



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

Date: FRIDAY, 18 JANUARY 2019
Time: 1.45 pm
Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY, KT21 1ET

Members: Deputy Roger Chadwick (Chairman) Brian Harris
Deputy Philip Woodhouse Andrew McMillan
(Deputy Chairman) Councillor Chris Townsend
Nicholas Goddard Lady Gillian Yarrow

Enquiries: Alistair MacLellan
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Lunch will be available for Governors from the Servery at 12.45pm

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes of the meeting held on 13 November 2018.

For Decision
(Pages 1 - 4)
4. **TERMS OF REFERENCE**
To consider the Sub-Committee's terms of reference and propose any recommended changes to the Board of Governors.

For Decision
(Pages 5 - 6)
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

Part 2 – Non-Public Agenda

8. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 13 November 2018.

For Decision
(Pages 7 - 8)
9. **ACTIONS**
Report of the Town Clerk.

For Information
(Pages 9 - 10)

10. **BURSAR'S REPORT**
Report of the Bursar.

For Information
(Pages 11 - 12)

11. **TEACHERS' PENSION SCHEME**
Report of the Headmaster.

For Information
(Pages 13 - 30)

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

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

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**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Tuesday, 13 November 2018**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at Committee Rooms, Guildhall, EC2P on Tuesday, 13 November 2018 at 11.00 am

Present

Members:

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

Officers:

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

1. APOLOGIES

Apologies were received from Councillor Chris Townsend.

The Town Clerk noted that Gillian Yarrow, who was due to be appointed to the Sub-Committee at the next meeting of the Board of Governors, was due to attend the meeting as an Observer but had sent apologies due to an existing engagement.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 24 April 2018 be approved as a correct record.

4. OUTSTANDING ACTIONS

Governors considered a report of the Town Clerk regarding outstanding actions from previous meetings and the following points were made.

Equal Opportunities Policy

The Headmaster noted that this policy was under review and would be brought to Governors in due course.

Naming Rights – Boarding House

The Headmaster noted that boarders had voted to adopt Walbrook as the name of the Boarding House. The proposal had been put to the Alderman of Walbrook ward for consideration, the outcome of which would be reported to the Board of Governors in later in November 2018. The Chairman noted that, if they were amenable, the Alderman of Walbrook ward should be invited to a naming ceremony.

RESOLVED, that the report be received.

5. TERMS OF REFERENCE

RESOLVED, that the terms of reference provided by the Board of Governors to the Finance, General Purposes and Estates Committee for 2018/19 be received.

6. TUITION FEE DEBT

Governors considered a report of the Headmaster regarding tuition fee debt. The Bursar noted that the individual(s) subject to fees in lieu of notice would have settled their debt by 17 December 2018.

RESOLVED, that the report be received.

7. RISK REGISTER

Governors considered a report of the Headmaster regarding the Risk Register and the following points were made.

- The Bursar noted that Risk CLF-012 (Masterplan 2016) had become a Red risk. The Headmaster added that the project was mirroring the School's experience of the Swimming Pool project in terms of issues affecting progress made. Delays in the project reflected the fact that, whilst the School was fee-funded, it was also subject to the City of London Corporation's finance processes.
- A Governor noted that he understood the Headmaster's frustrations and noted that other school proprietors, such as Haberdashers', often employed external companies to provide long term maintenance programmes rather than seek to deliver projects in-house.
- In response to a question, the Bursar noted that if Risk CLF-012 was allowed to develop, it would ultimately affect the School's ability to attract pupils.
- In response to a comment from the Deputy Chairman, the Headmaster agreed to ensure Masterplan messaging on the School website was kept up to date.
- Governors agreed that their concerns over the increased risk of the Masterplan project should be recorded in the minutes.

- In response to a question regarding CLF-011 (Security) the Bursar noted that she sat on a City of London Corporation-level Resilience Board, and that the School was in receipt of updates via email/text message.

RESOLVED, that the report be received.

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

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Hawkins Brown Book**

The Chairman presented the Headmaster with a book celebrating the work of Hawkins Brown, the architectural firm that has designed the Swimming Pool.

10. **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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

11. **MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 24 April 2018 be approved as a correct record.

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

There were two non-public questions.

13. **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 11.58 am

Chairman

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

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Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Academic and Personnel sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the Sub-Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The Sub-Committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters

To make recommendations for the Board's approval on the following matters:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

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

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