



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

Date: MONDAY, 8 OCTOBER 2018

Time: 12.00pm

Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL, EC2P

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

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

N.B. Part of this meeting may be subject to audio-visual recording.

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **APOLOGIES**

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

3. **TERMS OF REFERENCE**

To receive the Sub-Committee's terms of reference, as agreed at the Board of Governors meeting held on 18 June 2018.

For Information
(Pages 1 - 2)

4. **MINUTES**

For Decision

a) **26 February 2018** (Pages 3 - 4)

To agree the public minutes and non-public summary of the meeting held on 26 February 2018.

b) **23 May 2018** (Pages 5 - 6)

To receive a note of the inquorate meeting held on 23 May 2018.

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

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

7. **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

8. **NON-PUBLIC MINUTES**

For Decision

a) **26 February 2018** (Pages 7 - 10)

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

b) **23 May 2018** (Pages 11 - 14)

To receive a non-public note of the inquorate meeting held on 23 May 2018.

9. **MANAGEMENT OF ARREARS OF FEES AT CITY OF LONDON SCHOOL FOR GIRLS - AUTUMN TERM 2018**

Report of the Headmistress.

For Decision
(Pages 15 - 20)

- a) Appendix 1 - Summary of Total Outstanding Fees Autumn 2018 (Pages 21 - 22)
 - b) Appendix 2 - Actions Sheet (Pages 23 - 26)
 - c) Appendix 3 - Procedure for Control of Fees Payment Arrears (Pages 27 - 30)
 - d) Appendix 4 - City of London Freeman's School Draft Procedure for Management of Arrears (Pages 31 - 36)
 - e) Appendix 5 - Draft Procedure for Management of Small Debt (Pages 37 - 38)
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**