

**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL FOR GIRLS  
Wednesday, 23 May 2018**

Note of the inquorate meeting of the Reference Sub Committee of the Board of  
Governors of the City of London School for Girls held at tbc on Wednesday, 23 May  
2018 at 10.00 am

**Present**

**Members:**

Deputy Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy Chairman)

**Officers:**

Paige Upchurch	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Alan Bubbear	- Bursar

N.B.: Members agreed to continue with the meeting inquorate and noted that they did not have decision making powers. It was agreed that Members would make recommendations in the meeting and these would be put to the Town Clerk for approval under urgent authority.

1. **APOLOGIES**

Apologies were received from Randall Anderson.

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

There were no declarations.

3. **MINUTES**

The minutes of the meeting held on 6 December 2017 were deferred to a future meeting for approval.

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

There were no questions.

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

Dashboard Summary

Governors requested that future reports include a summary table of outstanding debt. This summary should include the number of parents with outstanding debt over 30 days, highlighting those parents who regularly incur debt, and also the total debt.

### Recurring Cases

The Chairman commented that the report was unclear as to which parents were also on the report from the previous meeting. The Bursar agreed to consult with the Chairman to change the format of the report to make this clear.

6. **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.

7. **MINUTES**

The minutes of the meeting held on 6 December 2017 were deferred to a future meeting for approval.

8. **OUTSTANDING ACTIONS**

Governors received an updated report from the Bursar which included a progress update on the actions arising from the previous meeting.

9. **CITY OF LONDON SCHOOL FOR GIRLS - ARREARS OF SCHOOL FEES - SUMMER 2018**

Governors considered a report of the Bursar regarding arrears of school fees as of Summer 2018.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There were no items of urgent business.

**The meeting ended at 10.55 am**

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Chairman

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