

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 11 February 2019

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, Second Floor, West Wing, Guildhall, London, EC2V on Monday, 11 February 2019 at 11.00 am

Present

Members:

Deputy Clare James (Chairman)	Soha Gawaly (External Member)
Nicholas Bensted-Smith (Deputy Chairman)	Deputy Tom Hoffman
Professor Anna Sapir Abulafia (External Member)	Ann Holmes
Rehana Ameer	Mary Ireland (External Member)
Randall Anderson	Sylvia Moys
Tijs Broeke	Elizabeth Phillips (External Member)
Alderman Emma Edhem	Deputy Richard Regan
Dr. Stephanie Ellington (External Member)	Alderman William Russell

Officers:

Chrissie Morgan	- Director of Human Resources
Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girls
Steve Reynolds	- Chamberlain's Department
Justine Venditti	- Senior Deputy Head
Alistair MacLellan	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department

1. **APOLOGIES**

Apologies for absence were received from Deputy Robert Merrett, Dhruv Patel OBE and Deputy James Thomson

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

There were no declarations of interest.

3. **MINUTES**

RESOLVED – That the minutes of the meeting held on 3 December 2018 be approved as an accurate record.

4. **MINUTES - REFERENCE SUB-COMMITTEE - 10 OCTOBER 2018**

Minutes of the Reference Sub-Committee meeting held on 10 October 2018.

RECEIVED.

5. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the annual review of their terms of reference. Governors agreed to change point 4. (c) to refer to the “Head” in place of “Headmaster/Headmistress”.

Governors discussed the benefits of holding an additional meeting in May given the large gap between meetings in the spring, however, it was felt that this was not an issue given the Board’s ability to hold extraordinary meetings when required.

RESOLVED – that:

- paragraph 4(c) of the terms of reference be revised to read “Head” in place of “Headmaster/Headmistress”;
- the revised terms of reference be approved for submission to both the Policy and Resources Committee and the Court of Common Council; and
- any further changes required in the lead up to the Court’s appointment to Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

6. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress.

RECEIVED.

7. REVISED CAPABILITY POLICY AND PROBATIONARY PROCEDURE

Governors considered a report of the Director of Human Resources regarding the revised Capability Procedure and revised Probation Procedure.

RESOLVED – that

- the revised Capability Procedure, be approved;
- the revised Probationary Procedure, be approved; and
- the additions to the management levels authorised to take action in the Managing People Policy, be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman noted that the meeting would be the last for Alderman William Russell. Governors thanked Alderman Russell for his contributions to the Board.

10. 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.

11. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 3 December 2018 be approved as an accurate record.

12. **MINUTES - ACADEMIC WORKING PARTY - 1 FEBRUARY 2019**

Minutes of the Academic Working Party meeting held on 1 February 2019.

RECEIVED.

13. **MINUTES - 125TH ANNIVERSARY WORKING PARTY - 10 OCTOBER 2018**

Minutes of the 125th Anniversary Working Party meeting held on 10 October 2018.

RECEIVED.

14. **NON-PUBLIC MINUTES - REFERENCE SUB-COMMITTEE - 10 OCTOBER 2018**

Minutes of the Reference Sub Committee meeting held on 10 October 2018.

RECEIVED.

15. **MINUTES - 125TH ANNIVERSARY WORKING PARTY - 26 JUNE 2018**

Minutes of the 125th Anniversary Working Party meeting held on 26 June 2018.

RECEIVED.

16. **EXPANSION - COMMUNICATIONS UPDATE**

[The Chairman took item 17, Expansion – Communications Update, at this point in the agenda]

Governors considered a report of the Headmistress regarding the expansion of the City of London School for Girls.

17. **PRESENTATION - GUATEMALA TRIP**

Governors heard from the Headmistress regarding the School's trip to Guatemala.

18. **HEADMISTRESS' REPORT**

The Board considered the report of the Headmistress which provided information of non-public matters in relation to the School.

18.1 **Appendix A - Assessment and Recording Policy**

18.2 **Appendix B - Framework for Pupil Assessment**

18.3 **Appendix C - Collective Worship Policy**

18.4 **Appendix D - Work Experience Policy**

- 18.5 **Appendix E - Request for Sabbatical Leave**
- 18.6 **Appendix F - Supporting Evidence**
- 18.7 **Appendix G - Outcome Letter**
- 18.8 **Appendix H - Contextual Admission Proposal**
- 18.9 **Appendix I - Minutes of the School's Health and Safety Committee meeting held on 4 January 2019**
- 19. **MANAGEMENT INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar.
- 20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
- 21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.
- 22. **CONFIDENTIAL MINUTES**
RESOLVED – That the confidential minutes of the meeting held 3 December 2018 be approved as accurate record.
- 23. **CONFIDENTIAL MINUTES - ACADEMIC WORKING PARTY - 1 FEBRUARY 2019**
Confidential minutes of the Academic Working Party meeting held on 1 February 2019.

RECEIVED.
- 24. **REVIEW OF SENIOR MANAGEMENT PAY STRUCTURES IN THE THREE CITY OF LONDON CORPORATION SCHOOLS**
Governors considered a report of the Director of Human Resources.

The meeting ended at 1.26 pm

Chairman

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