

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Monday, 4 March 2019**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 4 March 2019 at 10.00 am

**Present**

**Members:**

Deputy Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy Chairman)  
Ann Holmes  
Sylvia Moys

Dhruv Patel OBE  
Elizabeth Phillips (External Member)  
Deputy Richard Regan

**Officers:**

Ena Harrop

- Headmistress, City of London School for Girls
- Bursar, City of London School for Girls
- Town Clerk's Department
- Town Clerk's Department
- Town Clerk's Department
- City Surveyor's Department

Alan Bubbear

Polly Dunn

Alistair MacLellan

Kerry Nicholls

Mark Lowman

**In attendance:**

Jayne Byrd

- Nicholas Hare Architects

Katie Burgess

- Nicholas Hare Architects

**1. APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia, Tijs Broeke, Alderman Emma Edhem, Deputy Tom Hoffman, Mary Ireland, Alderman William Russell, Sir Michael Snyder and James Thomson.

The Chairman welcomed Dhruv Patel who had recently been appointed to the Board of Governors of the City of London School for Girls.

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

There were no declarations of interest.

**3. MINUTES**

In considering the minutes, a Governor noted that the post-nominal initials of Governors (such as those related to an honour) would not normally be included in minutes.

With regard to Minute 7: Revised Capability Policy and Probationary Procedure, it was noted that the first sentence should be amended as follows:

*“Governors considered a report of the Director of Human Resources regarding the revised Capability Procedure and revised Probationary Procedure.”*

**RESOLVED** – That the minutes of the previous meeting be approved as an accurate record, subject to the above amendment.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There was one item of urgent business.

Governors considered a report of the City Surveyor outlining the annual Summer maintenance and improvements programme for the City of London School for Girls. In discussion, the maintenance and improvements programme was generally supported by Governors. The Bursar confirmed that £50k allocated to Kitchen Equipment Replacement was a contingency and would only be spent if equipment was no longer fit for purpose. A Governor identified two typographical errors in the report, and notification of this would be provided to the report author.

**RESOLVED**, that:

- Approval be given to proceed to Gateway 3/4;
- Approval be given for staff costs of £5k;
- That City Surveyors Operations Department’s Minor Works team pursue delivery options.

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. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were deferred to a future meeting for approval.

8. **EXPANSION PLAN UPDATE**

Governors considered a report of the Bursar on layout options for the expansion of the City of London School for Girls.

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

There were no questions.

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

There were two items of urgent business.

*During discussions on the following item, it became clear that the meeting would shortly become inquorate. Whilst quorate, the Board agreed that delegated authority be granted to the Town Clerk in consultation with the Chairman and Deputy Chairman to agree any decision following the meeting*

**8A CLSG Expansion - Routes to Market for Professional Team**

Governors considered a report of the Bursar on the routes to market to procure the professional team needed to support the architects on designs for the expansion of City of London School for Girls.

**The meeting ended at 11.37 am**

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Chairman

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