

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Wednesday, 26 June 2013**

Minutes of the meeting of the Board of Governors of the City of London School held  
at City of London School, Queen Victoria Street, EC4V 3AL on Wednesday, 26 June  
2013 at 11.00 am

**Present**

**Members:**

|                                    |                      |
|------------------------------------|----------------------|
| Deputy Dr Giles Shilson (Chairman) | Christopher Martin   |
| Marianne Fredericks                | Sylvia Moys          |
| Ronel Lehmann                      | Deputy Joyce Nash    |
| Lord Levene of Portsoken           | Deputy James Thomson |
| Edward Lord                        |                      |

**Officers:**

|                 |   |
|-----------------|---|
| Gemma Stokley   | - Town Clerk's Department                                 |
| Daniel Hooper   | - Town Clerk's Department                                 |
| Steven Reynolds | - Chamberlain's Department                                |
| Sarah Port      | - Chamberlain's Department                                |
| Chris Hartwell  | - Departmental PFM Manager, City<br>Surveyor's Department |
| David Levin     | - Headmaster, City of London School                       |
| Gary Griffin    | - Second Master, City of London School                    |
| Phillip Everett | - Director of Finance, City of London<br>School           |

The Chairman began by welcoming Deputy James Thomson to his first Board of Governors meeting following his appointment in April 2013.

**1. APOLOGIES**

Apologies for absence were received from Ian Seaton (Deputy Chairman), Deputy Billy Dove, Sophie Fernandes, Stuart Fraser (ex-officio), Deputy the Reverend Stephen Haines, Alderman Sir Paul Judge, Dame Mary Richardson (co-opted), Sir Michael Snyder (ex-officio) and Professor Whitehouse (co-opted).

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

There were no declarations.

**3. MINUTES**

The public minutes and summary of the meeting held on 16 May 2013 were considered and approved as a correct record.

4. **APPOINTMENT OF BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2013/14.

**RESOLVED** - that the following Governors be appointed to the Bursary Committee for the ensuing year:

Deputy Dr. Giles Shilson (Chairman)  
Ian Seaton (Deputy Chairman)  
Deputy the Reverend Stephen Haines  
Edward Lord  
Deputy Joyce Nash  
Dame Mary Richardson  
Deputy James Thomson

5. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2013/14.

**RESOLVED** - that the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Dr. Giles Shilson (Chairman)  
Ian Seaton (Deputy Chairman)  
Deputy the Reverend Stephen Haines  
Edward Lord  
Deputy Joyce Nash  
Dame Mary Richardson  
Deputy James Thomson

6. **APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for 2013/14.

**RESOLVED** – That, Edward Lord be re-appointed as the Board's AGBIS representative for the ensuing year.

7. **CHILD PROTECTION REPORT**

The Board considered a joint report of the Town Clerk, the Headmaster of the City of London School and the Headmistress of the City of London School for Girls relative to the School's Child Protection Policy.

The Town Clerk reported that the Board of Governors of the City of London School for Girls had approved the amended policy at their meeting last week. The Chairman highlighted that the policy was reviewed by the Board annually.

The Second Master reported that he had recently suggested several amendments to the printed and circulated policy which the Town Clerk went on to highlight. The Town Clerk stated that the Policy had now been updated to include 2013 guidance from the Department for Education. He highlighted that the policy made clear that criminal records checks, now carried out by the DBS, were also carried out for all contracted staff in accordance with the views of this Board when the policy was last reviewed.

The Board were informed that the Town Clerk had recently commissioned a review of safeguarding arrangements at the City schools by a consultant called Keith Fossey. The Town Clerk reported that, in accordance with Mr Fossey's recommendations, the name of the Deputy Child Protection Liaison Officer would also now be included at the end of the document for both the City of London School and the City of London School for Girls. It was also highlighted that Mr Fossey had recommended that each City school should have its own Child Protection Policy. However, the City Corporation had expressed a preference to retain a 'core policy' for the City of London School and the City of London School for Girls with each School then able to produce additional annexes to this to reflect their particular needs/practices.

The Town Clerk went on to report that relevant training on 'safeguarding' was currently being progressed with the City's Community & Children's Services Committee.

A Governor questioned the advice on the School's proprietor within the policy and stated that she had been led to believe by the DfE that this was the Chairman of the Board of Governors. The Town Clerk stated that he had previously sought advice on this matter and had been assured that the City of London was the proprietor but that he would be happy to follow up on this once more.

With regard to the necessary checks required for sub-contractors, a Governor warned that sub-contractors could often engage additional staff at relatively short notice in order to meet deadlines. She therefore suggested that the School should look to address this point in their contracts to overcome this potential 'loophole'.

A Governor questioned the use of the phrase 'reasonable force' under the heading 'Physical Intervention' and suggested that this could be open to interpretation. The Town Clerk reported that examples of what constituted 'reasonable force' were provided within the Department for Education's guidance.

**RESOLVED - That**, the Board delegate authority to the Chairman to sign off the final version of the Child Protection Policy subject to the inclusion of the additional amendments made by the Second Master as Child Protection Liaison Officer.

## 8. **HEADMASTER'S REPORT**

The Board considered a report of the Headmaster of the City of London School relative to various School issues such as Curriculum Matters, September 2013 Admissions and Long Term Medical Conditions.

### **September 2013 Admissions**

The Headmaster reported that the School now seemed to have become a 'victim of its own success' in that the pupil population of the School was expected to be higher than ever next year. He added that an ideal figure for the School in the long-term would be around 910 and that approximately 950 pupils were expected in the new academic year following an overwhelming number of acceptances.

The Headmaster went on to report that, in order to address this, it was now proposed that Sixth Form recruitment was reduced with the exception of those receiving bursaries. Each year a few pupils choose to leave the School after their GCSE studies and it was not thought necessary to make certain that these were replaced by new entrants to the Sixth Form. The Board were also reminded of the new, 2 year, screening process for those entering the School at 13+. The Headmaster highlighted that 83 places had been accepted to date but, with the major deposit not having to be paid until September 2014, it was difficult to judge how many would actually want to take up the places.

The Director of Finance highlighted that the uncertainties regarding 13+ recruitment had now been referenced within the School's Risk Register. He assured the Board that contingency plans were in position if places were either under or oversubscribed. The Director went on to report that, with the School's pupil population set to reach approximately 950 in the next academic year, this would constitute a 'windfall' in terms of resources which he proposed should be retained for future capital projects – something which would be addressed in this year's Estimates proposals. He added that the School were confident that this would then fall to around 925 in the following academic year if a more conservative approach was taken to making offers and less emphasis placed on Sixth Form recruitment.

The Chairman reminded the Board that the School was already intending to introduce an additional Form in Year 7 in September 2013 as a result of the growing pupil population. He also reminded Governors of a recent presentation given by the School's Head of Admissions and the fact that all present had been very sympathetic to problems around accommodating additional pupils at the School going forward.

### **Curriculum Matters**

In response to a question regarding the introduction of Mandarin, the Headmaster reported that each pupil in the First Form will have a one hour lesson per week which will extend their day by twenty minutes on the day they have their Mandarin lesson. He added that this would also be complemented by extensive follow up homework.

### **Improvements to the School's Upper Playground**

The Chairman highlighted that this would be a short contract period and that he was to be kept informed of the works progress.

The Second Master reported that the works had commenced earlier this week and that Officers were hopeful that these would be completed by the end of September 2013.

### **Health and Safety Matters**

In response to a question, the Second Master reported that the previous problems with drainage on the North side of the School building had now been remedied in the short term. He added that contractors would be re-visiting the School in the future to ascertain if there were likely to be any further problems here. Governors were informed that the School was still awaiting the findings of a camera survey of the drains which had been undertaken at half term.

### **Educational Strategy Working Party**

The Headmaster reported that he had recently given a presentation to the City's Educational Strategy Working Party on the School and its contributions to the Corporations Aims and Values. He tabled the notes from his presentation for Governors' information.

The Headmaster went on to highlight the School's suggestions as to how it might contribute to a future City of London Corporation Educational Strategy and Vision. He mentioned the School's desire to run a joint CPD programme with Stepney Green and that this could, potentially, be run between CLS and one of the City Academies in the future.

The Headmaster commented that CLS would also be keen to take the lead for the Corporation in running a Teaching School – something that the Government were currently looking for Independent Schools to champion. He added that the City of London School for Girls had suggested that they would also consider joining this venture.

The Chairman who is also a member of the City's Educational Strategy Working Party thanked the Headmaster for his very comprehensive presentation to the group.

### **Long-Term Medical Conditions**

Governors considered and approved the School policy on Long-Term Medical Conditions.

**RESOLVED** – That, the Board approve the School policy on Long-Term Medical Conditions.

## **9. RISK REGISTER 2013**

The Board considered a report of the Headmaster of the City of London School relative to the School's Risk Register.

The Chairman stated that he felt satisfied that the School was doing all it could to mitigate its notable risks. He added that he felt it was sensible to include reference to the City's Educational Strategy Working Party within the amended register.

In response to questions around 'failure to maintain adequate maintenance and cleaning standards in the School', the Director of Finance highlighted that Cleaning and Repairs and Maintenance were two separate contracts.

Governors requested that the direction of travel of some risks and the 'traffic light' system assigned to each risk could be presented more clearly in future versions.

**RESOLVED** – That, Governors approve the School's current Risk Register.

10. **PRESENTATION FROM THE SECOND MASTER - THE SCHOOL'S PASTORAL SYSTEM**

The Second Master was heard relative to the School's Pastoral System.

The Second Master tabled the contents page of the School's current 'Pastoral Handbook' along with an extract from the School's most recent ISI Inspection Report of 2011.

He began by summarising the current 'reporting lines' in terms of pastoral issues and explained that the complete Pastoral Handbook had been circulated to both existing and prospective parents and Governors last term.

The Second Master highlighted that the system functioned most efficiently when pupils, parents and staff worked together to deliver outcomes. He added that the pastoral system was, and would continue to be, at the heart of CLS. Governors were informed that Form Tutors were often at the 'centre' of the system and that they then had the ability to 'report up' to Heads of Year, the Second Master and, ultimately, the Headmaster.

In response to a question, the Second Master reported that there were 6 Year Heads and that each had a Deputy.

The Second Master went on to outline the scope of pastoral activities within the School and referred to the following:

- the increasing importance and prevalence of mental health issues and role of counselling in this area;
- bullying – both verbal and physical (although physical bullying was very rare at CLS)
- drug and alcohol abuse;
- pupils struggling academically and/or socially;
- family problems – family 'breakups' etc.;
- disciplinary matters;
- the CLS mentoring programme and prefect system – sometimes boys preferred to talk through problems with their peers;
- Child Protection and Safeguarding;

- detentions;
- commendations;
- complaints from pupils, staff and parents;
- learning support systems;
- medical problems and the role of the School Nurse;
- PSHE programme.

The Chairman stated that he felt that pastoral issues were managed particularly well by the School and that the ISI Inspection report recognised that pupils generally felt safe and happy at CLS.

In response to a question, the Second Master reported that all new staff immediately undertook an Induction and that this included information on the School's Pastoral system. He added that, where a member of teaching staff was newly qualified, they were not made a Form Tutor immediately but were often assigned an experienced tutor to 'shadow'. In terms of training for existing members of teaching staff, the Second Master referenced 'Teachmeet' twilight sessions, Head of Year meetings and various external training. He reported that he was confident that the School provided all of its teaching staff with adequate training in this area and that all were trained in how to identify potential problems and when to refer these upwards.

In response to further questions, the Second Master reported that an average Form in the Lower School consisted of 24 pupils and estimated that tutors would probably have to deal with around 4-5 pastoral issues each week. He added that Sixth Form Forms were smaller and that tutors could therefore expect to deal with fewer pastoral issues but that these were possibly more severe when they did arise. The Second Master went on to report that there were, on average, 2-3 more serious cases referred to him from across the School each week.

In response to a question regarding parents, the Second Master reported that the majority of parents were pleased that the School made contact with them regarding pastoral issues and that they were keen to be kept informed and appreciated that this was for the benefit of their son.

The Second Master went on to highlight that boys were also able to self-refer to the School counsellors who were not part of the teaching staff. He reported that the counsellors were on-site for two and a half days each week and that there was an anonymous box outside their room for booking appointments confidentially. The Second Master reported that only the School counsellors had access to this box. He added that there was also a comments box opposite the counsellors' room where pupils were encouraged to leave feedback.

**RECEIVED.**

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
A Governor commented that she had recently attended the School's production of 'Great Expectations' which she described as superb. She wished to place on record her congratulations to all staff and pupils involved in the production.

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.

| <u>Item No</u> | <u>Exemption Paragraph(s)</u> |
|----------------|-------------------------------|
| 14             | 1, 3 & 4                      |
| 15             | 1, 2 & 3                      |
| 16             | -                             |
| 17             | -                             |

14. **NON-PUBLIC MINUTES**  
The non-public minutes of the meeting held on 16 May 2013 were considered and approved as a correct record.

15. **HEADMASTER'S REPORT**  
The Board considered a report of the Headmaster of the City of London School relevant to various School matters.

16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions in the non-public session.

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
The Board received a late, separately circulated report of the Headmaster of the City of London School. A confidential, Governors Only item was also raised.

**The meeting ended at 12.40 pm**

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Chairman

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