



## Reference Sub Committee of the Board of Governors of the City of London School for Girls

**Date:** WEDNESDAY, 23 MAY 2018  
**Time:** 10.00 am  
**Venue:** COMMITTEE ROOMS, GUILDHALL

**Members:** Clare James MA, Deputy  
Nicholas Michael Bensted-Smith, JP  
Richard David Regan, OBE, Deputy  
Randall Keith Anderson  
Sir Michael Snyder

**Enquiries:** Paige Upchurch  
Paige.Upchurch@cityoflondon.gov.uk

John Barradell  
Town Clerk and Chief Executive

# **AGENDA**

## **PART 1**

1. **APOLOGIES**

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

**For Decision**

3. **MINUTES**

To approve the public minutes of the previous meeting held on 26 February 2018.

**For Decision**  
(Pages 1 - 2)

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

**For Decision**

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

6. **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**

7. **MINUTES**

To approve the non-public minutes of the previous meeting of 26 February 2018.

**For Decision**  
(Pages 3 - 6)

8. **OUTSTANDING ACTIONS**

**For Information**  
(Pages 7 - 8)

9. **CITY OF LONDON SCHOOL FOR GIRLS - ARREARS OF SCHOOL FEES -  
SUMMER 2018**

Report of the Bursar

**For Decision**  
(Pages 9 - 34)

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

**For Decision**

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

**For Decision**

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**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL FOR GIRLS  
Monday, 26 February 2018**

Minutes of the meeting of the Reference Sub Committee of the Board of Governors  
of the City of London School for Girls held at Guildhall on Monday, 26 February 2018  
at 10.30 am

**Present**

**Governors:**

Clare James (Chairman)  
Nicholas Benstead-Smith, JP (Deputy Chairman)  
Deputy Richard Regan, OBE  
All Anderson  
Sir Michael Snyder

**Officers:**

Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girls
Steven Reynolds	- Chamberlain's Department
Alistair MacLellan	- Town Clerk's Department
Paige Upchurch	- Town Clerk's Department

**1. APOLOGIES**

There were no apologies.

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

There were no declarations.

**3. TERMS OF REFERENCE**

**RESOLVED** – That Governors noted the terms of reference.

It was mentioned that the wording of “(have the power to act)” is unclear, as it is the main board’s duty, rather than the Reference Sub Committee’s to make decisions regarding fee increases. The Town Clerk informed the Governors that this has been noted to be reconsidered in June during the annual review of Committee Terms of Reference.

**4. MINUTES**

**RESOLVED** – That Governors approved the public minutes of the previous meeting as an accurate record.

**5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
Reference Sub Committee meetings have been listed for each term for 2018 - 19 and these dates and times are to be circulated by the Town Clerk.
7. **EXCLUSION OF THE PUBLIC**  
**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the remaining items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act 1972.
8. **NON-PUBLIC MINUTES**  
**RESOLVED** – That Governors approved the non-public minutes of the previous meeting as an accurate record.
9. **ARREARS OF SCHOOL FEES - SPRING 2018**  
Governors considered a report of the Bursar for the City of London School for Girls.
10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The meeting ended at 11.15 am

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Chairman

**Contact Officer: Paige Upchurch**  
**[paige.upchurch@cityoflondon.gov.uk](mailto:paige.upchurch@cityoflondon.gov.uk)**

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of the Local Government Act 1972.

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