

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Thursday, 11 March 2021**

Minutes of the meeting of the Board of Governors of the City of London School for  
Girls held via Microsoft Teams at 11.00am

**Present**

**Members:**

Nicholas Bensted-Smith (Chairman)	Deputy Clare James
Peter Bennett (Deputy Chairman)	Shravan Joshi
Randall Anderson	Dhruv Patel
Mark Bostock	Professor Anna Sapir Abulafia (External Member)
Alderman Emma Edhem	Elizabeth Phillips (External Member)
Alderman Prem Goyal	Deputy Philip Woodhouse (Ex-Officio Member)
Deputy Tom Hoffman	

**Officers:**

Rhiannon Leary	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Nicholas Basye	- Chamberlain's Department
Aqib Hussain	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Richard Chamberlain	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Jenny Brown	- Headmistress, City of London School for Girls
Katie Kerr	- Bursar, City of London School for Girls
Justine Venditti	- Senior Deputy Head (Staff), City of London School for Girls
Rosie Lockyear	- Deputy Head (Co-curricular and Partnerships), City of London School for Girls
Alan Bird	- Head, City of London School (Item 25 only)

**1. APOLOGIES**

Apologies for absence were received from Rehana Ameer, Mary Durcan, Tim Levene, Sylvia Moys and Deputy Richard Regan.

Apologies for lateness were received from Randall Anderson and Dhruv Patel.

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

There were no declarations of interest.

**3. MINUTES**

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

#### 4. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining Outstanding Actions and the following points were made.

- It was anticipated that work to close the outstanding audit recommendations of the City of London School for Girls (Action 2/20/BG) would be completed by December 2021. An update would be reported to the next meeting of the Board of Governors on 10 June 2021.
- The School had contacted the Guildhall School of Music and Drama regarding a possible collaboration around its streaming technology to deliver integrated musical events (Action 17/20/BG). An update would be reported to the next meeting of the Board of Governors on 10 June 2021.

**RESOLVED** – That the Outstanding Actions report be noted.

#### 5. **SUB-COMMITTEE MINUTES**

- a) **Draft Minutes of the Bursary Committee held on 24 February 2021**  
**RESOLVED** - That the public minutes and non-public summary of the Bursary Committee meeting held on 24 February 2021 be received.

- b) **Draft Minutes of the Governance Committee held on 2 March 2021**  
**RESOLVED** - That the public minutes and non-public summary of the Governance Committee meeting held on 2 March 2021 be received.

- c) **Draft Minutes of the Inquorate Finance and Estates Sub-Committee on 11 March 2021**

In considering the minutes, the Chairman noted that as the meeting had been inquorate, it had not been possible to proceed. The Chairman requested that Governors consider joining the Finance and Estates Sub-Committee. The Chairman asked Committee Members to notify the Clerk of their apologies as far as possible in advance of future meetings to allow concerns around quoracy to be identified at an early stage.

**RESOLVED** - That the public minutes and non-public summary of the inquorate Finance and Estates Sub-Committee meeting held on 11 February 2021 be received.

#### 6. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Board considered a report of the Town Clerk regarding the Annual Review of the Board's Terms of Reference and the following point was made:

- The Governance Committee had reviewed the Terms of Reference and composition of the Board of Governors at its meeting on 2 March 2021 and had recommended that no changes be made for the 2021/22 municipal year until more was known about the implications of the Tomlinson and Lisvaine Reviews. Governors noted that this was in line with the approach being taken by the Board of Governors of the City of

London School and agreed that no changes be made to the Terms of Reference and composition for the 2021/22 municipal year.

**RESOLVED – That:**

- The Terms of Reference be referred to the Policy and Resources Committee and the Court of Common Council for approval;
- The frequency of meetings of the Board remained appropriate;
- The current composition of the Board be noted; and,
- Authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman to consider any further changes to the Terms of Reference for 2021/22.

**7. REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided updates on forthcoming events, COVID-19, community and partnerships, exams and coaching and the following points were made:

- The School's community and partnerships work had continued to thrive during the COVID-19 period and was increasingly focused on collaboration across the City of London Corporation's family of schools, including King Edward's School and Christ's Hospital School. This work was enabled by a Partnership Forum that had been established by the Education Board to support the schools in building closer links and sharing a range of enrichment activities. The School also continued to work closely with the City of London School in delivering joint events and activities. It was planned to further build on the current programme by facilitating additional enrichment opportunities for pupils across the family of Schools, including those related to mentoring, volunteering and careers. The School was also working with the Royal National Children's SpringBoard Foundation in anticipation of offering places to pupils from disadvantaged circumstances from September 2022.
- The Chairman underlined the need to ensure Governors played their part in supporting the community and partnerships work undertaken by the School. The Deputy Chairman suggested that more be done to promote this work and the Headmistress advised that the School would shortly be meeting with the Department for Education to share and further develop its partnership approach. In response to a question from a Governor, the Deputy Head (Co-curricular and Partnerships) confirmed that virtual mentoring processes were in place but that some aspects of mentoring worked better face-to-face. Over the past year, a number of events and activities had been delivered virtually and whilst face-to-face events would resume when possible, it was likely that elements of virtual provision would be retained. A Governor asked about student assessment for the 2020/21 academic year and the Headmistress advised that the School was awaiting further clarification on how this

would be undertaken. A portfolio of 3-4 pieces of work, including at least one from a high control experience (assessment), had been compiled for each pupil to provide consistent evidence of their level of attainment.

**RESOLVED** – That the report be noted.

**8. POLICIES FOR APPROVAL**

Governors considered a report of the Headmistress setting out three school policies for approval.

**RESOLVED** – That the following policies be approved:

- Pupil Mental Health Policy;
- Personal, Social, Health, Citizenship and Economic Education (PSHCEE) Policy; and,
- Exam Policy.

**9. RISK REGISTER 2020/21 FOR THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

Governors considered a joint report of the Chamberlain and the Bursar presenting the Risk Register 2020/21 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund and the following point was made:

- There were eight risks within the Risk Register, six of which were rated as “Green” and two of which were “Amber”. Since the Board’s previous consideration of the Risk Register, Risk 1 had been expanded to include the risk of a change in the value invested alongside the risk of a potential reduction in the annual investment income that was generated from funds invested within the charities pool. The risk rating of Risk 2 remained “Amber” although the risk score had increased from 8 to 12 due to a budget review currently being undertaken by the City of London Corporation. The risk rating of Risk 7 remained “Green” but the risk score had decreased from 4 to 1 which was largely due to the effect of the pandemic on increasing the potential number of bursary applicants.

**RESOLVED** - That the risk register be confirmed as setting out the risks facing the charity and having appropriate measures in place to mitigate these risks.

**10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

There was one item of urgent business.

The Chairman led the Board in expressing appreciation for the excellent work of the School throughout the COVID-19 pandemic.

12. **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.

13. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were approved as an accurate record.

14. **NON-PUBLIC OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining non-public Outstanding Actions.

15. **NON-PUBLIC SUB-COMMITTEE MINUTES**

a) **Draft Non-Public Minutes of the Academic Working Party held on 10 February 2021**

**RESOLVED** - That the non-public minutes of the Academic Working Party meeting held on 10 February 2021 be received.

b) **Draft Non-Public Minutes of the Bursary Committee on 24 February 2021**

**RESOLVED** - That the non-public minutes of the Bursary Committee meeting held on 24 February 2021 be received.

c) **Draft Non-Public Minutes of the Governance Committee held on 2 March 2021**

**RESOLVED** - That the non-public minutes of the Governance Committee meeting held on 2 March 2021 be received.

d) **Note of Inquorate Finance and Estates Sub-Committee held on 11 February 2021**

**RESOLVED** - That the non-public note of the inquorate Finance and Estates Sub-Committee meeting held on 11 February 2021 be received.

16. **PROPOSED 2021/22 REVENUE BUDGET**

The Board considered a joint report of the Bursar and the Chamberlain presenting the proposed Revenue Budget 2021/22.

17. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND 2021/22 AND 20-YEAR PLAN OF WORKS**

The Board considered a joint report of the Chamberlain, the City Surveyor and the Bursar presenting the proposed Repairs, Maintenance and Improvement Fund 2021/22 and 20-Year Plan.

18. **SATELLITE STRATEGY**

The Board considered a joint report of the Headmistress and the Head of the City of London School on the satellite strategy.

19. **GW2: PREPARATORY SCHOOL**

The Board considered a report of the City Surveyor on Gateway 2: Preparatory School.

20. **REPORT OF THE HEADMISTRESS**

The Board approved the report of the Headmistress which provided information of non-public matters in relation to the School.

21. **REGULAR UPDATE OF THE SCHOOL'S RISK REGISTER**

The Board considered a report of the Bursar presenting a regular update of the School's Risk Register.

22. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Board considered a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

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

There were no questions.

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

There was one item of urgent business.

a) **Return to Work/School Risk Assessment (COVID-19)**

The Board considered a report of the Headmistress presenting the Return to Work/School Risk Assessment (COVID-19).

25. **TARGET OPERATING MODEL**

The Board considered a report of the Head of the City of London School on the Target Operating Model.

**The meeting ended at 1.00 pm**

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Chairman

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