

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Tuesday, 8 October 2019

Minutes of the meeting of the Board of Governors of the City of London School held
at Committee Rooms, 2nd Floor, West Wing, Guildhall, London EC2V 7HH on
Tuesday, 8 October 2019 at 11.00 am

Present

Members:

Deputy James Thomson (Chairman)	Caroline Haines
Tim Levene (Deputy Chairman)	Andrew Jones (External Member)
Deputy Keith Bottomley	Alderman Vincent Keaveny
Lesley Cartmell (External Member)	Ronel Lehmann (External Member)
Dominic Christian	Lord Levene of Portsoken (External Member)
Marianne Fredericks	Paul Madden (External Member)
Rosie Gill (External Member)	Paul Stein (External Member)

Officers:

Alan Bird	- Head, City of London School
Charles Griffiths	- Bursar, City of London School
Dr Richard Brookes	- Senior Deputy Head, City of London School
Coco Stevenson	- Deputy Head (Pastoral), City of London School
Tracey Jansen	- Human Resources Department (from item 20)
Steven Reynolds	- Chamberlain's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alexander Barr, Nicholas Bensted-Smith, Deputy Edward Lord, Sylvia Moys, Ian Seaton and Deputy Philip Woodhouse.

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

There were no declarations.

3. MINUTES

Governors were updated on the possible involvement of the City of London School in the Lord Mayor's Appeal. There had been some issues in getting to arrange this for the City Giving Day 2019, but it was considered a firm possibility for 2020.

RESOLVED, that the public minutes of the meeting held on 13 June 2019, be approved as accurate record.

4. **PUBLIC MINUTES OF THE ACADEMIC & EDUCATION COMMITTEE**

Governors received the public minutes of the Academic & Education Committee meeting held on 27 September 2019.

RESOLVED, that the public minutes of the Academic & Education Committee meeting held on 27 September 2019, be noted.

5. **CO-OPTED GOVERNOR APPOINTMENTS**

Governors considered a report of the Town Clerk regarding co-opted governor appointments.

RESOLVED, that Lesley Cartmell and Andrew Jones be appointed to the City of London School Board of Governors for a term of four years concluding in July 2023.

Lesley Cartmell and Andrew Jones were invited to join the meeting and were welcomed by the Board.

6. **HEAD'S REPORT**

Governors received a report of the Head regarding an update on general School matters.

The next survey of co-curricular would include personal development focussed questions, the answers to which would be collated as evidence for the personal development section of the forthcoming ISI inspection.

RESOLVED, that the report be noted.

7. **THE CITY OF LONDON CORPORATION'S INDEPENDENT SCHOOLS AND PARENT GOVERNORS**

Governors received a report of the Town Clerk and Comptroller & City Solicitor regarding the City of London Corporation's independent schools and parent governors.

RESOLVED, that the report be noted.

8. **SAFEGUARDING POLICY**

Governors considered a report of the Head regarding the Safeguarding and Child Protection Policy. The following matters were raised:

- The DDSL names listed on the front page of the policy did not match with those listed in Annexure 3: Code of Conduct, part A) General. Those on the front page were correct.
- Annexure 3, Code of Conduct, part A) paragraph 3 references the School's HR Business Partner by name. It was felt that a specific name should not be quoted, as it was subject to change.
- For contact purposes the Senior Deputy Head, Richard Brookes, stepped in for the Head should the latter be non-contactable.

- In respect of item 2.1.18 of the policy, Governors confirmed that staff were in the process of migrating to the automated update service for DBS criminal records checks.
- In respect of item 2.1.28, a Governor queried what “suitably vetted” meant. Governors were informed this was covered in the separate policy dedicated to external speakers. The process involved vetting led by several staff members including the School’s Designated Safeguarding Lead (DSL). Guest speakers were required to wear a lanyard that identified them as non-DBS checked and were consequently required to be under constant supervision throughout their visit.
- In respect of item 10.2, Governors wished that the policy be clearer in explaining that the DSL should be notified regardless of whether the event requiring use of reasonable force had been witnessed or not.
- In Annexure 4, The Prevent Duty, a Governor asked whether the Board would receive a log of incidents of e-safety concerns caught by the IT filter. The current system flagged hundreds of incidents, including non-nefarious websites such as Facebook, which were difficult to report on. It was the intention of the Head to report on this within the forthcoming year. Governors also requested that this report any known instances where a pupil had evaded the IT filter.
- A Governor asked about the School’s protocol for occasions when pupils sought private one-to-one conversations with staff. The School had a policy of leaving the door open and if, due to the particularly sensitive nature of the conversation, this was not possible, all doors had clear windows with the exception of one. It was a priority for the School to have this replaced. Governors noted that the key pastoral staff had offices with larger windows, due to the regularity of their contact with pupils.

RESOLVED, that the revised Safeguarding and Child Protection Policy be approved, subject to the agreed changes.

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

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was one item of urgent business.

Governors heard from the Town Clerk that the Education Board had formally received the City Schools’ Outreach and Partnerships reports at its July 2019 meeting. The work undertaken by the three City Schools had been commended by the Education Board, but Members had asked that, if possible, the governing bodies commission the reports to cover the same periods of time e.g. a calendar year. This was a request that had already been met with agreement by the three Headteachers. This proposal was met with agreement and the

Chairman requested that a consistent approach be taken by all three City Schools.

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

12. **NON-PUBLIC MINUTES**

RESOLVED, that the minutes be approved as an accurate record.

13. **NON-PUBLIC MINUTES OF THE ACADEMIC & EDUCATION COMMITTEE HELD 27 SEPTEMBER 2019**

Governors received the draft minutes of the Academic & Education Committee meeting held on 27 September 2019.

RESOLVED, that the minutes of the Academic & Education Committee meeting held on 27 September 2019, be noted.

14. **NON-PUBLIC OUTSTANDING ACTIONS**

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

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

Governors received a report of the Head regarding an update on general School matters.

16. **DEVELOPMENT PLAN 2019-20**

Governors received a report of the Head regarding the 2019-20 Development Plan.

17. **BURSAR'S REPORT**

Governors considered a report of the Bursar regarding various operational matters at the School.

18. **SAFEGUARDING REPORT 2018-19**

Governors received the 2018-19 annual safeguarding report of the Head.

19. **ADMISSIONS OFFICE RESTRUCTURING**

Governors considered a report of the Head regarding the structure of the Admissions Officer.

20. **CITY OF LONDON SCHOOL - BREXIT PLANNING**

Governors received a report of the Head regarding the School's BREXIT planning.

21. **CITY OF LONDON SCHOOL - LOAN APPLICATION TO FUND PHASES 1 TO 4 OF THE SCHOOL'S MASTERPLAN**
Governors considered a report of the Head regarding a loan application to fund the School's Masterplan.
22. **CITY OF LONDON SCHOOL FINANCIAL INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar regarding the School's Financial Information Dashboard.
23. **REVENUE OUTTURN REPORT 2018/19**
Governors received a report of the Chamberlain and the Bursar regarding the revenue outturn report for 2018/19.
24. **KAIWEN EDUCATION COLLABORATION OPPORTUNITY FOR CITY OF LONDON SCHOOL**
Governors considered a report of the Head regarding a Kaiwen Education collaboration opportunity.
25. **REPAIRS, MAINTENANCE AND IMPROVEMENTS WORKS 2020/21**
Governors considered a joint report of the Chamberlain, Bursar and City Surveyor regarding the repairs, maintenance and improvement works for 2020/21.
26. **COMPLIANCE REPORT**
Governors considered a report of the Head regarding School policies and compliance.
27. **GATEWAY 6: CITY OF LONDON SCHOOL - THE REPLACEMENT OF THE HEATING PLANT**
Governors considered a report of the City Surveyor regarding the Gateway 6 projects report for the replacement of the heating plant at the City of London School.
28. **GATEWAY 6: CITY OF LONDON SCHOOL - MODULAR BUILDINGS AT GROVE PARK**
Governors considered the Gateway 6 Outcome Report of the City Surveyor regarding the City of London School's Modular buildings at Grove Park.
29. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
30. **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.
31. **HARDSHIP BURSARY APPLICATIONS**
Governors considered a report of the Bursar regarding Hardship Bursary applications.

32. **SUPPORT STAFF STRUCTURE**

Governors considered a report of the Bursar regarding support staff structure.

33. **CONFIDENTIAL MINUTES**

RESOLVED, that the confidential minutes of the meeting held on 13 June 2019 be approved as accurate record.

34. **SCHOOLS HUMAN RESOURCES UPDATE**

Governors received an update report from the Director of Human Resources.

The meeting ended at 1.18 pm

Chairman

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