

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Monday, 3 June 2013**

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 Monday, 3 June 2013 at 11.00 am

**Present**

**Members:**

Deputy John Bennett (Deputy Chairman)	Andrew McMillan
Deputy Robin Eve	Douglas Mobsby
Brian Harris	Graham Packham
Alderman Peter Hewitt	Judith Pleasance
Michael Hudson	Chris Townsend
Vivienne Littlechild	Gillian Yarrow
Sir Clive Martin	

**Officers:**

Gemma Stokley	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor
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

The Deputy Chairman (in the Chair) welcomed several new Governors to their first Board meeting. He introduced Mr McMillan and Mrs Yarrow as new co-opted Governors, Alderman Hewitt as one of the Board's new Aldermen and Mr Packham and Mrs Pleasance as new Common Council Governors.

**1. APOLOGIES**

Apologies for absences were received from Stuart Fraser (Chairman), Michael Bramwell (co-opted), Roger Chadwick, Hugh Morris, Alderman Dr Andrew Parmley, Elizabeth Rogula, Deputy Dr. Giles Shilson (ex-officio), Deputy Sir Michael Snyder (ex-officio) and Sue Williams (Bursar, City of London Freeman's School).

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

Deputy Eve declared a standard, non-pecuniary interest stating that he was continuing to serve as President of the Old Freeman's Association (OFA).

Councillor Chris Townsend declared a standard, 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 last meeting held on 29 April 2013 were considered and approved as a correct record.

#### **MATERS ARISING**

**Appointment of Bursary and Sub Committees** (page 4) – The Deputy Chairman highlighted that vacancies still existed on the Bursary Committee and the Board's two Sub Committees.

The Town Clerk clarified that there were 2 vacancies remaining on the Bursary Committee and 1 on each Sub Committee.

The Deputy Chairman explained that the Board's Sub Committees both met on the same day. He encouraged any Governor who might be interested in joining any of these Committees to contact the Town Clerk's Office for further information.

**Old Freemen's Association (OFA) Clubhouse** (page 4) – In response to a question, the City Surveyor reported that his Chief Officer was currently in the process of arranging a visit to the newly refurbished Clubhouse.

Governors were also encouraged to visit the Clubhouse in the near future to see the improvements for themselves.

### 4. **CHILD PROTECTION POLICY**

The Board considered a joint report of the Town Clerk and the Headmaster of the City of London Freemen's School reviewing the School's Child Protection Policy incorporating additional guidance from the Department for Education on safeguarding and staff recruitment.

The Deputy Chairman highlighted that this policy was common to all three City Schools with the exception of references to Surrey as the Freemen's School local authority.

The Deputy Head went on to report that very little had changed since the Board had last reviewed the policy. She went on to highlight some changes regarding terminology (social care vs. social services etc.) and the replacement of the old CRB checks with the DBS checks which were to be portable between organisations.

The Board were informed that it was recommended that the phrase 'Child Protection' be replaced with 'Safeguarding' and that this document should therefore be entitled 'Safeguarding Policy' in the future if the other two City Schools were in agreement.

A Governor requested that all acronyms be spelt out in the first instance in future Policies.

In response to a question regarding paragraph 8.2 of the policy, the Headmaster confirmed that all allegations of abuse were dealt with in this way.

In response to a question regarding paragraph 3.1.7, the Deputy Head stated that absence for two consecutive days for those with a child protection plan already in place would be referred to Surrey Children's Social Care.

Mrs Littlechild, the Board's nominated Child Protection Governor, confirmed that she had reviewed this Policy alongside the Deputy Head and was content that this was satisfactory.

A Governor commented that, if this were to be reviewed annually, it would be useful to see the changes from one year to the next clearly highlighted.

**RESOLVED** – That, Governors approve the revised Child Protection policy.

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

There were no questions.

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

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

7. **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>
8	1, 3 & 4
9	3 & 4
10	1, 3 & 4
11	1
12	1
13	-
14	-

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 29 April 2013 were considered and approved as a correct record.

9. **MASTER PLAN UPDATE**

The City Surveyor provided Governors with a verbal update on the Master Plan works.

10. **BURSARY UPDATE**

The Board received a Bursary Update report from the Headmaster of the City of London Freemen's School.

11. **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.

12. **HEADMASTER'S REPORT**

The Board received a report of the Headmaster relative to various School issues including Staffing, Prize Day, Health & Safety and Recent and Forthcoming Events.

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

There were no questions in the non-public session.

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

Matters concerning a future ISI Inspection, the School's Maintenance contract and the Teaching Staff Pay Award (confidential, Governors only) were raised.

**The meeting ended at 12.35 pm**

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Chairman

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