

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Wednesday, 17 October 2018**

Minutes of the meeting of the Board of Governors of the City of London School held  
at City of London School, Queen Victoria Street, EC4V 3AL on Wednesday, 17  
October 2018 at 11.00 am

**Present**

**Members:**

Deputy James Thomson (Chairman)  
Tim Levene (Deputy Chairman)  
Alexander Barr  
Deputy Keith Bottomley  
Dominic Christian  
Marianne Fredericks  
Rosie Gill (External Member)

Caroline Haines  
Alderman & Sheriff Vincent Keaveny  
Ronel Lehmann (External Member)  
Paul Madden (External Member)  
Christopher Martin (External Member)  
Sylvia Moys  
Paul Stein (External Member)

**Officers:**

Alan Bird  
Dr Richard Brookes  
Coco Stevenson  
Charles Griffiths  
Steven Reynolds  
Alistair MacLellan

- Head
- Senior Deputy Head
- Deputy Head (Pastoral)
- Bursar
- Chamberlain's Department
- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick, Deputy Clare James, Deputy Edward Lord and Ian Seaton.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 14 June 2018 be approved as a correct record, subject to the designation of Chairman and Deputy Chairman being corrected.

**Matters Arising**

**Appointment of Committees**

Governors noted that a number of vacancies remained on the Board's Committees. Governors noted that four vacancies remained on the Bursary Committee and,

**RESOLVED**, that the composition of the Finance and Estates Committee be increased by two; and that Ian Seaton and Paul Stein be appointed to that Committee.

**RESOLVED**, that Paul Stein be appointed to the Governance Committee.

4. **MINUTES - ACADEMIC AND EDUCATION COMMITTEE**

**RESOLVED**, that the draft minutes of the Academic and Education Committee meeting held on 20 September 2018 be received.

5. **MINUTES - FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the draft minutes of the Finance and Estates Committee meeting held on 26 September 2018 be received.

6. **SAFEGUARDING POLICY**

Governors considered a report of the Head regarding a Safeguarding Policy and the following points were made.

- In response to a comment from a Governor who noted she would welcome a guidance summary on how to deal with differing safeguarding scenarios, the Deputy Head (Pastoral) noted that the guidance was appended to the proposed policy.
- In response to a comment from a Governor, the Deputy Head (Pastoral) agreed to correct reference to the City from 'borough' to City.
- In response to a query from a Governor regarding s6.7 of the policy, the Deputy Head (Pastoral) clarified that the Head or Chairman were encouraged to 'press for reconsideration' of any initial discussions as this would encourage both Head and Chairman to reflect on the best course of action in a given set of circumstances.
- In response to a question from the Chairman, the Deputy Head (Pastoral) confirmed that 'banter' applied to peer-on-peer abuse.
- In response to a request from the Chairman, the Deputy Head (Pastoral) agreed to amend s. D8 of the policy to make clear that any safeguarding concerns regarding the Head should be referred to the Chairman of Governors.

**RESOLVED**, that subject to comments made, the Safeguarding and Child Protection Policy be approved.

7. **RISK REGISTER 2017 -18 FOR: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**

Governors considered a joint report of the Chamberlain and the Bursar regarding the Risk Register 2017/18 for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust and the following points were made.

- The Chamberlain noted that Risk (1) Income from Investments had been graded Amber to reflect the current context of financial markets.

- Governors noted that the report had been scrutinised by the Finance and Estates Committee at its meeting on 26 September 2018.

**RESOLVED**, that Governors agree that the Charity Risk Register for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund, and the Charity Risk Register for The City of London School Education Trust both satisfactorily set out the risks facing those two charities and that appropriate measures are in place to mitigate those risks.

8. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

Governors considered a report of the Chamberlain regarding The City of London School Bursary Fund incorporating The City of London School Scholarships & Prizes Fund – Annual Report and Financial Statements for the year ended 31 March 2018.

- In response to a request from a Governor, the Chamberlain agreed to provide a schedule of individual prizes and their respective values going forward.
- A Governor noted that even prizes of modest financial value enhanced the recipients' personal statements when making applications for university or the world of work.
- Governors noted that the report had been scrutinised by the Finance and Estates Committee at its meeting on 26 September 2018.

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

9. **CITY OF LONDON SCHOOL EDUCATION TRUST - DRAFT 2017/18 ANNUAL REPORT AND FINANCIAL STATEMENTS**

Governors considered a report of the Chamberlain regarding the City of London School Education Trust – Draft 2017/18 Annual Report and Financial Statements and the following points were made.

- The Bursar noted that he was reviewing the possible consolidation of the various trusts and funds held by the School. In response to a request from the Chairman, he agreed to provide a one-page briefing note to Governors outlining the issues involved in consolidation.
- Governors noted that the report had been scrutinised by the Finance and Estates Committee at its meeting on 26 September 2018.

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

10. **REVENUE OUTTURN 2017/18**

Governors considered a joint report of the Chamberlain and the Head regarding Revenue Outturn 2017/18.

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

11. **EDUCATIONAL VISITS**

Governors considered a report of the Head regarding Educational Visits and the following points were made.

- The Head noted the major incident in January 2018 in which two boys had been injured whilst on a CCF Trip to Bavaria. The parents of the boys involved had been reassured by the School's response and how the incident had been handled by the accompanying member of staff in particular.
- The Head noted that common challenges around education visits included staff availability, cost and scheduling. The School was currently undertaking a review of the impact of educational visits in terms of the time pupils were absent from the classroom.
- In response to a question from a Governor, the Head noted that parents had not expressed any concerns over the financial cost of educational visits during the recent round of parental consultation.

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

12. **SCHOOL UPDATE**

Governors considered a School Update report of the Head and the following points were made.

**Academic Update**

- The Head noted that he was struck by the high performance in Pre-U subjects compared to those at A-Level.
- In response to a question from a Governor, the Head advised that one History GCSE result was being appealed, and that six Economics A-Level results had been increased.
- In response to a question from a Governor the Head noted that some demographics within the School did not achieve as well academically as had been predicted.

**Universities Report**

- The Head added that the market for university places was a 'buyers' market' but that, nevertheless, some City of London School boys had not secured their preferred places as City of London School boys tended to

focus their applications to subjects and/or universities which did not offer much flexibility during the offers process.

- In response to a question from a Governor, the Head confirmed that five City of London boys had secured places at American universities.

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

**13. GUIDANCE FOR EXTRA DUTIES FOR TEACHING STAFF**

Governors considered a report of the Director of Human Resources regarding Guidance for Extra Duties for Teaching Staff and the following points were made.

- The Head noted that the guidance was designed to ensure consistency of approach across all three City independent schools in the way in which staff were appointed to, and remunerated for, extra duties.

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

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

**Dame Mary Richardson and the HSBC Bursary**

In response to a question from a Governor, the Head agreed to review an appropriate way in which to recognise the contribution made by Dame Mary in securing the HSBC Bursary for the School. Governors noted that recognition could involve the unveiling of a plaque within the School although they would also welcome more innovative proposals being put forward to ensure Dame Mary's contribution was afforded appropriate recognition.

**Artificial Intelligence Screening**

In response to a question from a Governor regarding how the School prepared pupils to deal with the use of AI in employment screening e.g. HireView, the Head noted that the School's curriculum review would include careers, and the role of the co-curriculum in preparing pupils for life after School. A report would be submitted to the Board of Governors in March 2019.

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

There was no other business.

**16. 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**17. NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 14 June 2018 be approved as a correct record.

18. **ACTIONS**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings.

19. **NON-PUBLIC MINUTES - ACADEMIC AND EDUCATION COMMITTEE**

**RESOLVED**, that the draft non-public minutes of the Academic and Education Committee meeting held on 20 September 2018 be received.

20. **NON-PUBLIC MINUTES - FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the draft non-public minutes of the Finance and Estates Committee meeting held on 26 September 2018 be received.

21. **HEAD'S NON-PUBLIC REPORT**

Governors considered the Head's Non-Public Report.

21.1 **Appendix 1 - Parental Consultation Summary Feedback**

Governors considered an appendix regarding Parental Consultation Summary Feedback.

21.2 **Appendix 2 - GCSE Results**

Governors considered an appendix regarding GCSE Results.

21.3 **Appendix 3 - A-Level Results**

Governors considered an appendix regarding A-Level Results.

22. **COMPLIANCE COMMITTEE**

Governors considered a report of the Head regarding a Compliance Committee.

23. **DEVELOPMENT AND ALUMNI RELATIONS OFFICE UPDATE**

Governors considered a report of the Head regarding a Development and Alumni Relations Office Update.

24. **HEALTH & SAFETY AND WELFARE**

Governors considered a report of the Head regarding Health & Safety and Welfare.

25. **SAFEGUARDING REPORT**

Governors considered a report of the Head regarding Safeguarding.

26. **TEACHER'S PENSION SCHEME CHANGES**

Governors considered a report of the Bursar regarding Teachers' Pension Scheme Changes.

27. **MANAGEMENT INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and Bursar regarding the Management Information Dashboard.

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

There was one non-public question.

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

There was no other business.

30. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 14 June 2018 be approved as a correct record.

31. **CONFIDENTIAL REPORT**

Governors considered a confidential report of the Head.

**The meeting ended at 1.00 pm**

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Chairman

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