

**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL FOR GIRLS  
Monday, 26 February 2018**

Minutes of the meeting of the Reference Sub Committee of the Board of Governors  
of the City of London School for Girls held at Guildhall on Monday, 26 February 2018  
at 10.30 am

**Present**

**Governors:**

Clare James (Chairman)  
Nicholas Benstead-Smith, JP (Deputy Chairman)  
Deputy Richard Regan, OBE  
All Anderson  
Sir Michael Snyder

**Officers:**

Ena Harrop	-	Headmistress
Alan Bubbear	-	Bursar
Steven Reynolds	-	Chamberlain's Department
Alistair MacLellan	-	Town Clerk's Department
Paige Upchurch	-	Town Clerk's Department

1. **APOLOGIES**

There were no apologies.

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

There were no declarations.

3. **TERMS OF REFERENCE**

**RESOLVED** – That Governors note the terms of reference.

It was mentioned that the wording of “(have the power to act)” is unclear, as it is the main Board’s duty, rather than the Reference Sub-Committee’s, to make decisions regarding fee increases. The Town Clerk informed the Governors that this has been noted to be reconsidered in June during the annual review of Committee Terms of Reference.

4. **MINUTES**

**RESOLVED** – That the minutes of the meeting held on 26 February 2017 be approved as an accurate record.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
**Dates/Times of Meetings**  
At the request of the Chairman, the Town Clerk agreed to circulate 2018/19 meeting dates to Governors.
7. **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 remaining items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act 1972.
8. **NON-PUBLIC MINUTES**  
**RESOLVED** – That the non-public minutes of the meeting held on 26 February 2017 be approved as an accurate record.
9. **ARREARS OF SCHOOL FEES - SPRING 2018**  
Governors considered a report of the Bursar for the City of London School for Girls.
10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There was one non-public question.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no other business.

**The meeting ended at 11.15 am**

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Chairman

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