

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**FRIDAY, 11 JUNE 2021**

# **NOT FOR PUBLICATION**

**By virtue of paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972.**

- 1. APOLOGIES**
- 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
- 3. ORDER OF THE COURT OF COMMON COUNCIL**
- 4. ELECTION OF CHAIRMAN**
- 5. ELECTION OF DEPUTY CHAIRMAN**
- 6. MINUTES**
- 7. OUTSTANDING ACTIONS**
- 8. APPOINTMENT OF COMMITTEES**
- 9. COMMITTEE MINUTES**
  - a) Academic & Personnel Committee**
  - b) Finance, General Purposes & Estates Committee**
- 10. HEADMASTER'S REPORT**
- 11. REPORT FROM HEAD OF JUNIOR SCHOOL**

12. **DEPUTY HEAD'S REPORT ON POLICIES**
13. **TACKLING RACISM TASKFORCE: EDUCATION WORKSTREAM ACTION PLAN**
14. **TOM REVIEW, PILOT PROJECT AT THE 3 CITY OF LONDON SCHOOLS - PEOPLE MANAGEMENT - GREATER LOCAL DELEGATION**
15. **THE CHARGING OF ADMINISTRATION COSTS AND EXTERNAL AUDIT FEES TO THE CLFS CHARITIES FROM 2021/22 AND UPDATES TO THE RESERVES POLICIES OF THE CHARITIES TO REFLECT THIS CHANGE**
16. **ANNUAL REVIEW OF RISK REGISTERS FOR: CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND AND CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL**
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
19. **EXCLUSION OF THE PUBLIC**
20. **NON-PUBLIC MINUTES**

The Headmaster noted that longlisting for the Bursar role had taken place with recruiters. Eight candidates were invited for longlisting interviews before shortlisting took place. The field of applicants was promising.

**RESOLVED**, that the non-public minutes of the meeting held on Thursday 4 February 2021, be approved as accurate record.
21. **COMMITTEE MINUTES**
  - a) **Academic & Personnel Committee**

**RESOLVED**, that the draft non-public summary of the Academic & Personnel Committee meeting held on 12 May 2021, be noted.
  - b) **Finance, General Purposes & Estates Committee**

**RESOLVED**, that the draft non-public summary of the Finance, General Purposes & Estates Committee meeting held on 12 May 2021, be noted.

## 22. **HEADMASTER'S REPORT**

Governors received a non-public report of the Head.

It was requested that the agendas for the Board's Committees be sent to all Governors, for information. Only members of the Committee would attend the meeting, but it was the Headmaster and Chairman's view that this would help keep all Governors informed. The Town Clerk highlighted that all Governors already have access to the reports, but it was deemed a more active approach in sharing the paperwork would be beneficial.

On Covid 19, in line with Government guidance at the time, pupils were not wearing masks anymore. However, the School was writing to parents that day to explain that it would monitor the rising cases nationally and in the local area, reserving the right to bring the facemask policy back if needed. There were no positive cases amongst pupils; three teachers and one pupil were isolating due to family members testing positive.

The slight dip in Oxbridge offers was in line with the national picture within the independent sector.

Governors stressed the need to have a clear action plan with regard to increasing the pupil roll.

Governors were invited to a pared back prize giving ceremony at the end of the summer term.

The Headmaster gave a brief update on the Black Lives Matter movement within the School. He did not believe the School to be institutionally racist, but recognised that there has been instances of racism that are dealt with accordingly. The Diversity & Inclusion internal committee had had positive meetings.

The Old Freemen's Association were not content with the Heads of Terms and the matter was currently back with the City Surveyor's department.

**RESOLVED**, that the report be noted.

## 23. **BURSAR'S REPORT**

Governors received a non-public report of the Bursar.

All outstanding arrears from 31 March had been collected. Initially 3% of fees were outstanding for the summer term, this had reduced to 1%, which equated to roughly £66k. Of that amount, the Bursar believed £20k was cause for concern. Legal involvement had started with two families.

On pupil roll, this was presently at 914, which was an improving picture. The Admissions Department were working hard to reach 920 with a further entrance exams day on 19 June. There had been a significant improvement on the conversion rates for offers/acceptance since the School was able to invite

parents to the site. A recruitment and retention strategy was due to be submitted to the Bursar at the end of June.

The scaffolding and hoarding had been taken down from around Main House, which looked amazing. This had generated some excitement and would be included in marketing materials. Contractors were working hard to meet the 18<sup>th</sup> June completion date, but there was a lot of work remaining. All works remained within the allocated budget.

**RESOLVED**, that the report be noted.

**24. REVENUE OUTTURN 2020/21**

Governors noted a joint report of the Chamberlain and the Bursar regarding the Revenue Outturn 2020/21.

The newly agreed payment schedule for the capital loan from the City escalated quickly. Within four years the School would be repaying £2mil per annum.

There was debate over how accessible financial information was to the School from the Chamberlain's Department. The two Departments needed to work together to find a solution that worked for both.

**RESOLVED**, that the report be noted.

**25. FINANCIAL INFORMATION DASHBOARD**

Governors received a joint report of the Chamberlain and the Bursar regarding the Financial Information Dashboard.

**RESOLVED**, that the report be noted.

**26. HEALTH AND SAFETY REPORT**

Governors noted a report of the Headmaster regarding Health and Safety.

**RESOLVED**, that the report be noted.

**27. SAFEGUARDING REPORT**

Governors considered a report of the Deputy Head regarding Safeguarding.

The Deputy Head provided an update, explaining that there were two new cases, with two further cases removed from the high risk list. This meant there was an overall 10 active cases.

*13.00 – Under Standing Order 40 Governors resolved to extend the meeting by 15 minutes.*

The designated safeguarding lead Governor commended the work of the Deputy Head. In future, there was a desire to monitor in-year and annual trends.

The Chairman had received an email from a former pupil who was not happy with their experience at CLFS. The matter was being handled appropriately and the School had corresponded with them to offer an opportunity to review current practices, with a detailed response on the current PSHE programme. The individual was reassured by what training was now in place for both genders.

**RESOLVED**, that the report be noted.

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

There were no questions.

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

There was no other business.

*At this point all officers, with the exception of the Headmaster and Town Clerk, left the meeting.*

30. **TEACHER PAY AND REWARDS UPDATE**

Governors considered a joint update of the Head of the City of London School, Head of the City of London School for Girls and Head of the City of London Freemen's School regarding Teacher Pay and Rewards.

Following ongoing work at all three schools, the proposals contained a more rigorous performance analysis approach, with evidence. The general result would mean that staff got rewarded more regularly, at lower increments.

This work linked in with developments with the Teacher Pensions Scheme, which was also ongoing. The Department for Education had published a response to the question of partial withdrawal. The cost of any consultative work would again be shared by the three schools as they would need to move as one, recognising the context and sensitivity.

**RESOLVED**, that Governors agree that the review of teacher pay and rewards be taken forward and that the review's findings to then be brought back to the three Boards of Governors and the Establishment Committee for further consideration and decisions as required at a later date

**The meeting ended at Time Not Specified**

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Chairman

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