

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Thursday, 29 November 2018

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Rooms, West Wing, Guildhall, EC2V 5HH on Thursday, 29 November 2018 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Deputy John Bennett
Nicholas Goddard
Brian Harris
Michael Hudson

Alderman Susan Langley
Vivienne Littlechild
Andrew McMillan
Graham Packham
Deputy Elizabeth Rogula
Cllr Chris Townsend (via videolink)
Gillian Yarrow

Officers:

Alistair MacLellan
Roland Martin
Stuart Bachelor
Matt Robinson

- Town Clerk's Department
- Headmaster
- Deputy Headmaster (via videolink)
- Head of Junior School (via videolink)

1. APOLOGIES

Apologies were received from Stuart Fraser, Alderman Alastair King and Hugh Morris.

1.1 Board Attendance

RESOLVED, that the report of the Town Clerk regarding Board attendance be received.

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

There were no declarations.

3. MINUTES

3.1 Board of Governors - 6 June 2018

RESOLVED, that the public minutes and non-public summary of the meeting held on 6 June 2018 be approved as a correct record.

Matters Arising

Appointment of Sub-Committees

The Town Clerk noted that Lady Gillian Yarrow had expressed an interest in serving on both the Finance, General Purposes and Estates Sub-Committee

and the Academic and Personnel Sub-Committee, and that Andrew McMillan and Chris Townsend had expressed an interest in serving on the Masterplan Focus Group. No other expressions of interest had been received.

RESOLVED, that

- Lady Gillian Yarrow be appointed to the Finance, General Purposes and Estates Sub-Committee and the Academic and Personnel Sub-Committee and their terms of reference amended accordingly;
- Andrew McMillan and Chris Townsend be appointed to the Masterplan Focus Group.

3.2 Board of Governors - 27 September 2018

RESOLVED, that the public note of the inquorate meeting held on 27 September 2018 be received.

3.3 Finance, General Purposes and Estates Sub-Committee - 13 November 2018

RESOLVED, that the public minutes and non-public summary of the meeting of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 November 2018 be received.

3.4 Academic and Personnel Sub-Committee

RESOLVED, that the public minutes and non-public summary of the meeting of the Academic and Personnel Sub-Committee meeting held on 13 November 2018 be received.

4. ACTIONS

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following points were made.

Charity Reserves Policy

The Chamberlain noted that the Charity Reserves policy would be submitted to the Board of Governors at its February 2019 meeting.

Masterplan Programme Manager to issue regular briefings to the Masterplan Focus Group

Governors noted that they would welcome more evidence of engagement from the City Surveyor regarding the Masterplan.

Sub-Committee Vacancies

The Town Clerk noted that this action had been completed.

5. HEADMASTER'S REPORT ON NAMING OF BOARDING HOUSE

Governors considered a report of the Headmaster regarding the naming of the Boarding House. The Headmaster noted that the three wards shortlisted prior

to the vote on the preferred name by Boarders were Bishopsgate, Langbourne and Walbrook, with the latter ward winning the poll.

RESOLVED, that Governors,

- Name the boarding house, Walbrook House.
- Request that the Headmaster make arrangements for a plaque to commemorate the naming of Walbrook House and convene a naming ceremony as soon as possible at which the Alderman for Ward should be invited.
- Support the precedent of further School buildings being named after wards in the City of London.

6. **HEADMASTER'S REPORT ON POLICIES**

Governors considered a report of the Headmaster regarding School Policies and the following points were made.

Attendance Policy

- In response to a question, the Head of the Junior School confirmed that the School felt it acceptable that Junior School pupils being returned to School during the school day be dropped at the bus stop near St Giles' Churchyard, given it was immediately adjacent to the School grounds.
- A Governor commended the Headmaster for what he felt were a set of very clear, comprehensive school policies.
- In response to a comment, the Headmaster agreed that each policy could be assigned a named author.
- In response to a question regarding Governor attendance at the School, the Headmaster agreed that consideration could be given to including a Governor column on sign-in sheets at the School gatehouse.
- In response to a comment, a Governor noted that, whilst it was possible for Governors to bypass the School gatehouse via St Giles' Churchyard, it remained Governors' responsibility to ensure they signed in to the School appropriately.

Assessment, Reporting and Recording

- In response to a comment, the Headmaster noted that a school-level working party was reviewing the tracking of data at present and the question of whether the use of a spreadsheet to store data (versus, for example, database software) was appropriate could be reviewed by that working party.

Educational Trips and Visits

- In response to a question, the Deputy Headmaster noted that photography on educational trips and visits was covered by the Code of Conduct.
- In response to a question, the Deputy Headmaster confirmed that comments made by the Board's sub-committees when reviewing the policies at their 13 November 2018 meetings would be incorporated into the final iteration of the policies.

RESOLVED, that Governors approve the following policies,

- Attendance
- Security, Access Control, Workplace Safety and Lone Working
- Assessment, Recording and Reporting
- Educational Trips and Visits
- Teaching and Learning
- Careers Education and Guidance

6.1 Appendix 1 - Governor Policy Scrutiny Schedule

RESOLVED, that the Governor Policy Scrutiny Schedule be received.

6.2 Appendix 2 - Attendance Policy

RESOLVED, that the Attendance Policy be approved.

6.3 Appendix 3 - Security, Access Control, Workplace Safety and Lone Working Policy

RESOLVED, that the Security, Access Control, Workplace Safety and Lone Working Policy be approved.

6.4 Appendix 4 - Assessment, Recording and Reporting Policy

RESOLVED, that the Assessment, Recording and Reporting Policy be approved.

6.5 Appendix 5 - Educational Trips & Visits Policy

RESOLVED, that the Educational Trips and Visits Policy be approved.

6.6 Appendix 6 - Teaching & Learning Policy

RESOLVED, that the Teaching and Learning Policy be approved.

6.7 Appendix 7 - Careers Education and Guidance Policy

RESOLVED, that the Careers Education and Guidance Policy be approved.

7. **REPORT OF THE HEAD OF THE JUNIOR SCHOOL**

Members considered an update report of the Head of the Junior School and the following points were made.

Charity

- In response to a question, the Head of the Junior School confirmed that pupils were encouraged to consider the background and context to the charities they chose to make donations to.

Arts

- The Head of the Junior School noted that the L4 performance of *A Midsummer Night's Dream* held at GLive theatre in Guildford on 26 November 2018 had been a success.
- In response to a question regarding the ballet taster that had been convened in October 2018, the Head of the Junior School replied that it had been a positive session with both girls and boys encouraged to take part. The School already had a ballerina, and pupils were undertaking other forms of dance such as street dance.
- A Governor noted that she had been impressed by the ballet she had seen when on a visit to the School. The Head of Junior School emphasised the equality of opportunity available for boys and girls in all activities e.g. 3D printing had proved popular with girls, and girls rugby. The Head of Sport had made club sport available for any gender.

Sport

- The Head of the Junior School added that a Junior School pupil had come 15th in her fencing category, competing against individuals who were three years older than her. Another Freeman's Junior was a world champion in martial arts with creative weapons.
- In response to a question, the Head of the Junior School replied that any parents who had concerns over the costs of school trips e.g. the co-ed sports tour to Jersey, then those parents were encouraged to contact the School.
- In response to a question, the Headmaster confirmed that value for money was a key consideration when organising school trips.

RESOLVED, that the report be received.

8. **HEADMASTER'S REPORT (INCLUDING NEW STANDING ITEM ON BREXIT)**

Governors considered a public update report of the Headmaster and the following points were made.

Brexit

- The Headmaster drew Governors' attention to the points raised within the report regarding the potential impact of Brexit on recruitment of boarding pupils from Europe, and the recruitment of pupils from London and the Home Counties more generally should Brexit lessen the appeal of the City as a financial centre.

Pupil Achievements and Successes

- A Governor welcomed the report on the extra-curricular music programme within the report at appendix 4.
- In response to a comment from the Chairman regarding engagement with the Guildhall School of Music and Drama and the Barbican Centre, the Headmaster noted that this issue had been discussed at the City's Heads' Forum and work was being done in this area.

RESOLVED, that the report be received.

8.1 Appendix 1 - School Roll

RESOLVED, that the School Roll be received.

8.2 Appendix 2 - KPMG Study

RESOLVED, that the KPMG study be received.

8.3 Appendix 3 - Recent and Forthcoming Events

RESOLVED, that the summary of recent and forthcoming events be received.

8.4 Appendix 4 - Extra-Curricular Music Programme

RESOLVED, that the report on the extra-curricular Music programme at Freeman's be received.

9. TEACHERS' PAY PANEL UPDATE

Governors considered a report of the Director of Human Resources regarding the Teachers' Pay Panel.

RESOLVED, that the report be received.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

12. **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 Act.

13. **NON-PUBLIC MINUTES**

13.1 **Board of Governors - 6 June 2018**

RESOLVED, that the non-public minutes of the meeting held on 6 June 2018 be approved.

13.2 **Note of Inquorate Board of Governors - 27 September 2018**

RESOLVED, that the note of the inquorate meeting held on 27 September 2018 be received.

13.3 **Finance, General Purposes and Estates Sub-Committee - 13 November 2018**

RESOLVED, that the non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 November 2018 be received.

13.4 **Academic and Personnel Sub-Committee - 13 November 2018**

RESOLVED, that the non-public minutes of the Academic and Personnel Sub-Committee meeting held on 13 November 2018 be received.

14. **NON-PUBLIC ACTIONS**

Governors considered a report of the Town Clerk regarding non-public outstanding actions.

15. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

Governors considered a joint report of the Chamberlain, Headmaster and City Surveyor regarding the Repairs, Maintenance and Improvements Fund.

16. **PROPOSED 2019/20 REVENUE BUDGET**

Governors considered a joint report of the Chamberlain and the Headmaster regarding the proposed 2019/20 Revenue Budget.

17. **HEADMASTER'S REPORT**

Governors considered a non-public update report of the Headmaster.

At this point of the meeting, two hours having elapsed, Governors agreed to extend the meeting in line with Standing Order 40 of the Court of Common Council.

18. **HEADMASTER'S SAFEGUARDING REPORT**

Governors considered a report of the Headmaster regarding Safeguarding.

19. HEADMASTER'S REPORT ON HONG KONG TRIP

Governors considered a report of the Headmaster regarding the recent attendance by City of London Freeman's School at Academic Asia Expo in Hong Kong.

At this point of the meeting a quorum was lost and, there being no likelihood of it being re-established, remaining items of business were deferred until the next meeting.

20. OLD FREEMEN'S ASSOCIATION (OFA) REPORT ON MEMBERSHIP

This item was deferred.

21. GOVERNOR SKILLS AUDIT - NOVEMBER 2018

This item was deferred.

22. REPORT ON ACTION TAKEN

This item was deferred.

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

This item was deferred.

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

This item was deferred.

25. MINUTES

This item was deferred.

26. CONFIDENTIAL APPENDICES - TEACHERS' PAY PANEL

This item was deferred.

The meeting ended at 1.19 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk