

**REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL FOR GIRLS  
Monday, 8 October 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, 8 October 2018 at  
12.00 pm

**Members:**

Deputy Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy Chairman)  
Deputy Richard Regan  
Sir Michael Snyder

**Officers:**

Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girls
Steven Reynolds	- Chamberlain's Department
Peter Goss	- Town Clerk's Dept.

**1. APOLOGIES**

There were no apologies for absence.

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

There were none.

**3. TERMS OF REFERENCE**

Following discussion of the Sub-Committee's terms of reference it was agreed that only sabbatical leave for staff under the level of Senior Management Team (SMT) should be considered by the Sub Committee and that SMT posts and above should be presented to the Board for decision. It was also felt that the word 'estimates' needed clarifying within the context of the Sub Committee's terms of reference.

**RESOLVED** – That the terms of reference for the Sub Committee be:

*"To consider arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing."*

**4. MINUTES**

**4.1 26 February 2018**

**RESOLVED** – That the minutes of the meeting held on 26 February 2018 be approved as an accurate record.

**4.2 23 May 2018**

**RESOLVED** – That the notes of the inquorate meeting held on 23 May 2018 be received.

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

There were none.

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

There was no other urgent business.

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 1 of Schedule 12A of the Local Government Act 1972.

8. **NON-PUBLIC MINUTES**

8.1 **26 February 2018**

**RESOLVED** – That the non-public minutes of the meeting held on 26 February 2018 be approved as an accurate record subject to the spelling of Councillor in the 2<sup>nd</sup> and 4<sup>th</sup> paragraphs at item 9, Parent 10 being corrected to read Counsellor (amendment incorporated).

8.2 **23 May 2018**

**RESOLVED** – That the non-public notes of the inquorate meeting held on 23 May 2018 be received.

9. **MANAGEMENT OF ARREARS OF FEES AT CITY OF LONDON SCHOOL FOR GIRLS - AUTUMN TERM 2018**

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

10. **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.

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

There were none.

**The meeting ended at 12.35 pm**

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Chairman

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