

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 6 June 2018

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Wednesday, 6 June 2018 at 11.00 am

PRIOR TO THE MEETING, THE BOARD OF GOVERNORS RECEIVED AN AUDIO-VISUAL LINK DEMONSTRATION FROM THE COMMITTEE ROOMS IN GUILDHALL.

Present

Members:

Deputy Roger Chadwick
Deputy Philip Woodhouse
Deputy John Bennett
Nicholas Goddard
Michael Hudson

Shravan Joshi
Andrew McMillan
Graham Packham
Deputy Elizabeth Rogula
Councillor Chris Townsend

Officers:

Roland Martin
Stuart Bachelor
Andrew McCleave
Sue Williams
Matt Robinson
Sophie Blair
Chrissie Morgan
Alistair MacLellan

- Headmaster
- Deputy Head
- Deputy Head (Academic)
- Bursar
- Head of Junior School
- Head of Upper School
- Director of Human Resources
- Town Clerk's Department

Attending (Item 19):

Theo van Dort
Rob Austen

- Chairman, Old Freeman's Association
- Development Officer, Old Freeman's Association

Deputy John Bennett was in the Chair until the conclusion of Item 4 (Election of Chairman).

1. APOLOGIES

Apologies were received from Stuart Fraser, Brian Harris, Alderman Alastair King, Vivienne Littlechild, Hugh Morris, Alderman Dame Fiona Woolf, Gillian Yarrow and Deputy Clare James.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

Governors received the Order of the Court of Common Council dated 19 April 2018 appointing the Board of Governors for the ensuing year.

RESOLVED, that the Order be received.

4. **ELECTION OF CHAIRMAN**

The Town Clerk conducted an election for Chairman in line with Standing Order 29. Deputy Roger Chadwick, being the only Governor willing to serve, was elected as Chairman for the ensuing year.

The Chairman thanked Governors for their support and welcomed Shravan Joshi to his first meeting. The Chairman welcomed the audio-visual demonstration for Governors prior to the meeting and expressed hope that AV capability would soon be available to the Board.

The Headmaster reminded Governors that, should the use of AV equipment for remote meetings be adopted, Governors would still be required to demonstrate engagement with the School through attendance at the School.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk conducted an election for Deputy Chairman in line with Standing Order 30. Deputy Philip Woodhouse, being the only Governor willing to serve, was elected as Deputy Chairman for the ensuing year.

6. **MINUTES - BOARD OF GOVERNORS**

RESOLVED, that the public minutes and non-public summary of the meeting held on 8 February 2018 be approved as a correct record.

Matters Arising

Livery Companies

In response to a question from a Governor, the Headmaster replied that Livery Masters were able to engage with Livery Bursary students over lunch.

Surrey Designated Officer Presentation

Governors noted that Surrey County Council was currently restructuring its Children's Services Department and therefore agreed this action should be closed.

Statement of Boarding

The Chairman noted that this action had been completed.

Audio-Visual Update

The Chairman welcomed the update provided at the start of the meeting.

Governor Visits Log

The Headmaster noted that any Governor visits could be recorded on the wider Governor log.

7. **MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel meeting held on 24 April 2018 be received.

8. **MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Sub-Committee meeting held on 24 April 2018 be received and the recommendation that the Equal Opportunities Policy be approved be endorsed.

9. **APPOINTMENT OF SUB-COMMITTEES, FOCUS GROUPS AND NAMED GOVERNORS 2018/19**

Governors considered a report of the Town Clerk regarding the appointment of sub-committees, focus groups and named Governors for 2018/19.

RESOLVED, that

- the terms of reference of the various Committees, Sub-Committees and Focus Groups be approved;
- the following appointments be made (with any vacancies carried over to the next Board meeting),

Bursary Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Andrew McMillan
Chris Townsend
Brian Harris

Finance, General Purposes and Estates Sub-Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Chris Townsend
Andrew McMillan
Nicholas Goddard
Brian Harris

Academic and Personnel Sub-Committee

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Chris Townsend
Andrew McMillan
Nicholas Goddard
Brian Harris

City of London Freeman's School Masterplan Focus Group

Deputy Philip Woodhouse (Chairman)
Nicholas Goddard

Named Governors

Safeguarding – Stuart Fraser
Boarding – Andrew McMillan

10. **STRATEGIC INTENT UPDATE AND PROGRESS**

Governors considered a report of the Headmaster regarding Strategic Intent and Progress for the School. The Headmaster assured Governors that the Improvement Plan was kept under constant review.

RESOLVED, that the report be received.

11. **DATA PROTECTION/GENERAL DATA PROTECTION REGULATION - UPDATE**

Governors considered an update report of the Headmaster regarding Data Protection/General Data Protection Regulation.

RESOLVED, that the report be received.

12. **ANNUAL SAFEGUARDING REPORT**

Governors considered the Annual Safeguarding Report of the Deputy Head and the following points were made.

- A Governor requested clarification over what the term ‘on the radar’ within the report meant in a safeguarding context. The Deputy Head noted that in practice this referred to all instances of safeguarding concerns being flagged with Heads of Year, and a culture of any member of staff being confident to raise safeguarding concerns.
- In response to a question from a Governor, the Deputy Head noted that the School was more likely to raise safeguarding concerning with Surrey County Council’s Multi-Agency Safeguarding Hub (MASH) rather than vice-versa.
- The Deputy Head drew Governors’ attention to his concerns that mental health was increasingly becoming an issue, particularly at Year 9/10/11.
- The Head noted that the School had a strong team in place to monitor safeguarding and thanked the Deputy Head for his efforts.
- In response to a question from a Governor, the Deputy Head that the weekly safeguarding communication was issued to Heads of Section within the School, but that this circulation list would be kept under review.

RESOLVED, that the report be received,

13. **HR UPDATE - GENDER PAY GAP, DATA PROTECTION POLICY EMPLOYEES AND PEOPLE SECURITY POLICY**

Governors considered an update report of the Director of Human Resources regarding the Gender Pay Gap, Data Protection Policy (Employees) and People Security Policy and the following points were made.

- The Director of Human Resources assured Governors that the City of London Corporation was compliant, and that whilst there were some issues with gender pay gaps she was confident these could be addressed quickly.
- In response to a question from a Governor, the Director agreed that Governors only had a macro-level of detail to scrutinise but assured them that officers were reviewing gender pay in detail to ensure there were no areas where gender pay gaps were particularly wide.

RESOLVED, that the report be received.

14. TEACHERS' PAY PANEL 2018/19

All officers except the Headmaster, Director of Human Resources and the Town Clerk left the room for the duration of this item.

Governors agreed to vary the order of items on the agenda so that confidential item 30 was considered next. Governors therefore moved into confidential session and considered a report of the Director of Human Resources regarding the Teachers' Pay Panel 2018/19.

15. ATL RECOGNITION AGREEMENT

All officers except the Headmaster Director of Human Resources and Town Clerk remained outside the meeting for the duration of this item.

Governors agreed to vary the order of items on the agenda so that confidential item 31 was considered next. Governors therefore considered a report of the Director of Human Resources regarding the ATL Recognition Agreement.

Officers re-joined the meeting at the conclusion of this item and the Board moved back into public session.

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

There were no questions.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Swimming Pool**

The Chairman noted that the Swimming Pool contractor Hawkins Brown had recently won several awards for their project at the School. In response to a question, the Bursar confirmed that there were only some minor snagging works at the Pool to be dealt with.

18. EXCLUSION OF THE PUBLIC

RESOLVED, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

19. NON-PUBLIC MINUTES - BOARD OF GOVERNORS

RESOLVED, that the non-public minutes of the meeting held on 8 February 2018 be approved as a correct record.

20. **NON-PUBLIC MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE**
Governors considered the non-public minutes of the Academic and Personnel Sub-Committee meeting held on 24 April 2018.
21. **NON-PUBLIC MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**
Governors considered the non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 24 April 2018.
22. **HEALTH AND SAFETY**
Governors considered a report of the Headmaster regarding Health and Safety.
23. **RISK REGISTER**
Governors considered a report of the Headmaster regarding the Risk Register.
24. **INTERNAL AUDIT REPORTS 2017/18**
Governors considered a report of the Headmaster regarding Internal Audit Reports 2017/18.
25. **OLD FREEMEN'S ASSOCIATION - ANNUAL SUBSCRIPTION**
Governors considered a report of the Headmaster regarding the Old Freeman's Association – Annual Subscription.
26. **HEADMASTER'S SAFEGUARDING REPORT**
Governors considered a report of the Headmaster regarding Safeguarding.
27. **HEADMASTER'S REPORT**
Governors considered the Headmaster's Report.
28. **APPENDIX 1 - SCHOOL ROLL AND VACANCIES**
Governors considered an appendix detailing School Roll and Vacancies.
29. **APPENDIX 2 - STAFF LEAVERS & JOINERS**
Governors considered an appendix detailing Staff Leavers & Joiners.
30. **APPENDIX 3 - RECENT AND FORTHCOMING EVENTS**
Governors considered an appendix detailing recent and forthcoming events.
31. **APPENDIX 4 - POLICIES: CURRICULUM, BOARDING, BEHAVIOUR AND COMPLAINTS, LIST OF POLICIES AND GLOSSARY OF EDUCATIONAL TERMS**
Governors considered an appendix that included policies concerning Curriculum, Behaviour and Complaints, and a list of policies and a glossary of educational terms.

32. **HEADMASTER'S REPORT ON ISI INSPECTION**

Governors considered a report of the Headmaster regarding the recent ISI inspection.

33. **HEAD OF JUNIOR SCHOOL REPORT**

Governors considered a report of the Head of the Junior School.

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

There were no questions.

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

There was no other business.

The meeting ended at 2.18 pm

Chairman

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