

**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL FOR GIRLS  
Thursday, 17 October 2019**

Minutes of the meeting of the Reference Sub Committee of the Board of Governors  
of the City of London School for Girls held at Committee Rooms, 2nd Floor West  
Wing, Guildhall on Thursday, 17 October 2019 at 11.00 am

**Present**

**Members:**

Nicholas Bensted-Smith (Chairman)  
Deputy Clare James (Deputy Chairman)  
Randall Anderson  
Peter Bennett  
Alderman Prem Goyal

**Officers:**

|                 |                            |
|-----------------|----------------------------|
| Jenny Brown     | - Headmistress             |
| Alan Bubbear    | - Bursar                   |
| Steven Reynolds | - Chamberlain's Department |
| Kerry Nicholls  | - Town Clerk's Department  |

**1. APOLOGIES**

Apologies for absence were received from Alderman Emma Edhem and Deputy Richard Regan.

The Chairman led the Committee in welcoming Jenny Brown, Headmistress of the City of London School for Girls to her first Reference Sub-Committee meeting.

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

There were no declarations.

**3. TERMS OF REFERENCE**

In considering the terms of reference, the Chairman noted that a proposal to merge the Reference and Finance Sub-Committees would be considered at the next meeting of the Board of Governors on 2 December 2019.

**RESOLVED**, that the terms of reference for the Reference Sub-Committee be received.

**4. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 22 May 2019, 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**  
There was no other urgent business.
7. **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 1 of Schedule 12A of the Act.
8. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 22 May 2019 be approved as an accurate record.
9. **MANAGEMENT OF ARREARS OF FEES AT CLSG SUMMER TERM 2019**  
Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls.
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 was no other urgent business.

**The meeting ended at 11.44 am**

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Chairman

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