

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Thursday, 4 February 2021

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held via Microsoft Teams on Thursday, 4 February 2021 at 11.00 am

Present

Members:

Deputy Philip Woodhouse (Chairman)	Alderman Bronek Masojada
Michael Hudson (Deputy Chairman)	Andrew McMillan
Deputy John Bennett	Hugh Morris
Deputy Roger Chadwick	Graham Packham
Deputy Kevin Everett	Deputy Elizabeth Rogula
Nicholas Goddard	Gillian Yarrow
Alderman Robert Howard	

Officers:

Roland Martin	- Headmaster
Jo Moore	- Bursar
Stuart Bachelor	- Deputy Head
Paul Bridges	- Deputy Head (Academic)
Jason Harrison-Miles	- Director of External Relations
Matt Robinson	- Head of the Junior School
Nicholas Basye	- Chamberlain's Department
James Gibson	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department

1. APOLOGIES

The Chairman led the Committee in congratulating Shravan Joshi, Common Councillor and a parent of the City of London Freeman's School who had been awarded an MBE for services to diversity and the British Hindu community as part of the Queen's New Year's Honours. The Chairman also welcomed Jason Harrison-Miles, Director of External Relations to his first meeting of the Board of Governors and noted that he would be speaking to two reports for consideration within the non-public session.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes and non-public summary of the meeting held on 20 November 2020, be approved as an accurate record.

4. **COMMITTEE MINUTES**

a) **Nominations Committee**

RESOLVED, that the public minutes and non-public summary of the Nominations Committee meeting held on 1 December 2020, be received.

b) **Finance, General Purposes and Estates Committee**

RESOLVED, that the public minutes and non-public summary of the Finance, General Purposes and Estates Committee meeting held on 21 January 2021, be received.

c) **Academic and Personnel Committee**

RESOLVED, that the public minutes and non-public summary of the Academic and Personnel Committee meeting held on 21 January 2021, be received.

5. **PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the Board's public outstanding actions and the following point was made:

- The potential for the School's Development Fund to be registered as a charity continued to be explored as part of ongoing work to review the City of London Corporation's charities (Action 2P/CLFS/2020).

RESOLVED, that the Outstanding Actions report be noted.

6. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors received a report of the Town Clerk presenting the Terms of Reference and composition of the Board of Governors for annual review and the following points were made:

- The Nominations Committee recommended two changes be made to the Terms of Reference of the Board of Governors which comprised a reduction in the number of Common Councillor Governors from twelve to eight, and a reduction to the quorum from five to four Governors, of which not more than one might be Co-opted. The Nominations Committee had considered increasing the number of Co-opted Governors but as the Board of Governors had carried two vacancies for Co-opted Governors for some time, this was not considered practical. Governors agreed to delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Board of Governors to agree any further changes to the Terms of Reference for 2021/22.
- In response to a question from a Governor, the Deputy Chairman confirmed that it was in the remit of the Court of Aldermen to review the number of Aldermen Governors. The potential to introduce fixed terms for Governors had also been discussed by the Nomination Committee

and would be revisited when the outcome of Lord Lisvane's Governance Review of the City of London Corporation was known.

RESOLVED, that:

- The terms of reference of the Board of Governors be approved for consideration by the Policy and Resources Committee and Court of Common Council, subject to the below requested amendment;
 - The composition of the Board be changed by reducing the number of Common Councillor Governors from 12 to 8; and,
 - The quorum of the Board of Governors be reduced to four Governors, of which not more than one may be Co-opted.
- The current frequency of meetings of the Board was appropriate; and,
- Authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to agree any further changes to the Terms of Reference for 2021/22.

7. HEADMASTER'S PUBLIC REPORT.

Governors received a report of the Headmaster providing an update on School activities and the following points were made:

- Two pupils had been successful in gaining offers from Oxford University for the 2021/22 academic year, with four offers from Cambridge University. A student placed with the School's Sixth Form by the Royal National Children's Springboard Foundation on a 100%+ bursary had successfully secured the offer of a place at Cambridge University to read medicine.
- A large number of pupils had participated in the Under 12 to Under 18 age ranges of the virtual District Cross Country Championships and the School had taken first place overall in the Boy's Under 17 and Girl's Under 17 competitions. Owing to the ongoing COVID-19 situation, schools had run individual events and submitted the results to the Championships' organisers to meet social distancing requirements.

RESOLVED, that the report be noted.

8. REPORT FROM THE HEAD OF JUNIOR SCHOOL

Governors received a report of the Headmaster regarding the activities at the Junior School and the following point was made:

- The Junior School had chosen Momentum Children's Charity as its charity for the remainder of the School year. This local charity offered support to children facing cancer or another life-challenging condition and their families, and some pupils had previously been helped by Momentum. A Governor praised the excellent fundraising activity

undertaken by the Junior School and asked that the Governors' thanks be communicated to pupils. The Deputy Chairman observed the enthusiasm for fundraising in the Junior School and suggested that there could be a greater focus placed on this in the Senior School after Year 7 was moved into the Senior School from September 2022.

RESOLVED, that the report be noted.

9. DEPUTY HEAD'S REPORT ON POLICIES

Governors received a report of the Headmaster presenting School policies for approval and the following points were made:

- In response to a question from a Governor on the Right to Study Checks policy, the Deputy Head confirmed that the School did not currently request ethnicity data for its pupils. A Governor suggested this might be useful in providing baseline data for the School on diversity and inclusion and the Headmaster would discuss this with the Senior Leadership Team. The School was required to meet Government requirements for verifying the immigration status of pupils that were not resident in the UK and this was subject to spot-checks by the Government.
- In considering the Admissions Policy, Governors discussed whether to retain a reference to the Common Entrance Exam as many feeder schools no longer asked pupils to sit the exam. Governors agreed to retain this reference within the policy in the short to medium term to accommodate pupils who still sat the Common Entrance Exam.
- With regard to the proposed Code of Conduct and School Rules policy, the Headmaster agreed that the School would need to give permission for a pupil to ride to school on a motorcycle but suggested that in ten years as a Head, he had never been approached by a pupil with this wish. A Governor suggested that the policy be clarified to state that learner drivers were not allowed to drive in any part of the School estate rather than the 'Park'. In response to another question, the Headmaster advised that pupils had been specifically directed to wear trainers whilst playing football during breaktimes to mitigate the safety risks of wearing studs.

RESOLVED, that the following policies be approved:

- Policy on Conducting Right to Study Checks;
- Admissions Policy; and,
- Code of Conduct and School Rules.

10. **CITY OF LONDON FREEMEN'S SCHOOL REVENUE WORKS PROGRAMME 2021/2022**

Governors received a report of the City Surveyor outlining the City of London Freemen's School Revenue Works Programme and the following point was made:

- The City of London Freemen's School Revenue Works Programme 2021/22 had been approved at the meeting of the Board of Governors on 20 November 2020. The proposed programme of works had been supported by the Corporate Projects Board and Projects Sub-Committee and all works would be funded by the School.

RESOLVED, that:

- Budget of £12,000 be approved to reach the next Gateway;
- The estimated cost of the project of £829,000 (excluding risk) be noted;
- The estimated staff cost of £10,000 be noted;
- The risk register as outlined at Appendix 2 be accepted; and,
- The request to proceed to Gateway 5 be approved.

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

There were no questions.

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

There was no other business.

13. **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.

14. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 20 November 2020, be approved as an accurate record.

15. **COMMITTEE MINUTES**

a) **Nominations Committee**

RESOLVED, that the non-public minutes of the Nominations Committee meeting held on 1 December 2020, be received.

b) **Finance, General Purposes and Estates Committee**

RESOLVED, that the non-public minutes of the Finance, General Purposes and Estates Committee meeting held on 21 January 2021, be received.

c) **Academic and Personnel Committee**

RESOLVED, that the non-public minutes of the Academic and Personnel Committee meeting held on 21 January 2021, be received.

16. **NON-PUBLIC OUTSTANDING ACTIONS**

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

17. **HEADMASTER'S NON-PUBLIC REPORT**

Governors received a non-public report of the Headmaster providing an update on School activities.

18. **COMMUNITY AND PARTNERSHIPS**

Governors received a report of the Headmaster outlining the community and partnerships work of the School.

19. **BURSAR'S REPORT**

Governors received a report of the Bursar regarding financial and operational matters at the School.

20. **FINANCIAL INFORMATION DASHBOARD**

Governors received a joint report of the Chamberlain and the Bursar presenting the Financial Information Dashboard.

21. **CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**

Governors received a report of the City Surveyor providing an update on the City of London Freemen's School Main House Refurbishment.

22. **HEADMASTER'S SAFEGUARDING REPORT**

Governors received a report of the Headmaster regarding safeguarding matters.

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

There were no questions.

24. **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.

25. **CONFIDENTIAL MINUTES**

RESOLVED, that the confidential minutes of the meeting held on 20 November 2020, be approved as an accurate record.

The meeting ended at 1.09 pm

Chairman

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