

**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON SCHOOL FOR GIRLS  
Friday, 13 November 2020**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls held via Microsoft Teams on Friday, 13 November 2020.

**Present**

**Members:**

Peter Bennett (Chairman)  
Randall Anderson  
Mark Bostock  
Alderman Prem Goyal

**Officers:**

Jenny Brown	- Headmistress
Jane Elliott-Waine	- Compliance Manager
Katie Kerr	- Bursar
Joseph Anstee	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Aqib Hussain	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Warren Back	- City Surveyor's Department
Alison Bunn	- City Surveyor's Department
Peter Young	- City Surveyor's Department

**1. APOLOGIES**

Apologies for absence were received from Nicholas Bensted-Smith.

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

There were no declarations.

**3. TERMS OF REFERENCE**

**RESOLVED**, that the terms of reference for the Finance and Estates Sub-Committee be received.

**4. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 16 September 2020, be approved as an accurate record.

**5. PUBLIC OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk outlining Outstanding Actions and the following point was made:

- A Committee Member requested that target completion dates be included for all public and non-public Outstanding Actions in future and this was agreed by the Sub-Committee.

**RESOLVED**, that the Outstanding Actions report be noted.

6. **SCHEDULE OF STANDING ITEMS**

Governors considered a report of the Town Clerk outlining the Schedule of Standing Items.

**RESOLVED**, that the Schedule of Standing Items be noted.

7. **CLSG COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing an update on compliance matters at the City of London School for Girls and the following points were made:

- Accessing up-to-date building statutory compliance documentation held on the Micad Property Management System remained a challenge. The School continued to liaise with the City Surveyor's Department which had provided verbal assurance that all centrally managed records required for an ISI inspection could be made available on request. The Micad Property Management System would be updated shortly which would enable documentation to be uploaded faster.
- Good progress had been made in completing the Fire Risk and Health and Safety Audits and it was anticipated that all remaining outstanding actions would be completed by February 2021. An action plan was being developed to introduce further health and safety improvements in key areas, including science laboratories. In response to a question from the Chairman, the Compliance Manager confirmed that staff training would be delivered by both the City of London Corporation and the Compliance Manager. The School was working with the City of London School to develop a business case to establish a shared Health and Safety Apprentice position.

**RESOLVED**, that the current position be noted.

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

There were no questions.

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

There was no other urgent business.

10. **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 1 of Schedule 12A of the Act.

11. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 16 September 2020 be approved as an accurate record.
12. **NON-PUBLIC OUTSTANDING ACTIONS**  
Governors considered a report of the Town Clerk outlining non-public Outstanding Actions.
13. **PROPOSED REVENUE BUDGET**  
Governors heard an update of the Bursar and the Chamberlain on the proposed Revenue Budget for the City of London School for Girls for the 2021/22 financial year.
14. **REPAIRS, MAINTENANCE AND IMPROVEMENT FUND**  
Governors heard an update of the Bursar, the Chamberlain and the City Surveyor on the Repairs, Maintenance and Improvement Fund.
15. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2020 UPDATE**  
Governors considered a report of the City Surveyor on City of London School for Girls' Summer Works 2020.
16. **CLSG RISK REGISTER**  
Governors considered a report of the Bursar on the CLSG Risk Register.
17. **PROGRESS ARISING FROM ESTATE STRATEGY DISCUSSIONS**  
Governors considered a report of the Headmistress on progress arising from Estate Strategy discussions.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was one item of urgent business.

**The meeting ended at 11.55 am**

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Chairman

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