

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Friday, 30 November 2012**

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, Ashted Park, Surrey, KT21 1ET on Friday, 30 November 2012 at 11.00 am

**Present**

**Members:**

Michael Bramwell	Anthony Llewelyn-Davies
John Brewster	Sir Clive Martin
Nicolas Cressey	Douglas Mobsby
Deputy Robin Eve (in the Chair)	Elizabeth Rogula
Brian Harris	John Spanner
Michael Hudson	Cllr Chris Townsend
Vivienne Littlechild	Alderman Alan Yarrow

**Officers:**

John Barradell	- Town Clerk and Chief Executive
Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor
Chrissie Morgan	- Director of Human Resources
Philip Macdonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Yvette Dunne	- Bursar, City of London Freeman's School

In the absence of both the Chairman and Deputy Chairman, Alderman Yarrow moved that Deputy Robin Eve as most senior Member of the Board and immediate past Chairman take the Chair for this meeting.

**1. APOLOGIES**

Apologies for absence were received from Deputy John Bennett (Chairman), Roger Chadwick (Deputy Chairman), Alderman Alison Gowman, Angela Starling and Alderman John White (ex-officio).

Deputy Eve welcomed John Barradell, the new Town Clerk and Chief Executive to his first meeting of the Freeman's School Board.

### **Yvette Dunne**

Deputy Eve reported that this would be the Bursar's last Board meeting as she was due to start a new role at a nearby School in early 2013. Deputy Eve, on behalf of the Board, congratulated the Bursar on her new role and also wished to thank her for her tremendous work in transforming the finances of the School over the past few years.

The Bursar thanked the Board for their kind words and stated that serving as Bursar of CLFS had been a fantastic opportunity. She stated that she had learnt a lot over the past 5 years and grown hugely in confidence but was now looking forward to some new challenges.

## **2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

Deputy Robin Eve declared a personal but non-prejudicial interest on the basis of his membership of and connections with the Old Freemen's School Association (OFA).

Councillor Chris Townsend declared a personal but non-prejudicial interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

## **3. MINUTES**

The public minutes and summary of the meeting held on 5 October 2012 were approved and agreed as a correct record.

### **MATTERS ARISING**

**Chairmanship of the Board of Governors** (page 4) – Deputy Eve reminded the Board that Deputy Bennett was now coming to an end of his fourth and final year as Chairman and that he had experienced great difficulty in finding a successor and planning ahead for 2013.

Deputy Eve went on to report that Angela Starling had recently indicated that she was to stand down from the Board and that this vacancy would therefore be advertised and filled at the January 2013 Court of Common Council meeting. Governors were informed that it was expected that a senior Member of Common Council would now be applying to join the Board with a view to becoming Chairman in 2013.

## **4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The Board received the public minutes and summary of its Finance, General Purposes and Estates Sub Committee meeting held on 7 November 2012.

### **MATTERS ARISING**

**OFA Discussions re: OFA Clubhouse** (page 7) – Deputy Eve was pleased to report that this issue seemed to have been resolved in the interim. He added that the OFA were currently spending funds to upgrade and modernise the existing Clubhouse.

A Governor commented that there was now a four year period in which to decide how best to use the plot going forward. He added that it was important not to lose this plot and simply 'grass it over' if the existing Clubhouse building were to be demolished. The Headmaster highlighted that this point had been made in the School's 2008 Conservation Management Plan where the site had been earmarked as the last site available for development.

The Headmaster was pleased to report that the relationship between the School and the OFA was now a much better one.

Deputy Eve reported that the lease for the existing Clubhouse was up for renewal in April 2013.

#### **RECEIVED.**

#### **5. MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The Board received the public minutes and summary of its Academic and Education Sub Committee meeting held on 7 November 2012.

#### **MATTERS ARISING**

**Governor Training** (page 11) – Deputy Eve drew Governors' attention to the fact that a three City Schools joint training session would be held at Guildhall on the afternoon of the January Board meeting. He reported that the Chairman had also invited Governors of King Edward's School Witley to join the session this year.

#### **RECEIVED.**

#### **6. CRIMINAL RECORDS BUREAU CHECKS FOR MEMBERS**

The Board considered a joint report of the Town Clerk and the Director of HR regarding changes to the national disclosure regime brought about by the Protection of Freedoms Act.

The Director of HR reported that the new regime was now a lot less onerous and that checks would no longer be automatically carried out on the basis of the office held.

She went on to report that current members would not be affected by the changes and that officers were still currently awaiting the final criteria from government.

In response to a question, the Director of HR reported that it was her understanding that checks would now be portable both internally and between organisations which was a welcome change for many.

The Director of HR reported that the Board of Governors of the City of London School had expressed some concern about the self-declaration element of the new regime. She reported that this was, however, in addition to Corporate HR reviewing checks centrally.

Governors were informed that a report on this matter would now be presented to the Court of Common Council in January 2013 for approval.

**RESOLVED – That, the Board:**

- i) note the fact that legislation now requires a CRB check be carried out on any Member whose work with children or adults (through the City of London Corporation) meet the relevant criteria. Automatic checks for all members of previously relevant Committees and Boards would, therefore, cease;
- ii) agree an annual review and self-declaration process should be introduced to ensure relevant Members who are eligible for checks are identified; and
- iii) agree that re-checking is introduced for members requiring an initial check, but only at the point when the streamlined national process goes live. Updating checks will then be made every 4 years from the point at which a check was first required and disclosure checks repeated only where required.

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

There were no questions.

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

**Alderman John White**

Deputy Eve reported that Alderman John White would, today, be stepping down as an Alderman and would therefore also lose his seat as Chairman of the Board of Governors of the City of London School for Girls and would no longer be able to serve as an ex-officio member of this Board.

**9. 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 Section 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
10	1 & 3
11	1, 2, 3 & 4
12	1, 2 & 4
13	1, 3 & 4
14	3
15	1 & 3
16	1 & 3
17	1 & 3
18	1
19	1
20	2
21	-

**10. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 October 2012 were approved and agreed as a correct record.

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

The Board received the non-public minutes of its Finance, General Purposes and Estates Sub Committee meeting held on 7 November 2012.

**12. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE**

The Board received the non-public minutes of its Academic and Education Sub Committee meeting held on 7 November 2012.

**13. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The Board considered and approved a joint report of the Chamberlain, the Headmaster and the City Surveyor providing Governors with an updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

**14. REVENUE BUDGETS - 2012/13 AND 2013/14**

The Board considered and approved a joint report of the Chamberlain and the Headmaster relative to the 2012/13 and 2013/14 Revenue Budgets.

**15. FOUNDATION SCHOLARSHIP APPLICATION**

The Board considered and approved a late, separately circulated, report of the Chamberlain relative to a new application for a Foundation Scholarship.

**16. PUBLIC BENEFIT/OUTREACH**

The Board received a report of the Headmaster providing Governors with an up to date overview of activities the School has been involved with in 2011-12, which, in addition to benefiting the education of pupils, are also of 'public benefit'.

**17. ARREARS OF FEES**

The Board considered and approved a report of the Bursar of the City of London Freeman's School relative to the current Arrears of Fees.

**18. HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

**19. HEADMASTER'S REPORT**

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School issues including the School Roll and Admissions, Staffing Matters, Prize Day 2013 and Marketing and Admissions.

**20. POLICIES FOR GOVERNOR REVIEW**

The Board considered and approved both the Policy on the physical restraint of pupils and the Learning Support Policy which had previously been seen by its Academic and Education Sub Committee.

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

There were no questions in the non-public session.

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

The Town Clerk reported on the Master Plan item signed by the Chairman and Deputy Chairman under Urgency.

**The meeting ended at 1.00 pm**

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Chairman

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