holds their list of extra duty roles. This means that some are similar across schools but they can also be unique to an individual school. In some circumstances, recognition of carrying out an extra duty is solely by giving a time allocation within the timetable, rather than being financial; in some cases, time and allowances are given.
5. Extra duties are not static and some can develop and expand whilst others may, diminish or no longer be required.
6. It has been identified that over time, the way that the schools have allocated and administered these has resulted in some differences across the schools and so the opportunity was taken to put in place a consistent approach.

Current Position

7. There is a need to ensure that the extra duties and their allowances, if applicable are awarded fairly, reviewed regularly and withdrawn when no longer required.
8. There is also a need to allow all teachers as appropriate the opportunity to undertake the extra duty.
9. Therefore, it is important to have a framework for the three schools that enables these duties to be created or removed according to the needs of the school. There is also the need to have some flexibility to adjust the levels according to the 'size' and complexity of the duty at the local school level, especially given that the three schools have differences in size of year groups and / or numbers of pupils taking a particular subject or activity.
10. The duties that have been identified as extra to teaching are to be governed and covered in the 'Guidance for extra duties' and placed into the Teachers' Guide. (attached as Appendix 1).
11. These have been raised at the JCC for comments and the schools will be following the guidance with regard to extra duties as attached as appendix 1

Conclusion

12. This review has identified the need to have a more consistent approach to the identification, allocation and review of those extra duties that can be allocated to any teacher.

13. A 'Guidance for extra duties' document has been produced to be placed into the Teachers' Guide. A standard template letter has also been devised to confirm details of the extra duty with the recipient. The review of responsibility allowances that form part of the substantive role is underway and will be reported to a future meeting of the Committee.

Appendices

- Appendix 1 – A1 Guidance for extra duties

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A1 Guidance for extra duties that are unrelated to a substantive role

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Statement of intent

1. The City of London Corporation is committed to allowing teachers at the three City of London schools to undertake extra duties, timetable permitting, that are unrelated to the individual job description.
2. The City of London Corporation recognises it is important to have a framework in which any role is awarded, monitored, evaluated and reviewed to ensure a consistent and fair approach within and among the three City of London schools.

Scope

3. This guidance will be applicable to teachers at the three City of London schools. Local procedures will apply as to the operation of the guidance. This guidance does not form part of any teacher's contract of employment and it may be amended at any time.

Purpose

4. To provide a process to ensure the agreed extra duties and their allowances if applicable are awarded fairly, reviewed regularly and withdrawn when no longer required.

Aims

5. To ensure the three City of London schools continue to have a degree of autonomy in applying allowances and time given for these extra duties, with the support of Corporate Human Resources who will provide equalities reports annually to management.

Principles and Responsibilities

6. Managers should:
 - Advertise all allowances for the agreed extra duties openly to all teaching staff
 - Interview those who have expressed an interest in undertaking the advertised role.
 - Check if the teacher is carrying out any other agreed extra duty, is in receipt of any allowances for extra duties or any responsibility allowance linked to their substantive role.
 - Carry out a review of how the teacher has performed the extra duties of the role at least annually.
 - Review, at least annually, if there is still the need for the role, that the allowance is paid and time given is appropriate.
 - Give one term's notice if the duty and / or allowance will end.
7. Employees are expected to:
 - Perform the duties outlined in the summary of duties.
 - Give one term's notice if they no longer wish to undertake the duty.
8. Human Resources will:
 - Write to staff when they take on agreed extra duties, detailing the level and amount of the allowance, outlining how often and when the allowance will be reviewed and what notice will be given when the allowance is removed. A summary of duties detailing what is expected will be included with the letter.
 - Liaise with the Pay Office to ensure details of those in receipt of an allowance are recorded for payment and reporting purposes.

- Ensure that employees do not normally have more than two extra duty roles or allowances; however in exceptional circumstances this can be reviewed at the Head's discretion.

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