

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Thursday, 7 February 2019

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Park Lane, Ashted, KT21 1ET on Thursday, 7 February 2019 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Michael Hudson
Deputy Philip Woodhouse (Deputy Chairman)	Alderman Alistair King (via videolink)
Deputy John Bennett MBE	Vivienne Littlechild MBE
Stuart Fraser	Andrew McMillan
Nicholas Goddard	Deputy Hugh Morris (via videolink)
Brian Harris	Deputy Elizabeth Rogula
	Councillor Chris Townsend
	Gillian Yarrow

Officers:

Chrissie Morgan	- Director of Human Resources
Roland Martin	- Headmaster of the City of London Freeman's School
Stuart Bachelor	- Deputy Headmaster
Matt Robinson	- Head of Junior School
Paul Bridges	- Academic Deputy Head
Sue Williams	- Bursar, City of London Freeman's School
Ola Obadara	- Property Projects Director, City Surveyor's Department
Noyon Choudhury	- Senior Principle Project Manager, City Surveyors Department
Steven Reynolds	- Chamberlain's Department
Alistair MacLellan	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received on behalf of Alderman Sue Langley, Deputy James Thomson and Graham Packham.

Alderman Alistair King and Deputy Hugh Morris attended the meeting by videolink.

1.1 Governor Attendance

Governors considered a report of the Town Clerk regarding Board attendance.

RECEIVED.

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

There were no declarations.

3. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Chairman proposed to take item 5, Appointment of Co-Opted Governors, immediately after item 2, Members' Declarations.

The Governors heard from the Chairman regarding the appointment of co-opted Governors.

RESOLVED, that the following co-opted Governors be re-appointed for a further 4-year term:

- Nicholas Goddard
- Andrew McMillan
- Councillor Chris Townsend
- Lady Gillian Yarrow

[The four co-opted Governors then joined the Board for the rest of the meeting.]

4. **MINUTES**

4.1 **Board of Governors - 29 November 2018**

Andrew McMillan was not present at the 29 November 2018 meeting, but had been listed as attending.

A Governor noted that the bus stop mentioned under item 6 was within the school grounds, not 'near' school grounds as suggested by the minute.

RESOLVED, that the public minutes of the meeting held on 29 November 2018 be approved as a correct record subject to the listed amendments.

4.2 **Finance, General Purposes and Estates Sub-Committee - 18 January 2019**

Governors had before them the public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 18 January 2019.

RECEIVED.

4.3 **Academic and Personnel Sub-Committee - 18 January 2019**

Governors had before them the public minutes of the Academic and Personnel Sub-Committee meeting held on 18 January 2019.

RECEIVED.

5. **ACTIONS**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following matters were raised:

- Governors requested that an update on the status of the Freeman's Estate Development Plan be a standing item on future agendas.
- Regarding the naming ceremony of Walbrook House, the event had been scheduled to coincide with a music concert on the 14th March 2019. The Headmaster was to invite the Alderman of the Ward of Walbrook and his wife to the ceremony and concert.
- The Headmaster informed Governors that a separate column on the Gatehouse sign-in sheet was unnecessary as their names were recorded separately on arrival at the school.
- The Academic Deputy Head informed Governors that a long-term view had been adopted for the changes to the tracking of School data. The work was in hand but needed to be considered thoroughly before amendments were made to system that already worked, albeit with room for improvement.

RECEIVED.

6. **HEADMASTER'S PUBLIC REPORT**

[The Headmaster requested that the Medical Presentation that formed part e) of item 22, the Headmaster's Non-Public Report, be taken at this point in the agenda. The Headmaster was content for the presentation to be taken in public session alongside item 9, the Headmasters Public Report.]

Governors heard from Kate Barron and Liz Holmden, the School Nurse Managers regarding their practice within the school. The Nurse Managers explained that they were supported by two additional nurses; the team had a mixture of backgrounds including paediatric care and care for those with special needs.

The Nurse Managers took responsibility for policy writing, risk assessments, Health, Safety and Wellbeing of students and parents in what they considered a holistic approach to their care giving.

They were pleased to report that the team had moved to be completely paperless which has helped with general data management and ensuring that relevant staff have access to important information. This was particularly helpful in caring for boarders.

Governors heard that students and staff make visits to the Medical Centre, but that the nurse team also had the facility to attend to individuals anywhere around the school if needed. Governors heard that the nurses had completed a

pre-hospital trauma course and attended pitch-side to sports competitions. This had been well received by Freeman's parents, but also by parents of students at competitor schools. Nurses carry oxygen and Entonox for pain-relief; there were also five defibrillators in several strategically placed locations over the site.

Students had access to a GP when a doctor visited once a week. Appointments could be made in advance by the nurses and individuals referred.

The Nurse Managers explained that they had been focussing on ending the stigma surrounding mental health and had started noting trends of individuals attending the Medical Centre. They acknowledged that mental health was an increasingly important element of their work.

In light of recent news stories, a Governor asked a question regarding the School's ability to confiscate phones if there is suspected cyber-bullying or if students were suspected of accessing disturbing materials. The Deputy Headmaster assured Governors that whilst they may not be given relevant passcodes by students, they had a duty of care and permission to confiscate phones in instances like those mentioned.

A Governor asked a question regarding special requirements of boarding students. The Nurse Managers highlighted the impact that boarding could have on students' mental health when settling into a new environment and culture. It was noted that this was particularly relevant for overseas students.

The Chairman thanked the Nurse Managers for their presentation.

Governors considered a Report from the Headmaster. The following matters were raised:-

- The Chairman congratulated the School on the number of Oxbridge offers made to A Level students.
- The Deputy Chairman asked the Headmaster about the progress of Newly Qualified Teachers (NQTs). The Headmaster informed Governors that since their last meeting they had signed off a promising NQT. Another who had spent their NQT year in two different schools, noted in their regular one-to-ones with the Headmaster that they had felt well supported at Freeman's. The Headmaster explained that they had had an NQT had come from a finance background later in their career. It was noted that those that had come to teaching after a career in other sectors proved extremely successful and that Freeman's very much encouraged and supported those that were considering a change of career to teaching.
- With regard to BREXIT Governors heard that there were very few EU national students currently enrolled at the school. It was, however,

impossible to tell if there were EU national parents that may be considering moving. Governors also considered the possibility that some parents may be invited by their employers to move out of the UK should their businesses relocate, but Governors recognised that this may lead to a surge in boarding applicants.

RECEIVED.

7. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the annual review of the Board's terms of reference.

RESOLVED, that no amendments to the terms of reference were required.

8. **BOARD MEETING SCHEDULE 2019**

Governors had before them a report of the Town Clerk regarding the Board's 2019 meeting schedule. The following matters were raised:-

- Governors requested that the meeting location be added to the schedule; and
- Governors requested the Town Clerk work with the Deputy Headmaster in order to incorporate an appropriate schedule for review of policies.

RECEIVED.

9. **HEAD OF JUNIOR SCHOOL REPORT**

Governors considered a report of the Head of Junior School. The following matters were raised:-

- The Head of Junior School informed Governors that four students had been selected for the Surrey Cross-Country Running Team.
- A Governor asked whether there was scope to increase the variety of Summer Sports available, following a conversation with students. Governors were informed that staff had been aware of students desire for different sport options and that the matter was being investigated as part of the curriculum review.

RECEIVED.

10. **REPORT ON POLICIES**

Governors considered a report of the Headmaster regarding policies. The following matters were raised:-

- A Governor commented that it had been incredibly helpful to have tracked changes visible on the policy documents set before them for approval.

- A Governor noted that there had been a paragraph numbering issue on the Admissions Policy that needed rectifying.

RESOLVED, that

- the 'Code of Conduct and School Rules' be approved;
- the 'Admissions Policy' be approved;
- the Drugs Policy be approved; and
- the recommended changes to the terms of reference of the Academic & Personnel Sub-Committee, and Finance, General Purposes & Estates Sub-Committee, allowing the Sub-Committees to approve non-statutory policies on the Board's behalf, be approved.

[At this point in the meeting those attending by Video Link left due to the poor quality of connection.]

11. REVISED CAPABILITY PROCEDURE AND PROBATION PROCEDURE

Governors considered a report of the Director of Human Resources.

RECEIVED.

12. ANNUAL REVIEW OF RISK REGISTERS

Governors considered a report of the Chamberlain and the Bursar regarding the annual review of risk registers for: the City of London Freeman's School Bursary Fund and Charities Administered in Connection with the City of London Freeman's School. The following matters were raised:-

- Governors requested that the Risk Registers be included as A3 sheets in future agenda packs.

RESOLVED, that the registers satisfactorily set out the risks facing the charities and that there were appropriate measures in place to mitigate those risks.

13. OUTREACH AND PARTNERSHIPS REPORT

Governors considered a report of the Headmaster regarding outreach and partnerships. The following matters were raised:-

- A Governor asked how engaged the Education Board and the Family of Schools were with the Counterpoint Programme. The Headmaster explained that the City of London Freeman's School had been working with the Southwark Academies Trust and Southwark primary schools but had other country-wide pilots in Kent and Bolton. He noted that this programme may end up in City Independent Schools, but at present the programme was in a two-year, information gathering, pilot stage. A Governor asked whether parents were concerned that time was being taken out of students' academic learning, but the Headmaster confirmed

that the Counterpoint Programme had so far only been met with positive comments from parents.

- A Governor asked whether Staff had the capacity to continue with the volume of outreach work; the Headmaster explained that Freeman's School staff were certainly able to continue to dedicate time to outreach and partnership projects and that capacity was not an issue.
- A Governor asked whether there was greater scope for joint working with the City of London Family of Schools. The Headmaster agreed that more work with the Family of Schools would be good, however, there was a restriction on how much they could do given their distance from the City. Discussion led to the amount of time staff had to dedicate when travelling to the Guildhall or other City Schools and Governors requested that if Freeman's staff were being invited to training courses that would take them out of the school for a significant amount of time, that these requests should in some way come through the Board of Governors.
- Governors noted their thanks to Kerri Martin, the Outreach & Partnerships Officer, for such a comprehensive paper.

RESOLVED, that

- the Board of Governors note the contents of the report; and
- the summary of the report in Appendix 1 be submitted to the Education Board for information.

[Note that Item 14, Bursary Fund Reserves Policy, was taken in the Non-Public Part of the agenda.]

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

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Deputy Chairman thanked the Chairman for his contribution to the School over the past three years as his term as Chairman drew to an end.

The Chairman thanked Vivienne Littlechild MBE, who would be stepping down from the Board, for her long service and contribution to the School.

Governors extended thanks to the Bursar for her fantastic work with the School and wished her well in her new job.

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 Act.

17. NON-PUBLIC MINUTES

17.1 Board of Governors - 29 November 2018

RESOLVED, that the non-public minutes of the meeting held on 29 November 2018 be approved as a correct record.

17.2 Finance, General Purposes and Estates Sub-Committee - 18 January 2019

Non-Public minutes of the Finance, General Purposes & Estates Sub-Committee meeting held on 18 January 2019.

RECEIVED.

17.3 Academic and Personnel Sub-Committee - 18 January 2019

Non-Public minutes of the Academic and Personnel Sub-Committee meeting held on 18 January 2019.

RECEIVED.

18. NON-PUBLIC ACTIONS

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

19. CITY OF LONDON FREEMEN'S SCHOOL - APPLICATION TO THE CITY FOR A LOAN TO FUND FREEMEN'S ESTATE DEVELOPMENT PLAN (PREVIOUSLY KNOWN AS THE 'MASTERPLAN')

Governors considered a report of the Headmaster on the School's application to the City for a loan to fund the Freeman's Estate Development Plan (previously known as the 'Masterplan').

[The Director of Human Resources joined the meeting. The Chairman resolved to take the confidential agenda, items 30-34, at this point.]

20. CONFIDENTIAL MINUTES - BOARD OF GOVERNORS - 6 JUNE 2018

RESOLVED, to approve the confidential meeting of the Board of Governors held on 6 June 2018.

21. CONFIDENTIAL MINUTES OF ACADEMIC & PERSONNEL SUB-COMMITTEE - 18 JANUARY 2019

Confidential minutes of the Academic and Personnel Sub-Committee held on 18 January 2019.

22. REVIEW OF SENIOR MANAGEMENT PAY STRUCTURE IN THE THREE CITY OF LONDON CORPORATION SCHOOLS

Governors considered a report of the Director of Human Resources regarding the review of Senior Management Pay Structures in the three City of London Corporation Schools.

23. STAFF AND STAFFING MATTERS

Governors considered a report of the Headmaster on staff and staffing matters.

24. TEACHERS PAY PANEL UPDATE

Governors considered a report of the Director of Human Resources.

[The Board meeting resumed its Non-Public agenda.]

25. BURSAR'S REPORT

Governors considered a report of the Bursar.

26. HEADMASTER'S NON-PUBLIC REPORT

Governors considered a report of the Headmaster.

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

Governors considered a report of the Headmaster regarding Membership Schemes to the Old Freeman's Association (OFA).

28. REPORT FROM OLD FREEMEN'S ASSOCIATION REGARDING UPDATE ON PROGRESS AND PROPOSED LEASE FOR WISHED-FOR CLUBHOUSE

Governors considered a report of the Headmaster regarding the progress and proposed lease for the wished-for Old Freeman's Association (OFA) Clubhouse.

29. BURSARY FUND - RESERVES POLICY REVIEW (TO FOLLOW)

Governors considered a report of the Chamberlain regarding the Bursary Fund Policy Reserves Review.

30. MANAGEMENT INFORMATION DASHBOARD

Governors considered a report of the Chamberlain regarding the School's Management Information Dashboard.

31. BOARD OF GOVERNORS' SKILLS AUDIT

Governors considered a report of the Town Clerk regarding the Board of Governors' Skills Audit.

32. REPORT OF ACTION TAKEN

Governors considered a report of the Town Clerk regarding Action Taken between meetings.

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

There were no questions.

34. 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.

The meeting ended at 1.57 pm

Chairman

**Contact Officer: Polly Dunn
Polly.Dunn@cityoflondon.gov.uk**