



**** PLEASE NOTE THERE WILL BE A PRESENTATION FROM THE HEAD OF STUDIES (MS ENA HARROP) DURING THE COURSE OF THE MEETING****

Board of Governors of the City of London School for Girls

Date: WEDNESDAY, 17 OCTOBER 2012

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST. GILES' TERRACE, EC2

Members:

Alderman John White (Chairman)	Alderman David Graves
Sylvia Moys (Deputy Chairman)	Deputy Revd Stephen Haines, (ex-officio)
Deputy John Bennett, (ex-officio)	Tom Hoffman
Professor John Betteridge, (co-opted)	Clare James
Ray Catt	Henrika Priest
Deputy Dennis Cotgrove	Deputy Richard Regan
Deputy Stella Currie	Mary Robey, (co-opted)
Revd Dr Martin Dudley	Virginia Rounding
Bob Duffield	Richard Sermon, (co-opted)
Dr. Stephanie Ellington, (co-opted)	Deputy Sir Michael Snyder
Caroline Garnham, (co-opted)	

Enquiries: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Lunch will be served at the conclusion of the Board meeting

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 15 June 2012 (copy attached).

For Decision
(Pages 1 - 8)

4. **CITY OF LONDON GIRLS SCHOOL BURSARY FUND - 2011/12 REPORT AND FINANCIAL STATEMENTS**

Report of the Chamberlain (copy attached).

For Information
(Pages 9 - 34)

5. **REVENUE OUTTURN 2011/12**

Joint report of the Chamberlain and the Headmistress of the City of London School for Girls (copy attached).

For Information
(Pages 35 - 42)

6. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 43 - 52)

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

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

9. **EXCLUSION OF THE PUBLIC**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

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.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
10	1, 2, 3 & 4
11	1 & 2
12	1 & 2
13	3
14	-
15	-

Part 2 - Non-Public Agenda

10. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 15 June 2012 (copy attached).

For Decision
(Pages 53 - 58)

11. PRESENTATION FROM THE DIRECTOR OF STUDIES

For Information

12. NON-PUBLIC REPORT OF THE HEADMISTRESS

Report of the Headmistress of the City of London School for Girls (copy attached).

For Information
(Pages 59 - 84)

13. DETAILED OPTIONS APPRAISAL - GATEWAY 4 CITY OF LONDON GIRLS SCHOOL ACCOMMODATION

Report of the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 85 - 108)

14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

Friday, 15 June 2012

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 15 June 2012 at 11.00am

Present

Members:

Deputy John Bennett	Sylvia Moys
Ray Catt	Henrika Priest
Deputy Dennis Cotgrove	Deputy Richard Regan
Deputy Stella Currie	Mary Robey
Revd Dr Martin Dudley	Virginia Rounding
Alderman David Graves	Richard Sermon
Tom Hoffman	Alderman John White
Clare James	

Officers:

Daniel Hooper	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Steven Reynolds	- Chamberlain's Department
Sarah Port	- Chamberlain's Department
Diana Vernon	- Headmistress, City of London School for Girls
Andrew Douglas	- Deputy Head, City of London School for Girls
Ned Yorke	- Bursar, City of London School for Girls

1. APOLOGIES

Apologies for absence were received from Deputy Sir Michael Snyder, Bob Duffield, Deputy the Reverend Stephen Haines (ex-officio), Professor John Betteridge (co-opted) and Dr. Stephanie Ellington (co-opted).

2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

Governors received the Order of the Court of Common Council, 19 April 2012, appointing the Board of Governors of the City of London School for Girls for 2012/13 and setting its Terms of Reference.

RECEIVED.

4. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Alderman John White, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

Alderman White thanked the Board for their support in electing him as Chairman and went on to welcome Alderman Graves to his first meeting of the Board.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk reported that, in accordance with Standing Order No. 30. (2) (a), the immediate past Chairman had chosen to exercise her right to serve as Deputy Chairman for the ensuing year.

Mrs Moys was therefore duly appointed as Deputy Chairman for the ensuing year.

VOTE OF THANKS TO THE PAST CHAIRMAN

Deputy Stella Currie paid tribute to Mrs Moys, the past Chairman.

RESOLVED UNANIMOUSLY:

THAT at the conclusion of her three year term of office as their Chairman, the Members of this Board wish to extend to

SYLVIA DOREEN MOYS

their sincere thanks and appreciation for the manner in which she has presided over their deliberations and the detailed care and interest that she has shown in all aspects of the life of the City of London School for Girls, which has continued to go from strength to strength during this time.

HER unfailing support of the School at various functions and events, including musical productions, debates and sporting activities have been very much appreciated by the Headmistress, staff and pupils alike. The frequency with which she has visited the School and represented its interests and achievements within other contexts has been second to none. The Chairman's frequent one day visits to the school to attend lessons and shadow groups of pupils has meant that she has had very detailed insight into the day to day running of the school and pupils' experience of teaching and learning. She has become a very well known figure, especially in the Prep Department. Equally significant has been her very proactive approach to getting to know parents, talking to them at school events and getting a real understanding of their perspective.

ACADEMICALLY, the School has achieved some of its best ever results under her Chairmanship and has continued to top league tables. The School has also seen its highest ever number of applications for entry and the greater links established with the City of London School have also become a very important part of School life.

FOLLOWING a successful Independent Schools Inspectorate Inspection in January 2009, the Chairman was keen to ensure that the School took all possible steps to remain fully compliant ahead of any future Inspections and was instrumental in the establishment of the 'Access Group' tasked with regularly reviewing and updating all necessary supporting work. She also successfully re-introduced the Governor and Staff 'Strategy Planning Day' in July 2010 which had not met for some five years prior to this. The Strategy Day is now an invaluable opportunity for staff and Governors to meet and discuss issues of key importance to the future of the School and its pupils and is a well-attended and much anticipated annual event.

HER persistence and dedication has ensured that some vital improvements have been made to the School building itself in the past three years. Welcome improvements have been made to the School heating system – a project which had been of concern for some time, the School reception area has undergone a dramatic and futuristic transformation with the introduction of biometric technology and work is now very much underway to expand the School building on its current site.

DURING her time as Chairman, she has presided over some rather difficult and emotive issues such as teachers pay negotiations and the Reduction in School Fees for teaching staff. She has worked closely alongside her counterparts at both the City of London School and the City of London Freemen's School to achieve outcomes that were acceptable to all in both cases and has demonstrated her fairness, empathy and balance in her approach.

SHE has performed her role as Chairman with great enthusiasm and confidence, and has demonstrated a profound understanding and dedication towards her duties throughout. The Board wish to thank her for the generous hospitality she has provided during her years in office and convey their good wishes for her future health and happiness.

RESOLVED – That it be referred to the Mover, Deputy Stella Currie, and the Seconder, Alderman John White to arrange for the Vote of Thanks to be presented in a manner acceptable to the recipient.

6. **MINUTES**

The public minutes and summary of the meeting held on 24 February 2012 were approved and agreed as a correct record.

7. **APPOINTMENT OF BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2012/13.

RESOLVED - that the following Governors be appointed to the Bursary Committee for the ensuing year:

Alderman John White (as Chairman)
Sylvia Moys (as Deputy Chairman)
Deputy Dennis Cotgrove
Revd. Dr. Martin Dudley
Clare James
Deputy Richard Regan

8. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2012/13.

RESOLVED - that the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Alderman John White (as Chairman)
Sylvia Moys (as Deputy Chairman)
Dennis Cotgrove
Revd. Dr. Martin Dudley
Tom Hoffman
Clare James
Deputy Richard Regan

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for the ensuing year.

RESOLVED – That, as the only Governor expressing an interest in serving in this capacity, Dennis Cotgrove be re-appointed as the Board's AGBIS representative for the ensuing year.

10. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

The Board considered a report of the Town Clerk relative to the re-appointment of Mary Robey as a co-opted Governor of the Board for a further three year term.

The Town Clerk highlighted that details of co-opted Governors attendance at Board meetings had now been included within this report at the request of Governors.

A Governor questioned when the Board's co-opted Governors would be reviewed as a whole given that a vacancy still remained in the room of Professor Heffernan. The Chairman stated that he, the Deputy Chairman and the Headmistress had recently had discussions around this and, ideally, would like to target someone from within secondary education to fill the vacancy. He also asked that if Governors had any personal suggestions they alert him to these.

A Governor suggested that suitable candidates could be identified from the Headmistress' contacts or from AGBIS and other such associations.

The Town Clerk reminded the Board that, whilst it was permitted to appoint up to six co-opted Governors it was not a requirement to have this many serving at any given time.

Given the personal information contained within these reports it was suggested that, in future, the appointment of a Co-opted Governor be a public item with a non-public or tabled appendix featuring the applicants CV and any other relevant personal information.

RESOLVED – That, Governors approve the re-appointment of Mary Robey for a further three year term as a co-opted Governor on the Board.

11. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress relative to various issues including Forthcoming Events, Governors' Visiting Days, Health & Safety and Staff Training.

Forthcoming Events

In response to a question, the Headmistress reported that the Year Group Breakfasts had been introduced when she had first joined the School and were intended as an opportunity for parents to meet one another and their daughters' tutors informally and to strengthen their relationship with the School.

Meeting with Barbican Residents

The Headmistress reported that residents had raised an issue with the blue netting currently surrounding the All Weather Playing Surface and that the School were now looking to change the colour of this and to make it more subtle whilst still blocking the view of the area as intended.

In response to a question regarding the plastic bins containing PE equipment in the area adjacent to the All Weather Playing Surface, the Headmistress stressed that the equipment needed to be readily available and easily accessible during term time but was moved from this area at all other times. The Deputy Head added that the bins had now, in fact, been relocated and moved out of the sight of Mountjoy House residents as requested.

RESOLVED – That the Board approve the ‘School Staff Development and Induction Policy’.

12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT REVIEW OF THE GOVERNANCE ARRANGEMENTS IMPLEMENTED IN 2011

The Board considered a late, separately circulated report of the Town Clerk (on behalf of the Post Implementation Governance Review Working Party) relative to the Board’s comments on the governance arrangements introduced last year and the impact that they may have had on the operation of the Board.

The Town Clerk highlighted that Governors were only requested to comment on those changes that had affected this Board and that Court of Common Council Governors would be written to individually and given a separate opportunity to comment on the governance review as a whole.

The Town Clerk went on to report that, as recommended under the governance review, the three City School Boards had now established a Working Party comprising key members from each Board (the Chairman and Deputy Chairman) to discuss important issues of common interest. He stated that this appeared to have been a success with a recent example of this being the meeting between all three Heads and three Chairmen to discuss the Teaching Staff Pay Claim.

A Governor commented on the newly introduced rule whereby the restriction on Members serving on more than one Board of Governors had been lifted. The Governor commented that he was disappointed that this had not been presented to this Board as a whole to agree before being introduced. He went on to state that he had previously written to the then Chairman of the Policy and Resources Committee to express his concern at the introduction of this rule which he felt would pose a clear conflict of interest for Members. He therefore proposed that paragraph ‘J8’ of the governance review paper be deleted.

Another Member stated that she had some sympathy with this view and that, to date, no Member had put this into practice and so no comment on how to manage any potential conflict of interests, particularly when discussing issue of common interest to all three City Schools could be made.

A Governor, who was also Chairman of another City School Board, commented that he felt that this rule was reasonable. He went on to report that all three Chairmen of the School Boards sat on the other two Boards as ex-officio Governors and that he had found this to be very beneficial and had found very little in terms of conflict of interests. He stated that he felt that the rule should therefore remain. The Deputy Chairman supported this view stating that she had served on all three City School Boards for the past three years and was perfectly able to separate the business of the three and to remain professional.

In response to questions, the Headmistress stated that, whilst she understood the concerns raised regarding potential conflicts of interest, the three City Schools were governed by one employer and that, if a compromise was not reached on areas of common interest such as pay, this would become a City of London decision taken elsewhere. She went on to state that the three City Schools were not in competition at all and that she felt it valuable to have some sort of 'cross over' between the boards in order to share best practice.

Governors recognised that some Boards had experienced difficulties in filling vacancies in the past and that it was hoped that this rule would help to improve this.

The majority of Governors felt that some form of cross representation was beneficial to the City Schools but warned against too much of this as it could then be argued that just one Board was needed to oversee all three of the City's Independent Schools. It was therefore suggested that a sensible limit be placed on the number of Governors who were permitted to serve on more than one Board at any one time.

RESOLVED – That representations be made to the Governance Review Working Party on this Board's behalf and that the minutes of this meeting be submitted to the next meeting of the Governance Review Working Party for consideration.

14. 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.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
15	1, 2, 3 & 4
16	2
17	1 & 3
18	-
19	-

**SUMMARY OF MATTERS CONSIDERED
WHILST THE PUBLIC WERE EXCLUDED**

15. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 24 February 2012 were approved and agreed as a correct record.

16. CHILD PROTECTION POLICY

The Board considered and approved a report of the Headmistress of the City of London School for Girls relative to the updated Child Protection Policy which incorporates guidance from the Pan London Child Protection Procedures and further guidance from the Department for Education released since the previous policy was last updated.

17. REPORT OF THE HEADMISTRESS

The Board received a non-public report of the Headmistress relative to various School issues such as Staffing, Newly Qualified Teachers, Continual Professional Development and Pupil Numbers.

18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions raised in the non-public session.

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Board considered two late, separately circulated reports in the non-public session as follows:

A) Pay Claim – Teaching Staff

The Board considered and approved a report of the Director of Human Resources relative to the teaching staff pay claim for 2012/13.

B) Review of Bursary Guidelines

The Board considered and approved a joint report of the Chamberlain and the Headmistress of the City of London School for Girls informing Members that a review of the current guidelines for assessing bursary applications had been completed and suggesting appropriate revisions to take effect from the 2012/13 academic year.

Finally, the Board agreed the appointment of its new 'Health and Safety' Governor.

The meeting closed at 12.30pm

Chairman

Contact Officer: Gemma Goulding
tel. no.: 020 7332 1427
gemma.goulding@cityoflondon.gov.uk

Committee(s):	Date(s):	Item no.
Board of Governors of the City of London School for Girls	Wednesday, 17th October 2012	
Subject: The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund - 2011/12 Report and Financial Statements		Public
Report of: The Chamberlain		For Information
<p><u>Summary</u></p> <p>The purpose of this report is to provide Members with a copy of the 2011/12 Report and Financial Statements for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund. It should be noted that the new governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity number: 276251) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.</p> <p>The key points for the year ended 31 March 2012 for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund are as follows:</p> <ol style="list-style-type: none"> 1. during the year ended 31 March 2012 total funds increased by £479,618 (2010/11: total funds decreased by £45,590). This movement comprised the following:- 2. the transfer of the now deleted City of London School for Girls Centenary Fund (charity registration: 1001993), to The City of London School for Girls Bursary Fund, which had a value of £741,324 at the transfer date of 1 December 2011. The City of London School for Girls Centenary Fund was transferred and deleted on the basis that it had broadly similar objectives to The City of London School for Girls Bursary Fund; 		

3. voluntary income of £432,083 (2010/11: £536,697) and investment income and interest of £101,510 (2010/11: £62,682);
4. expenditure of £904,420 (2010/11: £660,408) which was largely made up of 81 bursary awards (2010/11: 72 bursary awards) of £883,385 (2010/11: £644,588) and 5 scholarships & prizes (2010/11: 4 scholarships and prizes) of £20,134 (2010/11: £14,919); and
5. a net gain on the value of investments of £109,121 (2010/11: a net gain of £15,439).

Recommendations

It is recommended that Members receive this report for information.

Contacts:

Steven Reynolds
steven.reynolds@cityoflondon.gov.uk

Sarah Port
sarah.port@cityoflondon.gov.uk

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

of

THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
(charity number: 276251)

INCORPORATING

THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND
(charity number: 276251-5)

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

**Trustee's Annual Report and Financial Statements
for the year ended 31 March 2012**

Contents	Page
Trustee's Annual Report	2-7
Independent Auditor's Report	8-9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-23

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report for the year ended 31 March 2012

1. Reference and Administration Details

Charities Names':	The City of London School for Girls Bursary Fund (charity 1) incorporating: The City of London School for Girls Scholarships and Prizes Fund (charity 2)
Registered Charity Numbers:	The City of London School for Girls Bursary Fund: 276251 The City of London School for Girls Scholarships and Prizes Fund: 276251-5
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc. City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 3 Victoria Square Victoria Street St Albans AL1 3TF

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School for Girls Scholarships and Prizes Fund (charity registration: 2766251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England Wales on 1 December 2011.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

Structure, Governance and Management (continued)

This Scheme replaces the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for The City of London School for Girls Bursary Fund, and the various individual governing documents of The City of London School for Girls Scholarships & Prizes Fund.

As part of the new Scheme, the Charity Commission:

- 1) approved the transfer on 1 December 2011 of the assets of 7 scholarships and prizes funds, with a combined value of £193,649, from The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5 "charity 2") to The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1"). These scholarships and prizes funds were largely no longer being awarded and the transfer was made in order that these funds could be put to appropriate use under the provisions of this charity's new Scheme; and
- 2) approved the transfer and subsequent deletion on 1 December 2011 of The City of London School for Girls Centenary Fund (charity registration: 1001993), which had a combined value of £741,324, to The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1"). The City of London School for Girls Centenary Fund was transferred and deleted on the basis that it had broadly similar objectives to The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1").

This Scheme further directs that The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5 "charity 2") shall be treated as forming part of The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1") solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993.

Trustee

The body corporate known as The City of London Corporation is the Trustee of The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1") and The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5 "charity 2"), acting through the Board of Governors of The City of London School for Girls.

Organisational structure and decision making process

The charities are administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London at the principal address. The Bursary Committee are also Members of the City of London Corporation.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

Structure, Governance and Management (continued)

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of their strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an on-going review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for these charities and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

Object of Charity 1 – The City of London School for Girls Bursary Fund (charity registration: 276251)

The object of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

Object of Charity 2 – The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5)

The object of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of the Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

4. Achievements and Performance

Targets for 2011/12 and review of achievement

The targets for 2011/12 together with the outcomes were:

- 1) for The City of London School for Girls Bursary Fund (charity 1) to contribute towards the fees payable to the School of pupils who but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. This was achieved with 80 bursaries being awarded (2010/11: 72 bursaries awarded); and
- 2) for The City of London School for Girls Scholarships and Prizes Fund (charity 2) to assist children to study various subjects at the School and to assist in further education. The school allocated 5 prizes and scholarships during the year (2010/11: 4 prizes and scholarships).

5. Financial Review

Review of Financial Position

During the year ended 31 March 2012 total funds increased by £479,618 (2010/11: decreased by £45,590). This movement comprised the following:-

- i) the transfer of the now deleted City of London School for Girls Centenary Fund (charity registration: 1001993), to The City of London School for Girls Bursary Fund (charity number 276251), which had a value of £741,324 at the transfer date of 1 December 2011. The City of London School for Girls Centenary Fund was transferred and deleted on the basis that it had broadly similar objectives to The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1");
- ii) voluntary income of £432,083 (2010/11: £536,697) and investment income of £101,510 (2010/11: £62,682);
- iii) a net gain on investments of £109,121 (2010/11: a net gain of £15,439). This significant increase is due to both an increase in the market value of existing investments, and the gain on the Charities Pool units purchased during the year, as detailed at Note 7 to the accounts. The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager. The investments are managed by Artemis Investment Management Limited and in the year ended 31 December 2011 achieved a total return of 3.1%, which was a relative outperformance of 6.7% compared to its benchmark, the WM Unconstrained Charity Universe; and
- iv) expenditure on charitable activities of £904,420 (2010/11: £660,408) which was largely made up of 81 bursary awards and 5 scholarships & prizes (2010/11: 72 bursary awards and 4 scholarships and prizes).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

Financial Review (continued)

Going Concern

The Trustee considers the charities to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 (b).

Reserves Policy

The Reserves Policy is to maintain the endowment funds of the charities in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charities.

Investment Policy

The charities' investments are held in units of The City of London Charities Pool (charity number: 1021138). The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

6. Plans for Future Periods

The targets for 2012/13 are:

- i) for The City of London School for Girls Bursary Fund (charity 1) to contribute towards pupils' fees where financial hardship would cause the pupils to be unable to continue at the school; and
- ii) for The City of London School for Girls Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the school or to assist in further education.

7. The Financial Statements

These consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all incoming resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets, liabilities and funds of the charities.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

The preparation of these accounts has taken advantage of the exemptions conferred by Financial Reporting Standard for Smaller Entities (FRSSE) where it can be applied to charity accounts and the concessions granted to smaller charities by the SORP (Accounting and Reporting by Charities Revised 2005).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charities and of the incoming resources and application of resources of the charities for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008. The Trustee is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 25 July 2012.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND

We have audited the financial statements of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes 1 to 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charities' Trustee, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charities' Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charities and the charities' Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charities' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charities' affairs as at 31 March 2012 and of their incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Deloitte LLP

Chartered Accountants and Statutory Auditor
St Albans, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Statement of Financial Activities for the year ended 31 March 2012

	Notes	Unrestricted Fund	Restricted Fund	Endowment Fund	Total 2011/12	Total 2010/11
		£	£	£	£	£
Incoming resources						
Transfer of funds from The City of London School for Girls Centenary Fund		-	-	741,324	741,324	-
Incoming resources from generated funds						
Voluntary income		-	-	432,083	432,083	536,697
Investment income						
Investment income		-	-	93,844	93,844	36,714
Interest receivable		-	-	7,666	7,666	25,968
Total incoming resources	3	-	-	1,274,917	1,274,917	599,379
Resources expended						
Charitable activities						
Bursaries awarded		-	-	883,385	883,385	644,588
Scholarships & Prizes Awarded		-	-	20,134	20,134	14,919
Support costs	5	-	-	901	901	901
Total resources expended	4	-	-	904,420	904,420	660,408
Net incoming resources before transfers		-	-	370,497	370,497	(61,029)
Transfers						
Gross transfer between funds		(1,915,587)	(85,651)	2,001,238	-	-
Net incoming/outgoing resources before other recognised gains		(1,915,587)	(85,651)	2,371,735	370,497	(61,029)
Other recognised gains						
Net gains on revaluation	7	-	-	109,121	109,121	15,439
Net movement in funds		(1,915,587)	(85,651)	2,480,856	479,618	(45,590)
Reconciliation of funds						
Total funds brought forward	9	1,915,587	85,651	866,586	2,867,824	2,913,414
Total funds carried forward	9	-	-	3,347,442	3,347,442	2,867,824

All incoming resources and resources expended derive from continuing activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Balance Sheet as at 31 March 2012

	Notes	2012	2011
		£	£
Fixed Assets			
Managed Investments		2,955,610	895,094
	7	<u>2,955,610</u>	<u>895,094</u>
Current Assets			
Sundry Debtors		19,178	16,191
Cash at bank and in hand		594,969	1,956,539
Creditors: amounts falling due within one year		(222,315)	-
Net Current Assets	8	<u>391,832</u>	<u>1,972,730</u>
Total Assets less Current Liabilities		<u>3,347,442</u>	<u>2,867,824</u>
 The funds of the charity:			
Unrestricted general fund		-	354,655
Unrestricted designated fund		-	1,560,932
Restricted Fund		-	85,651
Expendable Endowment fund		3,309,456	-
Permanent Endowment fund		37,986	866,586
Total funds	9	<u>3,347,442</u>	<u>2,867,824</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 12 to 23 form part of these accounts.

Chris Bilsland
Chamberlain of London
4 October 2012

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charities' financial statements.

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules modified to include the revaluation of investments, and in accordance with applicable United Kingdom accounting standards and the Charities Act 2011. The preparation of these accounts has taken advantage of the exemptions conferred by Financial Reporting Standard for Smaller Entities (FRSSE) where it can be applied to charity accounts and the concessions granted to smaller charities by the SORP (Accounting and Reporting by Charities Revised 2005).

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England Wales on 1 December 2011. This Scheme directs that The City of London School for Girls Scholarships & Prizes Fund (charity 2) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity 1) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 1993. As such the prior year comparatives have been amended to reflect the inclusion of charity 2.

(b) Going Concern

The charities are considered a going concern for the foreseeable future as the Trustee has due regard for available income, and expenses are in line with income each year.

(c) Managed Investments

Investments are valued annually at the middle market price at the close of business on 31 March 2012. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gains on investments at the balance sheet date are included in the charities' funds.

The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2011 and 31 March 2012.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Accounting Policies (continued)

(d) *Investment Income*

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(e) *Voluntary Income*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

(f) *Resources Expended*

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund.

Scholarships and Prizes are recognised as resources expended as soon as there is a legal or constructive obligation committing the Fund to the expenditure.

(g) *Fund Accounting*

The funds of the charities’ previously consisted of an Expendable Endowment Fund, a Permanent Endowment Fund, a Restricted Fund and an Unrestricted Fund. The new Scheme governing The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund, as approved by the Charities Commission in England & Wales on 1 December 2011, identifies all assets of the charities as either Expendable or Permanent Endowment.

(h) *Cash Flow Statement*

The charity has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

2. Tax Status of the Charity

The City of London School for Girls Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

The City of London School for Girls Scholarships and Prizes Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

3. Incoming Resources

Incoming resources are analysed as follows for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2011/12	Total 2010/11
	£	£	£	£
Transfer of Funds from The City of London School for Girls Centenary Fund	741,324	-	741,324	-
Voluntary Income	431,348	735	432,083	536,697
Investment Income				
Managed Investment Income	87,772	6,072	93,844	36,714
Interest Receivable	6,579	1,087	7,666	25,968
Total Incoming Resources	1,267,023	7,894	1,274,917	599,379

Transfer of Funds:

The charities' new Scheme effective on 1 December 2011 approved the transfer and subsequent deletion of The City of London School for Girls Centenary Fund (charity registration: 1001993), which had a value of £741,324 at the transfer date of 1 December 2011, to The City of London School for Girls Bursary Fund (charity number: 276251 "charity 1"). The City of London School for Girls Centenary Fund was transferred and deleted on the basis that it had broadly similar objectives to The City of London School for Girls Bursary Fund (charity registration: 276251 "charity 1").

Voluntary Income:

Voluntary income consists of donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation.

Investment Income:

Income for the year derived from the investments in The City of London Charities Pool noted in 1 (d) and interest received on cash balances.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

4. Resources Expended

Resources expended are analysed as follows, for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2011/12	Total 2010/11
	£		£	£
Charitable Activities				
Scholarships & Prizes Awarded	11,426	8,708	20,134	14,919
Bursaries Awarded	883,385	-	883,385	644,588
Support Costs	901	-	901	901
Total Resources Expended	895,712	8,708	904,420	660,408

Charitable activities:

Charitable activities consist of:-

- i) 5 scholarships and prizes awarded amounting to £20,134 (2010/11: 4 scholarships and prizes amounting to £14,919). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) 81 bursaries awarded during the year, amounting to £883,385 (2010/11: 72 bursaries amounting to £644,588). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) support costs charged by the City of London Corporation (see note 5 below) amounting to £901 (2010/11: £901).

5. Support and Governance Costs

Staff numbers and costs

The charities do not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charities when required, but this is not considered material and is not separately calculated by the City of London Corporation. There are however some specific administration services concerned with Bursary Administration which are charged directly to the charities at a cost of £901 (2010/11: £901).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Support and Governance Costs (continued)

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided to the charities during the year or in the previous year.

6. Other items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous years.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

7. Investment Assets

The value and cost of investments of The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Unrestricted Designated Fund	Restricted Fund	Endowment Fund	Total 2011/12	Total 2010/11
	£		£	£	£
<u>Charity 1 - Bursary Fund</u>					
Market Value 1 April	129,118	-	672,084	801,202	789,427
Sale of Assets (1)	(31,876)	-	-	(31,876)	
Purchase Assets (2a)	-	-	1,176,997	1,176,997	
Transfer Assets (3)	-	-	132,440	132,440	-
Transfer Assets (4)	(109,181)	-	109,181	-	-
Transfer of Assets (5)	-	-	704,388	704,388	-
Net Investment Gains	11,939	-	98,442	110,381	11,775
Market Value 31 March	-	-	2,893,532	2,893,532	801,202
Units In Charities Pool	-	-	457,114	457,114	127,035
<u>Charity 2 - Scholarships and Prizes Fund</u>					
Market Value 1 April	-	15,184	78,708	93,892	90,228
Purchase Assets (2b)	-	-	101,886	101,886	
Transfer Assets (3)	-	-	(132,440)	(132,440)	-
Transfer Assets (6)	-	(15,184)	15,184	-	-
Net Investment Losses (7)	-	-	(1,260)	(1,260)	3,664
Market Value 31 March	-	-	62,078	62,078	93,892
Units In Charities Pool	-	-	9,807	9,807	15,267
Total Market Value 31 March	-	-	2,955,610	2,955,610	895,094
Total Cost 31 March	-	-	1,766,963	1,766,963	418,077

(1) A donation of 1,250 shares in Autonomy Corporation Plc, which were received during 2008/09, were realised.

(2) (a) As agreed by The City of London School for Girls Board of Governors on 16 February 2011, cash of up to £1,177,000 in The City of London School for Girls Bursary Fund (*charity 1*), be invested in the City of London Charities Pool. Accordingly, 191,071 Charities Pool units were purchased at £6.16 per unit.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Investment Assets (continued)

- (b) As agreed by The City of London School for Girls Board of Governors on 16 February 2011, cash of up to £102,000 in The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) be invested in the City of London Charities Pool. Accordingly, 16,540 Charities Pool units were purchased at £6.16 per unit.
- (3) The new Scheme governing The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 7 scholarships and prizes funds' be transferred from The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) to The City of London School for Girls Bursary Fund (*charity 1*). These 7 scholarships and prizes funds' included 22,000 Charities Pool units that were transferred at a value of £6.02 per unit on the Scheme's effective date of 1 December 2011, amounting to £132,440
- (4) The charities' new governing Scheme identifies all assets of the charities as Endowment funds. The charities' Unrestricted Designated Fund of £109,181 has therefore been transferred to the Endowment Fund.
- (5) The charities' new governing Scheme effective on 1 December 2011 approved the transfer and subsequent deletion of The City of London School for Girls Centenary Fund (charity registration: 1001993), which had a value of £741,324 at the transfer date of 1 December 2011, to The City of London School for Girls Bursary Fund (charity number: 276251 "charity 1"). This transfer included cash of £36,936 and 117,008 Charities Pool units, which were transferred at a value of £6.02 per unit on the Scheme's effective date of 1 December 2011, amounting to £704,388. These units have since been revalued to reflect their market value as at 31 March 2012 of £740,661.
- (6) The charities' new governing Scheme identifies all assets of the charities as Endowment funds. The charities' Restricted Fund of £15,184 has therefore been transferred to the Endowment Fund.
- (7) The net loss on investments of £1,260 (2010/11: net gain of £3,664) comprises:
- a loss of £2,991 on the 22,000 Charities Pool units transferred to The City of London School for Girls Bursary Fund (*charity 1*) on 1 December 2011 (see 3 above which refers to the transfer); partly offset by
 - a net gain of £1,731 on the remaining 9,807 Charities Pool units in the fund, relating to the remaining 34 scholarships and prizes funds'.
- (8) The modest increase in the market value of the investments held in the Charities Pool reflects the relative outperformance achieved by the Fund Manager compared to the market returns, due mainly to favourable stock selection.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

8. Analysis of Net Assets by Fund at 31 March 2012

The net assets for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds		Total 2011/12	Total 2010/11
	Permanent	Expendable		
	£	£	£	£
Charity 1 - Bursary Fund				
Investments as at 31 Mar 2012	-	2,013,611	2,013,611	801,202
Investments transferred from The City of London School for Girls Centenary Fund on 1 Dec 2011 (2)	-	704,388	704,388	-
Net gain on revaluation of units transferred on 1 Dec 2011 to 31 Mar 2012	-	36,273	36,273	-
Investments transferred from Charity 2 on 1 Dec 2011 (1)	36,126	96,314	132,440	-
Net gain on revaluation of units transferred on 1 Dec 2011 to 31 Mar 2012	1,860	4,960	6,820	-
Fixed Assets	37,986	2,855,546	2,893,532	801,202
Current Assets	-	495,962	495,962	1,788,781
Current Assets transferred from The City of London School for Girls Centenary Fund on 1 Dec 2011	-	36,936	36,936	-
Current Assets transferred from Charity 2 on 1 Dec 2011	-	61,209	61,209	-
Total Current Assets	-	594,107	594,107	1,788,781
Current Liabilities (3)	-	(222,315)	(222,315)	-
Net Current Assets	-	371,792	371,792	1,788,781
Total Net Assets - Charity 1	37,986	3,227,338	3,265,324	2,589,983

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Analysis of Net Assets by Fund at 31 March 2012 (continued)

	Endowment Funds		Total 2011/12	Total 2010/11
	Permanent	Expendable		
	£	£	£	£
<u>Charity 2 - Scholarships and Prizes Fund</u>				
Investments as at 31 Mar 2012	36,126	158,392	194,518	93,892
Investments transferred to charity 1 on 1 Dec 2011 (1)	(36,126)	(96,314)	(132,440)	-
Fixed Assets	-	62,078	62,078	93,892
Current Assets	-	81,249	81,249	183,949
Current Assets transferred to charity 1 on 1 Dec 2011	-	(61,209)	(61,209)	-
Total Current Assets	-	20,040	20,040	183,949
Current Liabilities		-	-	-
Net Current Assets	-	20,040	20,040	183,949
Total Net Assets - Charity 2	-	82,118	82,118	277,841
Total Assets - Charity 1 & 2	37,986	3,309,456	3,347,442	2,867,824

(1) The new Scheme governing The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund as approved by The Charities Commission of England & Wales on 1 December 2011, directed that the funds of 7 scholarships and prizes funds' were transferred from The City of London School for Girls Scholarships & Prizes Fund (*charity 2*) to The City of London School for Girls Bursary Fund (*charity 1*).

These scholarships and prizes funds' were largely no longer being awarded and the transfer was made in order that these funds could be put to appropriate use under the provisions of this charity's new Scheme.

The value of the 7 Scholarships and Prize funds' amounted to £193,649 and comprised cash of £61,209 and 22,000 Charities Pool units, which were valued at £132,440 when transferred on 1 December 2011. The Scheme directs that 1 of the 7 transferred scholarships and prizes funds' be maintained by The City of London School for Girls Bursary Fund (charity 1) as a Permanent Endowment. The Permanent Endowment of this 1 scholarships and prizes fund is represented by 6,001 Charities Pool units with a market value, when transferred on 1 December 2011, of £36,126. Since transfer, these units have been revalued to reflect their market value as at 31 March 2012 of £37,986.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Analysis of Net Assets by Fund at 31 March 2012 (continued)

The remaining 6 transferred scholarships and prize funds' are held as Expendable Endowment represented by cash of £61,209 and 15,999 Charities Pool units. At their transfer on 1 December 2011, these units were valued at £96,314. They have since been revalued to £101,274 as at 31 March 2012.

- (2) The value of the transferred City of London School for Girls Centenary Fund amounted to £741,324 and comprised cash of £36,936 and 117,008 Charities Pool units, which were valued at £704,388 when transferred on 1 December 2011. The Scheme directs that all property of The City of London School for Girls Bursary Fund (*charity 1*) be held as Endowment funds. Since transfer, these units have been revalued to reflect their market value as at 31 March 2012 of £740,661.
- (3) Current liabilities amount to £222,315 and represent bursaries awarded by the Trust for the Summer term 2012.

9. Movement of Funds during the year to 31 March 2012

The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*)

Total Movement in Funds

	Balance at 1 April 2011	Net Outgoing Resources before transfers	Transfers between Funds [see note 2]	Net gains on revaluation	Balance at 31 March 2012
	£	£	£	£	£
Income Fund:					
Unrestricted - designated (2)	354,655	-	(354,655)	-	-
Unrestricted - general (2)	1,560,932	-	(1,560,932)	-	-
Restricted Fund (2)	85,651	-	(85,651)	-	-
Capital Fund:					
Expendable Endowment	674,396	402,373	2,157,302	75,385	3,309,456
Permanent Endowment (3)	192,190	-	(156,064)	1,860	37,986
Total Funds	2,867,824	402,373	-	77,245	3,347,442

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Movement of Funds during the year to 31 March 2012 (continued)

Charity 1 – The City of London School for Girls Bursary Fund

	Balance at 1 April 2011	Net Incoming Resources before transfers [see note 1a]	Transfers between Funds [see note 2]	Net gains on revaluation & disposal of shares	Balance at 31 March 2012
	£	£	£	£	£
Income Fund:					
Unrestricted - designated (2)	354,655	-	(354,655)	-	-
Unrestricted -general (2)	1,560,932	-	(1,560,932)	-	-
Capital Fund:					
Expendable Endowment	674,396	596,836	1,879,461	76,645	3,227,338
Permanent Endowment (3)	-	-	36,126	1,860	37,986
Total Funds	2,589,983	596,836	-	78,505	3,265,324

Charity 2 – The City of London School for Girls Scholarships & Prizes Fund

	Balance at 1 April 2011	Net Outgoing Resources before transfers [see note 1b]	Transfers between Funds [see note 2]	Net gains on revaluation	Balance at 31 March 2012
	£	£	£	£	£
Income Fund:					
Restricted (2)	85,651	-	(85,651)	-	-
Capital Fund:					
Expendable Endowment	-	(194,463)	277,841	(1,260)	82,118
Permanent Endowment (2&3)	192,190	-	(192,190)	-	-
Total Funds	277,841	(194,463)	-	(1,260)	82,118

Notes to the funds

1a. Charity 1, The City of London School for Girls Bursary Fund – Net Incoming Resources before transfers

Total incoming resources of £596,836 comprise the value of funds transferred from Charity 2 on 1 December 2011 at £193,649 and from The City of London School for Girls Centenary

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Notes to the Financial Statements for the year ended 31 March 2012

Movement of Funds during the year to 31 March 2012 (continued)

Fund on 1 December 2011 of £741,324 (see notes 1 and 2 to item 8 on pages E6-20 and E6-21), incoming resources from generated funds of £557,575, partly offset by resources expended on charitable activities of £895,712.

1b. Charity 2, The City of London School for girls Scholarships and Prizes Fund – Net Incoming Resources before transfers

Total outgoing resources of £194,463 comprise the value of funds transferred to Charity 1 on 1 December 2011 of £193,649 (see note 2 to item 8 on page E6-20), resources expended on charitable activities of £8,708, partly offset by incoming resources from generated funds of £7,894.

2. Expendable Endowment

The Charities' new governing Scheme provides that all funds, other than those held as a Permanent Endowment as noted at 3 below, be held as Expendable Endowment. Therefore, funds previously classified as unrestricted or restricted have been transferred accordingly.

3. Permanent Endowment

The Charities' new governing Scheme identified that of the 7 scholarships & prizes funds to be transferred from The City of London School for Girls Scholarships & Prizes Fund to The City of London School for Girls Bursary Fund, 1 of these scholarships and prizes funds' be preserved by The City of London School for Girls Bursary Fund in a Permanent Endowment Fund. This fund comprises 6,001 Charities pool units which, when transferred on 1 December 2011, were valued at £36,126. Since their transfer, it they have been revalued to £37,986 as at 31 March 2012.

10. Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Charities do not undertake transactions with the City of London School for Girls Bursary Fund. A full list of these Trusts is available on application to the Chamberlain of London.

The charities have investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee, and receive donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation.

Committee(s):	Date(s):	Item no.
Board of Governors City of London School for Girls	Wednesday, 17 October 2012	
Subject: Revenue Outturn 2011/12		Public
Report of: The Chamberlain The Headmistress		For Information
<p><u>Summary</u></p> <p>This report compares the 2011/12 revenue outturn for the City of London School for Girls with the final agreed budget for the year. Before transfers to reserves, total net income during the year was £1,242,000 compared to a net income budget of £1,335,000, representing a reduction in net income of £93,000 (3.1%). This reduction in net income is largely due to an increase in temporary staff costs of £63,000 to cover staff sickness.</p> <p>The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £470,000 for 2011/12, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the transfer to the Capital Reserve Fund was £292,000. The balance in the Capital Reserve Fund as at 31 March 2012 was £1,947,625 (31 March 2011: £1,623,162).</p> <p>Recommendations</p> <p>It is recommended that this revenue outturn report for 2011/12 is noted.</p>		

Main Report

2011/12 Budget Position compared to Revenue Outturn

1. Overall, net revenue income for 2011/12 was £1,242,000 compared to an agreed net income budget of £1,335,000, representing a reduction in net income of £93,000 (3.1%) before allowing for any transfers to reserves.

	Final Agreed Budget £000	Revenue Outturn £000	Variations Increase/ (Reduction) £000
Income	(10,109)	(10,086)	23
Expenditure	9,248	9,334	86
Support Services and Capital Charges	1,148	1,166	18
City Corporation Support	(1,622)	(1,656)	(34)
Net income (before transfers)	(1,335)	(1,242)	93
General Balance 1 April	(440)	(440)	-
General Balance 31 March (before transfers)	(1,775)	(1,682)	93
Transfers	1,305	1,212	(93)
General Balance 31 March (after transfers)	(470)	(470)	-

Note: figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £470,000 for 2011/12, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines the final agreed budget included a transfer to the Capital Reserve Fund of £385,000. However, due to the school suffering a reduction in net income of £93,000 during the year, the transfer to the Capital Reserve was reduced to £292,000. The balance in the Capital Reserve Fund as at 31 March 2012 was £1,947,625 (31 March 2011: £1,623,162).
3. The reduction in net income of £93,000 was mainly due to:-
 - i) higher than anticipated employee expenses of £78,000 largely due to an unexpectedly high level of teaching staff sickness, resulting in additional temporary staff costs of £63,000;
 - ii) a reduction in fees and charges income of £45,000 principally due to a fall in tuition fee income of £61,000, as a consequence of a reduction of five pupils, partly offset by an increase in registration fee income of £16,000 following an increased number of pupils being registered for the school's entrance examinations; partly offset by

- iii) an increase in income from the sale of products or materials of £34,000 due to an increase in income of £18,000 from the school's tuck shop and vending machine facilities, and £16,000 from school meals following increased take up.
4. Annex A provides more detailed comparison between the budget and outturn.

Designated and Restricted Funds

5. A summary of designated and restricted funds showing the movements in 2011/12 is attached at Annex B. Overall, total funds have increased by £692,965 to £3,896,965 at 31 March 2012. The main reasons for this increase are as follows:-
- i) an increase in the Capital Reserve Fund of £324,463 principally due to the contribution of £292,000 from revenue as set out at paragraph 2 above;
 - ii) an increase in the Repairs & Maintenance Fund of £316,679. This is mainly due to the planned contribution from revenue of £638,000, partly offset by expenditure of £365,142 in accordance with the agreed programme of works; and
 - iii) income from the Self-Funded Scholarships Fund of £408,125 exceeding the 2011/12 expenditure of £382,340 by £25,785. This is as a result of reductions in values of awards following the annual assessment of parental circumstances and student departures.
6. The balance in the Capital Reserve Fund as at 31 March 2012 was £1,947,625 (31 March 2011: £1,623,162).

Contacts:

Steven Reynolds

Steven.reynolds@cityoflondon.gov.uk

Sarah Port

Sarah.port@cityoflondon.gov.uk

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City of London School for Girls
Comparison of 2011/12 Revenue Outturn with Final Agreed Budget

	Final Budget	Revenue Outturn	Variation Increase/ (Decrease)
	£000	£000	£000
LOCAL RISK			
The Headmistress			
City of London School for Girls			
Employees	6,653	6,731	78
Premises Related Expenses	508	489	(19)
Transport Related Expenses	9	24	15
Supplies and Services	1,376	1,398	22
Staff subsidies and scholarships	702	692	(10)
Total Expenditure	9,248	9,334	86
Sales of Products or Materials	(237)	(271)	(34)
Fees and Charges for Services, Use of Facilities	(9,822)	(9,777)	45
Interest on general balance	(50)	(38)	12
Total Income	(10,109)	(10,086)	23
TOTAL LOCAL RISK	(861)	(752)	109
SUPPORT SERVICES AND CAPITAL CHARGES (Note 1)			
Support Services	535	553	18
Capital Charges	613	613	0
TOTAL SUPPORT SERVICES AND CAPITAL CHARGES	1,148	1,166	18
CITY CORPORATION SUPPORT (Note 2)	(1,622)	(1,656)	(34)
TOTAL NET EXPENDITURE/(INCOME) (before transfers)	(1,335)	(1,242)	93
GENERAL FUND BALANCE (IN HAND) 1ST APRIL	(440)	(440)	0
GENERAL FUND BALANCE (IN HAND) 31ST MARCH			
(before transfers)	(1,775)	(1,682)	93
TRANSFERS TO FUNDS AND RESERVES			
Self-Funded Scholarship Fund	282	282	0
Repairs and Maintenance Fund	638	638	0
Capital Reserve	385	292	(93)
	1,305	1,212	(93)
GENERAL FUND BALANCE (IN HAND) 31ST MARCH	(470)	(470)	0
(after transfers)			

	Final Agreed Budget £	Revenue Outturn £	Variation Increase/ (Decrease) £
1. Support Services			
Information Systems (IS)	41,000	56,185	15,185
Staff Insurance	51,000	46,707	(4,293)
Other Insurance	44,000	44,735	735
Chamberlain	95,000	115,544	20,544
Comptroller & City Solicitor	11,000	16,339	5,339
Town Clerk	121,000	118,026	(2,974)
City Surveyor	25,000	13,515	(11,485)
Miscellaneous (Note a)	17,000	14,224	(2,776)
Corporate & Democratic Core (CDC)	78,000	91,027	13,027
Capital Financing Costs	613,000	613,300	300
City Surveyor - employees	52,000	36,214	(15,786)
	1,148,000	1,165,816	17,816
2. City Corporation Support			
Scholarships			
General (Note b)	(429,000)	(429,000)	0
2.5% Match Funding (Note c)	(235,000)	(236,368)	(1,368)
Total Scholarships	(664,000)	(665,368)	(1,368)
Support Services and Capital Charges			
Information Systems (IS)	(41,000)	(56,185)	(15,185)
Staff Insurance	(51,000)	(46,707)	4,293
Support Services	(340,000)	(361,271)	(21,271)
Capital Charges	(526,000)	(526,000)	0
Total Central Recharges	(958,000)	(990,163)	(32,163)
TOTAL CITY SUPPORT	(1,622,000)	(1,655,531)	(33,531)

Notes

- Various services including corporate training, corporate printing, occupational health, union costs, and environmental and sustainability section.
- City's Cash finances the equivalent of 32.66 full fee scholarships per annum.
- The funding guidelines, as agreed by Policy and Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.

City of London School for Girls
Movement in Funds 2011/12

Annex B

	Balance 1st April 2011	Interest	Income	Expenditure	Transfer Between Funds	Balance 31st March 2012
	£	£	£	£	£	£
<u>Unrestricted</u>						
Revenue Surplus	439,799	38,222	11,703,396	(10,500,223)	-	1,681,194
Scholarships Self Funded	-	-	-	-	(282,000)	(282,000)
Repairs & Maintenance	-	-	-	-	(638,000)	(638,000)
Capital Reserve Fund	-	-	-	-	(292,000)	(292,000)
	439,799	38,222	11,703,396	(10,500,223)	(1,212,000)	469,194
<u>Designated</u>						
Scholarships Self Funded	490,932	6,241	119,884	(382,340)	282,000	516,717
Subvention scholarships	-	-	429,000	(429,000)	-	-
Repairs and Maintenance	388,775	7,607	36,214	(365,142)	638,000	705,454
Retirement Fund	197,504	3,943	-	(2,409)	-	199,038
Drama Refurbishment	2,302	46	1,715	-	-	4,063
Capital Reserve Fund	1,623,162	32,463	-	-	292,000	1,947,625
School Fund	45,428	863	16,910	(20,091)	-	43,110
Music Refurbishment Fund	2,047	53	871	-	-	2,971
Art Refurbishment Fund	650	6	-	(511)	-	145
	2,750,800	51,222	604,594	(1,199,493)	1,212,000	3,419,123
<u>Restricted</u>						
Urban Scholars	5,802	-	-	(4,353)	-	1,449
Livery scholarships	7,599	-	3,781	(4,181)	-	7,199
	13,401	-	3,781	(8,534)	-	8,648
Total Funds	3,204,000	89,444	12,311,771	(11,708,250)	-	3,896,965

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Agenda Item 6

Committee: Board of Governors of the City of London School for Girls	Date: 17 th October 2012	Item no:
Report of: The Headmistress	Public	
	For Decision	
<u>Summary</u>		
<u>Review of City Charities (Paragraph 9)</u>		
It is recommended that the Headmistress is allowed to accept donations to Charity 1, the City of London School for Girls Bursary Fund (276251) and Charity 2, the City of London School for Girls Scholarships and Prizes Fund (276251-5) on behalf of the Trustee ("The body corporate known as The City of London Corporation acting through the Board of Governors of the City of London School for Girls").		

1. **Forthcoming Events**

Half Term	18 th - 26 th October
Charity Fundraising Concert	30 th October
Year 11 Breakfast	2 nd November
16+ Written Tests	1 st November
Prize Day	6 th November
6 th Form Conference on Importance of Religion	7 th November
11+ Open Morning	8 th November
Autumn Concert	8 th of November
7+ Written Tests	9 th November
Year 7 Parents' Evening	14 th November
16+ Interviews and Auditions	15 th November
Board of Governors Meeting	16 th November
7+ Practical Tests	19 th – 20 th November
Senior Drama Production	20 th – 22 nd November
Prep Parents' Evening	22 nd November
Young Musician of the Year Competition	23 rd November
Prep Parents' Evening	27 th November
Year 9 Options Evening	27 th November
Sustainability Conference	29 th November
Gym and Dance Display	4 th and 5 th December
Year 12 Parents' Evening and Celebration Evening	6 th December
GCSE Mocks begin	10 th December
16+ Offer Holders' Open Morning	10 th December
Prep Winter Concert	11 th December
Year 10 Parents' Evening	11 th December
Junior and Senior Carol Service	13 th December
Term Ends	14 th December

2. **Educational Visits**

Year 11-13 Istanbul Trip	16 th – 21 st October
Year 10-13 Iceland Trip	16 th – 21 st October

Senior Orchestra and Choir Trip	17 th – 21 st October
U1 Hooke Court (Dorset) Trip	30 th Oct – 2 nd Nov
Lord Mayor's Parade (L2 only)	10 th November
6 th Form Theatre Club Trip	13 th November
Year 12 Mathematicians Day at London Institute of Education	27 th November
6 th Form Theatre Club Trip	28 th November
Year 9 Immersion Exchange, de la Salle	1 st – 15 th December
Year 10 German Exchange, Trier	3 rd – 10 th December
Kids Lit Quiz, Broxbourne School	4 th December

3. **Governors' Visiting Days**

Staff and pupils are always very pleased to welcome Governors to spend a day in school, either attending lessons in a particular subject or else shadowing a particular year group.

If any Governor would like to spend a day in school, he or she is asked to contact the Deputy Head at the school to discuss dates and the desired programme.

4. **Lettings**

Barings Asset Management	1 st Dec	Main Hall
Exam Confidence	27 th Oct	10 Classrooms
London Gay Men's Chorus	4 th , 8 th & 18 th Oct and 8 th , 12 th 15 th & 29 th Nov	New Hall/Main Hall
London Philharmonic Choir	3 rd , 10 th , 24 th & 31 st Oct, 7 th , 14 th & 21 st Nov and 12 th Dec	New Hall/Main Hall
London Symphony Chorus	4 th , 12 th , 13 th , 15 th , 24 th & 31 st Oct, 3 rd Nov and 6 th Dec	New Hall

Regular Hirers

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Chinmaya UK	Every Tuesday	Library
Elim Pentecostal Church	Every Sunday	Main Hall
Nanuk Swimming	Every Thursday and Saturday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
St Paul's Cathedral School	Every Tuesday	Swimming Pool
Tri for Fitness	Every Monday and Tuesday	Swimming Pool

5. **Health & Safety**

A programmed Fire Drill was carried out on the first day of term in order to familiarise new staff and students with the procedure under controlled conditions. Drills in the Spring and Summer terms will continue to be carried out without forewarning. The Health & Safety (H&S) Committee has agreed this pattern of drills for the future with an emergency evacuation ("bomb") drill at least once in each academic year as at present.

There has been 1 reportable incident during the period of 15th June to 1st October which was an accident during a netball game when a pupil fell over and badly grazed her knee. She needed to attend hospital to have the knee glued.

The minutes of the H&S Committee meeting on 3rd September 2012 are at Annex A. The Committee was delighted that the Chairman was able to find the time to attend this meeting.

The only changes considered by the H&S Committee as necessary to our "Management of Health and Safety in Schools Policy" are those to reflect changes in the names of the Chairman of the Board of Governors and of the Governor with responsibility for overseeing Health and Safety matters.

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	16 Girls
Mild Allergy	30 Girls
Asthma	28 Girls
Hayfever	42 Girls
Eczema	12 Girls
No Childhood Vaccinations	2 Girls
Epileptic	1 Girl
Diabetic	1 Girl
Extreme Hypermobility of Joints	2 Girls
Coeliac Disease	2 Girls
Mental Health Disorder	3 Girls
Impaired mobility	1 Girl

6. Destinations of the 2012 Leavers

There were 76 leavers in 2012, 63 of whom are planning to begin university in the UK in 2012. Ten of these girls have places at Cambridge and seven at Oxford for a wide variety of courses. Two girls are planning to start university in the Netherlands and the remaining 11 are all taking gap years. Two of these girls have places secured at Oxford for 2014 and the other 9 are planning to apply to university in 2013.

7. 2012 Gap Years

The 2012 Year 13 Leavers have some exciting plans for their gap years including two girls working on the Obama campaign, a number undertaking work placements followed by international travel with language courses, as well as one girl taking an Art Foundation course at Camberwell.

8. Review of City Charities

At its meeting in February 2010, the Board accepted a number of recommendations made by the Comptroller and City Solicitor (C&CS) in his report "Charities Associated with the City of London School for Girls". One of these was that the Governors authorise the Headmistress to propose arrangements for the administration of the new Scheme. In this context, it is **recommended** that the Headmistress is allowed to accept donations to Charity 1, the City of London School for Girls Bursary Fund (276251) and Charity 2, the City of London School for Girls Scholarships and Prizes Fund (276251-5) on behalf of the Trustee ("The body corporate known as The City of London Corporation acting through the Board of Governors of the City of London School for Girls").

9. Corporate Projects Board – Main Hall Extension

At the June meeting it was reported that approval for consultants' fees be delegated to the Town Clerk in consultation with the Chairman of the Projects Sub-Committee. This approval was received in August and a separate report to develop the project to Gateway 4 (Detailed Options Appraisal) will be presented to the Board for decision on 17th October immediately following its consideration by the Projects Sub-Committee on 16th October.

10. Meeting With Barbican Residents

Notes of the meeting on 18th September are at Annex B.

List of Annexes:

- A. Health and Safety Minutes
- B. Notes of Meeting of 18th September

Background Papers:
None

Contact:
Ned Yorke
020-7847-5524
bursar@clsg.org.uk

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on Monday 3rd September 2012

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Andrew Douglas, David Libby, Jane Rogers, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Rose Aldenton, Sharon McCarthy, Carolyn Cole, Emily Herbert, Michelle Greenland, Geraldine Walshe, Vicky Pyke (Secretary)

In Attendance: Diana Vernon, Alderman John White

Item 1 Apologies

- Mary Robey and Peter Moore. NY welcomed JW to the meeting as Chair of the Board of Governors and thanked him for finding the time to attend the meeting.

Item 2 Previous Minutes

- Item 11 - NR advised that on previous inspections the Staff Room quiet area has been very untidy and asked if this has been improved. MG advised that it is very difficult to get staff to tidy their own personal work area and asked for clarification on how to go about getting staff to comply. DV, EH, MG and JV are meeting up to discuss this further. **This issue has not been resolved.**

Item 3 Matters Arising from Previous Minutes

- No matters arising.

Item 4 Safety Assurance Inspection Update (JV)

- JV advised that items 1 and 2 on the list created for the Safety Assurance Inspection Tours were completed and that items 3 and 5 were subject to new contractors settling in and would be completed shortly. With regard to item 4 (Signs) JV advised that it was more cost effective to order signs in bulk so an order will be placed when justified by demand.

Item 5 Periodic Mandatory Inspection by Fire Brigade

- JV advised that the Fire Brigade do not carry out mandatory inspections but that he would ask Oxford Risk Management to carry out a fire inspection in 2013.

Item 6 Future Arrangements for fire drills (NY)

- NY advised that the SMT recommended that the timing of the first fire drill at the beginning of each academic year should be announced in advance and asked the Committee for agreement to keep the rest of the drills unannounced. The Committee agreed with this.
- SMC advised that the computers automatically go off when there is a fire drill and that students sometimes lose their work if not saved. She asked if she could be advised of planned drills so that she could make sure students save their work. EH advised that she would do this.

Item 7 External Health and Safety Audit (Oxford Risk Management)

- NY asked JV to commission Oxford Risk Management to carry out an audit in 2013.

Item 8 Annual Review of Management of Health and Safety in schools Policy (NY)

- NY advised that only minor changes were necessary to the policy and once amended asked the Committee if they were happy for him to submit to the Board of Governors for approval in October. The Committee approved this.

Item 9 Any Other Business

- JV confirmed that an Individual evacuation plan for Helena Webb would be carried out. JC asked if this could be copied to all departments. JV confirmed this would be done.
- NY asked GW if further training was needed on Evac Chair and Defibrillator. GW replied that most staff had done Defibrillator refresher training in January 2012 but that she would organise more training for teaching staff that had shown some interest and that Evac Chair training was needed. JV is to contact CoL to arrange this.
- NY advised that delayed scaffolding work is being carried out on the church. He asked if the fire drill to be carried out on the 5th should be postponed. DV advised that the drill should go ahead and asked JV to consult with the contractors regarding safety.
- CC asked if bomb drills were carried out. NY advised that they were carried out annually and that details of this were in the staff handbook.
- JC asked if practical fire training were going to be carried out. NY advised that this was no longer necessary and that the online fire awareness module should be completed instead.
- CC advised that Anne Shisler used to be a First Aider and asked that as her replacement she should do the training. AD and NY thanked CC but confirmed that the school has sufficient numbers of first aiders so this would not be necessary.

Item 10 Next Meeting

- The next Health and Safety Committee Meeting will be held Monday 7th January 2013.
- The next Safety Assurance Inspection Dates (from Reception 09:30 – 11:30)
Friday 12th October 2012

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NOTES A MEETING WITH BARBICAN RESIDENTS HELD ON TUESDAY 18/09/12

PRESENT

COL AND SCHOOL STAFF

Andrew Douglas	Deputy Head CLSG
Ned Yorke	Bursar CLSG
Howard Hillier-Daines	City Surveyor's Department
Sarah Styles	Barbican Estate Office

BARBICAN RESIDENTS

Jane Smith – Barbican Association Chair
Gillian Laidlaw (Mountjoy House)
Angela Starling (Gilbert House)
Philip Sharples (Thomas More House)

REPRESENTING ST GILES CHURCH

Revd. Katharine Rumens

CONTENT OF MEETING

The Barbican residents had not asked for any items to be discussed in advance and did not raise any at the meeting.

The school had only one item for discussion, which was an update on progress of the project to extend the Main Hall with a single storey extension filling in the adjacent sunken garden.

The meeting consisted of the showing of a series of slides showing plans and artist's impressions of the intended design of the extension, with explanations and discussion. Particular attention was focused on the extension external appearance and especially the roof which will be visible at street level and overlooked by some residents' flats from above.

It was explained that the intention was for the roof to be partly glass and partly a solid "green" roof. There was also some description of the space that would be created internally as an extension to the Hall.

The school gave an explanation of the next steps in the informal consultation process. All residents on the Barbican e mail system will be e mailed with a short summary of the proposal and plans and artist's impressions attached. Hard copies of this mailing will be displayed on all notice boards in

blocks. Residents will be able to make appointments to come into the school to look at a small display and to see where the proposed extension will be built.

Once the proposal has gone to planning, there will be the usual arrangements for a formal consultation stage.

The reaction of the residents present was generally very favourable. They did not foresee any insuperable objections from residents. Possible areas of concern are:

- Reflections from the glass sections of the extension roof
- Noise
- Increased use of the Hall by the school or hirers arising from the building of the extension

Concerns about the possible effects of reflected sunshine on neighbours are already being taken into consideration. The glass surfaces will be very nearly flat with only an almost imperceptible slope to them to allow rainwater to run off, so reflection should be minimal and that which there is, is likely to go mainly into the school building. The choice of types of glass for the roof will be made with the objective of minimising reflection in mind.

It was explained that the extension will be soundproofed to a high level and that it will be a sealed unit with ventilation being mechanical to minimise the escape of noise. It was agreed that the equipment necessary to enable mechanical ventilation will be designed and positioned to be as quiet as possible.

It was confirmed that the school's intention in building the extension was to address limitations to our existing programme, such as providing additional space at public examination times to reflect increases in the numbers of students taking papers and to provide more space for occasions such as Open Mornings for prospective parents which currently feel overcrowded, and not to change or extend the range of activities by creating extra space.

The atmosphere of the meeting was amicable throughout.

Agenda Item 10

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 12

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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Agenda Item 13

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of the Local Government Act 1972.

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