

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 5 February 2020

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Rooms, 2nd Floor, West Wing, Guildhall, EC2V 7HH on Wednesday, 5 February 2020 at 11.00 am

Present

Members:

Deputy Philip Woodhouse (Chairman)	Alderman Bronek Masojada
Deputy John Bennett	Andrew McMillan
Deputy Kevin Everett	Deputy Hugh Morris
Tracey Graham	Graham Packham
Brian Harris	Deputy Elizabeth Rogula
Michael Hudson	Gillian Yarrow

Officers:

Roland Martin	- Headmaster of the City of London Freeman's School
Matt Robinson	- Junior School Head, City of London Freeman's School
Jo Moore	- Bursar, City of London Freeman's School
Steven Reynolds	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Noyon Choudhury	- City Surveyor's Department
Mark Eyre	- City Surveyor's Department
Alan Bennetts	- Comptroller and City Solicitor's Department (for item 2)
Polly Dunn	- Town Clerk's Department

In attendance:

Deputy Jamie Ingham Clerk (for item 2)

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick, Nicholas Bensted-Smith, Nicholas Goddard, Alderwoman Susan Langley, Deputy James Thomson and Chris Townsend. Apologies for lateness were received from Deputy Elizabeth Rogula.

The Chairman wished start the meeting in non-public session to consider item 22 on the agenda, Land on the fringes of Ashted Park to be declared surplus.

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.

2. **LAND ON THE FRINGES OF ASHTEAD PARK TO BE DECLARED SURPLUS**

Governors considered a report of the Headmaster regarding the land on the fringes of Ashtead Park to be declared as surplus.

The meeting moved into public session.

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

There were no declarations.

4. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 21 November 2019, be approved as accurate record.

5. **DRAFT MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 January 2020, be noted.

6. **DRAFT MINUTES OF THE ACADEMIC AND PERSONNEL SUB-COMMITTEE**

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel Sub-Committee meeting held on 13 January 2020, be noted.

7. **PUBLIC OUTSTANDING ACTIONS**

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

The Chairman apologised for the postponement of the Away Day and noted that an alternative date of 27 April had been mooted.

RESOLVED, that the report be noted.

8. **KEY BOARD MEETING DATES AND POLICY SCHEDULE**

Governors received a report of the Town Clerk regarding Key Board Meeting Dates and Policy Schedule.

RESOLVED, that the report be noted.

9. **ANNUAL REVIEW OF THE BOARD'S TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the Annual Review of the Board's Terms of Reference. The following matters were raised:

- That the final bullet of the constitution should be revised to read "up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School".

- That the quorum should be amended to “any five Governors, not more than one of whom may be co-opted”.
- Governors discussed the possibility of adding explicit reference to the Board’s financial oversight of the School. Whilst well intentioned, it was felt that this could have unintentional consequences and the terms were better left as they were.
- Governors felt that the current frequency of meetings was suitable.

RESOLVED that,

- The following revisions to the terms of reference be referred to the Policy & Resources Committee and Court of Common Council for consideration and approval:
 - i) the final bullet of the Board’s *Constitution* be revised to “up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School”; and
 - ii) the *Quorum* should be amended to “any five Governors, not more than one of whom may be co-opted”.
- The frequency of meetings remain unchanged; and
- Any further changes to the 2020/21 terms of reference be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

10. HEADMASTER'S PUBLIC REPORT

Governors received a report of the Headmaster regarding general school matters.

RESOLVED, that the report be noted.

11. UPDATE ON THE JUNIOR SCHOOL OF FREEMEN'S

Governors received a report of the Headmaster regarding the Junior School.

RESOLVED, that the report be noted.

12. ANNUAL REVIEW OF RISK REGISTERS FOR: CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND AND CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL

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

Following a question from a Governor, the Headmaster confirmed that the fund to which the School’s development function was directed to, was not a registered charity. Governors felt that this was an area worth exploring. It was

noted that there was an ongoing examination of the City's charities and so any work would need to take place in conjunction with this review.

RESOLVED, that Governors confirm that the registers set before them satisfactorily set out the risk facing the charities and that there are appropriate measures in place to mitigate those risks.

13. **COMMUNITY AND PARTNERSHIPS REPORT**

Governors considered a report of the Headmaster regarding the School's Community and Partnerships work. The following matters were raised:

- Due to the recent Coronavirus outbreak in the far East, it was likely that the School was going to have to cancel the Easter revision course referred to within the report. This was a regrettable consequence, but provision needed to be made for the Boarding pupils.
- A Governor asked that, in future, the report distinguish whether the schools collaborated with are from the state or independent sector.
- Governors briefly discussed the success of the School's SpringBoard pupils.

RESOLVED, that

- The contents of the report be noted; and
- The report be submitted to the Education Board for information.

14. **REPORT ON POLICIES**

Governors considered a report of the Headmaster on School Policies.

Relationships and Sex Education (RSE)

The (now criminal) offence of upskirting would be covered within the PSHE curriculum.

Collective Worship

Governors discussed the appropriateness of providing a Bible to students of non-Christian faith. The School's Christian foundation is noted in its statutes and the gifting of a Bible had been a long-standing tradition. The Headmaster assured Governors that cultural sensitivity would be demonstrated on a case by case basis.

A Governor noted that the City Visit was not within Appendix 2, Recent and Forthcoming Events, of the Headmaster's public report. All Governors were to be invited; the Town Clerk would circulate information after the meeting.

Risk Policy

Governors requested that the Policy be updated to reference to the RSE and Collective Worship Policy, where relevant.

It was noted that the item on suicide/low mood/depression/anxiety/self-harm/eating disorders did not have a specific policy reference.

RESOLVED that the Relationships and Sex Education Policy, Collective Worship Policy and Risk Policy, be approved.

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

There were two items of urgent business.

International Holocaust Remembrance Association

At its meeting of 5 December 2019, the Court of Common Council considered a report on the International Holocaust Remembrance Association's (IHRA) definition of anti-Semitism and its proposed adoption within the City of London Corporation's Officers' and Members' Code of Conduct. The recommendation was approved by Court of Common Council and the Establishment Committee. The Town Clerk informed Governors that this revision would extend to the Teachers' Code of Conduct within the Teachers' Guide. A copy of the Court report was tabled for reference.

RESOLVED, that Governors endorse the revision of the Teachers' Code of Conduct to include reference to the IHRA definition on anti-Semitism.

Appointments

The Chairman wished to propose the appointment of Tracey Graham to the Academic & Personnel Sub-Committee.

RESOLVED, that Tracey Graham be appointed to the Academic & Personnel Sub-Committee for the remainder of the municipal year.

17. **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.

18. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 21 November 2019, be approved as accurate record.

19. **DRAFT NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

RESOLVED, that the draft non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 January 2020, be noted.

20. **DRAFT NON-PUBLIC MINUTES OF THE ACADEMIC AND PERSONNEL SUB-COMMITTEE**
RESOLVED, that the draft non-public minutes of the Academic and Personnel Sub-Committee meeting held on 13 January 2020, be noted.
21. **NON-PUBLIC OUTSTANDING ACTIONS**
Governors received a report of the Town Clerk regarding the non-public outstanding actions of the Board.
22. **HEADMASTER'S NON-PUBLIC REPORT**
Governors received a report of the Headmaster about general school matters.
23. **BURSAR'S REPORT**
Governors considered a report of the Bursar regarding financial and operational matters.
24. **FINANCIAL INFORMATION DASHBOARD**
Governors received a joint report of the Chamberlain and the Bursar regarding the School's Financial Information Dashboard.
25. **FUNDRAISING UPDATE**
Governors received a report of the Bursar regarding an update on the School's Fundraising activities.
26. **MAIN HOUSE PROJECT SUMMARY REPORT**
Governors received a report of the City Surveyor regarding a summary of the Main House Project.
27. **GATEWAY 5: CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**
Governors considered a Gateway 5 report of the City Surveyor regarding the City of London Freeman's School Main House refurbishment project.
28. **DELEGATED AUTHORITY REQUEST: MAIN HOUSE ENABLING WORKS**
Governors considered a report of the City Surveyor regarding a request for delegated authority on the Main House Enabling Works.
29. **GATEWAY 3/4: FREEMEN'S SCHOOL MANAGED IT INFRASTRUCTURE SERVICE**
Governors received a Gateway 3/4 report of the Chamberlain regarding the City of London Freeman's School's Managed IT Infrastructure Service.
30. **GATEWAY 1-4: FREEMEN'S SCHOOL REVENUE WORKS PROGRAMME 2020/2021**
Governors considered a Gateway 1-4 report of the City Surveyor regarding the City of London Freeman's School Revenue Works Programme 2020/2021.
31. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.

**32. 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 1.13 pm

Chairman

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