

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 21 January 2013

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 21 January 2013 at 11.00 am

Present

Members:

Deputy John Bennett (Chairman)	Douglas Mobsby
Stuart Fraser	Sylvia Moys
Alderman Alison Gowman	Deputy Dr Giles Shilson
Michael Hudson	John Spanner
Vivienne Littlechild	Chris Townsend
Anthony Llewelyn-Davies	Alderman Alan Yarrow
Sir Clive Martin	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Anne Pietsch	- Comptroller & City Solicitor's Department
Mark Lowman	- City Surveyor's Department
Libby Grant	- Head of Strategic HR Services
Philip Macdonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

The Chairman began by apologising for his absence at the last Board meeting and gave thanks to the immediate past Chairman, Deputy Robin Eve for taking the Chair in his absence.

He went on to welcome Stuart Fraser to his first meeting of the Board following his successful election as a Governor at the Court of Common Council last week. The Chairman also welcomed Mrs Moys who was currently 'acting up' as Chairman of the Board of Governors of the City of London School for Girls and was therefore attending this meeting as an ex-officio Governor.

The Chairman also introduced the Board to the School's recently appointed Bursar, Sue Williams who had now taken up her post. He explained that she had previously worked at the Guildhall School of Music and Drama for a period of 13 years and was therefore not totally unfamiliar with the City's processes.

Finally, the Chairman wished to record his thanks to Angela Starling who had recently retired from the Board due to increasing commitments to other City

bodies. He added that he had written to her on behalf of the Board to thank her for her service and contributions.

1. **APOLOGIES**

Apologies for absence were received from Roger Chadwick (Deputy Chairman), Michael Bramwell (co-opted), John Brewster, Deputy Robin Eve and Brian Harris.

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

Councillor Chris Townsend declared a non-pecuniary 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 30 November 2012 were approved and agreed as a correct record.

MATTERS ARISING

OFA Discussions re: OFA Clubhouse (page 3) – The Chairman highlighted that the lease for the existing Clubhouse had been renewed in March 2012 for a further 5 years and would not, therefore, be reviewed in March 2013 as reported at the last meeting.

Criminal Records Bureau Checks for Members (page 3) – The Chairman informed the Board that a report regarding the new proposals for CRB checks for Board Members had been approved by the Court of Common Council at their meeting last week.

4. **TERMS OF REFERENCE**

The Board took the opportunity to review their terms of reference prior to their submission to the Court of Common Council at its meeting in April 2013.

In terms of membership, the Chairman drew the Board's attention to the two remaining co-opted Governor vacancies. He reported that the Headmaster was currently approaching the parent of a former CLFS pupil regarding one of these vacancies and it was hoped that an individual with experience of either Secondary or Tertiary education could be found to fill the second vacancy. The Chairman stated that he would welcome suggestions from Governors as to suitable individuals who might be able to fill this position.

RESOLVED – That, the Board approve their existing Terms of Reference for submission to the Court of Common Council in April 2013.

5. **POST-IMPLEMENTATION REVIEW OF THE GOVERNANCE ARRANGEMENTS**

The Board received an Order of the Court of Common Council of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements, particularly those matters which were of direct relevance to them.

The Board noted that it had been decided that no action was to be taken to limit the number of Governors who can serve on each Board. The Chairman reported that Mrs Moys was now the first Governor to be appointed on to more than one City School Board following her successful election to the Board of Governors of the City of London School at last week's Court of Common Council meeting.

The Town Clerk reported that the Court had also ruled that the rule whereby Members are not able to seek election as Chairman of a Ward or non-Ward Committee unless they have served on that Committee in any capacity in the previous year be dispensed with and that Standing Order No. 29 (3)(a) be deleted.

RECEIVED.

6. RE-APPOINTMENT OF CO-OPTED GOVERNOR

**** SIR CLIVE MARTIN WITHDREW FROM THE MEETING WHILST ITEM 6
WAS CONSIDERED ****

The Board considered a report of the Town Clerk requesting that Governors consider the re-appointment of Sir Clive Martin as a co-opted Governor of the Board for a further three year term.

The Chairman underlined that Sir Clive had both his and the Headmaster's support in standing for re-appointment. He also referred to the fact that he had presided over the 2012 Prize Day in the absence of either the Lord Mayor or a Lord Mayor Locum Tenens.

RESOLVED – That, Governors agree the re-appointment of Sir Clive Martin, onto the Board for a further term of three years.

**7. REGULATIONS FOR THE ADMISSION AND MAINTENANCE OF
FOUNDATION SCHOLARS**

The Board considered a report of the Chamberlain proposing that authority to approve Foundation Scholarships is delegated by the Court of Common Council to the Board of Governors of the City of London Freeman's School.

The Chairman reported that the most recent Foundation Scholarship application had been approved by the Court of Common Council at their meeting last week. He stated that the Board were now seeking delegated authority to deal with these matters in their entirety and that, if the Court were to agree to this, no changes to the School's current terms of reference would be necessary.

A Governor questioned the use of the word 'Freewoman' in the appended 'Regulations for admission'. Others agreed that there was no such thing and pointed out that all who were granted the Freedom of the City were termed 'Freemen' regardless of gender.

The Comptroller and City Solicitor highlighted that this had been the wording approved by the Court of Common Council in 1960. It was agreed that the Court's approval to remove the term 'Freewoman' from this document should therefore also be sought. As this was to be a public document it was suggested that a footnote clarifying that a Freeman could be male or female/ a mother or a father be added to the document.

A Governor went on to question the wording at paragraph 2 (a) entitled 'Maintenance in the School', stating that those applying for Foundation Scholarship were most likely to be Day pupils. It was agreed that the officers should also take this opportunity to clarify this point.

The Headmaster added that, under the heading 'Eligibility', paragraph 1 (c) (ii), it was no longer necessary for the School Doctor to certify to the Board that an applicant was physically fit to enter the School as a Boarder.

The Board granted delegated authority to the Chairman and Deputy Chairman, in consultation with the Chamberlain, the Comptroller and City Solicitor and the Town Clerk, to approve the final wording of the regulations before their submission to the Court of Common Council in March.

RESOLVED – That,

- the Board seek the approval of the Court of Common Council to delegate authority to approve Foundation Scholarships to the Board of Governors of the City of London Freeman's School; and
- the Board grant the Chairman and Deputy Chairman, in consultation with the Chamberlain, the Comptroller and City Solicitor and the Town Clerk, delegated authority to approve the final wording of the regulations before their submission to the Court of Common Council for final approval in March.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

10. 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>
11	1, 2, 3 & 4
12	3
13	3
14	1 & 3
15	1
16	1
17	2, 3 & 4

18
19

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11. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 30 November 2012 were approved and agreed as a correct record.

12. CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

The Board received a report of the Comptroller & City Solicitor summarising the advice of the Charity Commission regarding awards to persons connected with members of the Board of Governors of the relevant School and made from the City of London's independent School's Bursary Fund charities.

13. MASTER PLAN - HEADLINE PROGRESS REPORT

The Board received a late, separately circulated 'Headline Progress Report from the City Surveyor.

14. ARREARS OF FEES

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

15. 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 he last Board meeting.

16. 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, Marketing, Staffing Matters and Oxbridge.

17. 2013 TEACHING STAFF PAY CLAIM

The Board considered and approved a late, separately circulated, report of the Director of Human Resources relative to the 2013 Pay Claim for Teaching Staff.

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

There were no questions raised in the non-public session.

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Headmaster informed Governors of a forthcoming Conference and the Chairman commented on this being his last meeting in this position.

The meeting ended at 12.35 pm

Chairman

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