



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**

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Reference Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors

Quorum

The quorum shall be any three Governors.

Terms of Reference

To consider arrears of school fees, sabbatical leave and estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

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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
Alan Bubbear	-	Bursar
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 note 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 the minutes of the meeting held on 26 February 2017 be approved 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**
Dates/Times of Meetings
At the request of the Chairman, the Town Clerk agreed to circulate 2018/19 meeting dates to Governors.
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 the non-public minutes of the meeting held on 26 February 2017 be approved 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**
There was one non-public question.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting ended at 11.15 am

Chairman

Contact Officer: Paige Upchurch / paige.upchurch@cityoflondon.gov.uk

**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE
CITY OF LONDON SCHOOL FOR GIRLS
Wednesday, 23 May 2018**

Note of the inquorate meeting of the Reference Sub Committee of the Board of Governors of the City of London School for Girls held at tbc on Wednesday, 23 May 2018 at 10.00 am

Present

Members:

Deputy Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)

Officers:

Paige Upchurch	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Alan Bubbear	- Bursar

N.B.: Members agreed to continue with the meeting inquorate and noted that they did not have decision making powers. It was agreed that Members would make recommendations in the meeting and these would be put to the Town Clerk for approval under urgent authority.

1. **APOLOGIES**

Apologies were received from Randall Anderson.

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

There were no declarations.

3. **MINUTES**

The minutes of the meeting held on 6 December 2017 were deferred to a future meeting for approval.

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

There were no questions.

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

Dashboard Summary

Governors requested that future reports include a summary table of outstanding debt. This summary should include the number of parents with outstanding debt over 30 days, highlighting those parents who regularly incur debt, and also the total debt.

Recurring Cases

The Chairman commented that the report was unclear as to which parents were also on the report from the previous meeting. The Bursar agreed to consult with the Chairman to change the format of the report to make this clear.

6. **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 following items 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.

7. **MINUTES**

The minutes of the meeting held on 6 December 2017 were deferred to a future meeting for approval.

8. **OUTSTANDING ACTIONS**

Governors received an updated report from the Bursar which included a progress update on the actions arising from the previous meeting.

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

Governors considered a report of the Bursar regarding arrears of school fees as of Summer 2018.

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

There were no questions.

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

There were no items of urgent business.

The meeting ended at 10.55 am

Chairman

Contact Officer: Paige Upchurch / Paige.Upchurch@cityoflondon.gov.uk

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

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