

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Tuesday, 1 October 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 Tuesday, 1 October 2013 at 11.00 am

**Present**

**Members:**

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Hugh Morris
Michael Bramwell (External Member)	Graham Packham
Brian Harris	Judith Pleasance
Alderman Peter Hewitt	Elizabeth Rogula
Michael Hudson	Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (External Member)	Gillian Yarrow

**Officers:**

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Sarah Port	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Richard Alton	- Deputy Head, Academic, City of London Freeman's School

The Chairman opened the meeting by welcoming Philip Townsend to his first Board of Governors meeting following his recent appointment to the Board by the Court of Common Council.

**1. APOLOGIES**

Apologies for absence were received from Roger Chadwick, Deputy Robin Eve, Douglas Mobsby (co-opted), Alderman Dr. Andrew Parmley and Vicky Buckman (Deputy Head).

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

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 meeting held on 3 June 2013 were considered and approved as a correct record.

4. **CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL - 2012/13 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2012/13 Report and Financial Statements for the Charities Administered in connection with (ICW) The City of London Freeman's School (charity number: 312120).

**RECEIVED.**

5. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - 2012/13 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2012/13 Report and Financial Statements for the City of London Freeman's School Bursary Fund (charity number: 284769).

The Deputy Chairman commented that the amount of cash held in the fund seemed excessive. He suggested that the Board should look to increase the income level of the fund and transfer some of the cash held to the Charities Pool.

Governors agreed that this was a sensible proposal. It was recommended that £100,000 should be retained in cash in the Fund going forward.

In response to a question, the Chamberlain reported that the annual distribution from the charities pool had been considerably more than interest earned on cash balances in recent years.

**RESOLVED** – That £100,000 cash be retained in the fund with the remainder being invested in the City's Charities Pool.

6. **REVENUE OUTTURN 2012-13**

The Board received a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School comparing the 2012/13 revenue outturn with the budget for the year.

In response to a question regarding the two new funds established this year, the Headmaster reported that the School would now be able to fund some of the suggestions brought forward by the School Council via the School Committee Fund. He clarified that these often tended to be relatively small funding requests.

**RECEIVED.**

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

There were no questions.

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

A Governor commented on the success of the School Chaplain in the Parish. The Headmaster commented that it had been an inspired decision of the Board of Governors to fund this post which had, to date, fulfilled all of the School's hopes.

**Governor Safeguarding Training**

The Town Clerk informed Governors that a Safeguarding Training session, provided by an external agent, would be offered to Governors of all three City Schools and the Guildhall School of Music and Drama. Governors were informed that the session would take place on Thursday, 5 December 2013 at Guildhall from 10am – 12 noon and that further information regarding content would be circulated to all nearer the time.

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 & 4
11	3 & 4
12	2 & 3
13	3
14	3
15	1
16	1
17	-
18	-
19	2, 3 & 4
20	1, 2, 3 & 4

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 3 June 2013 were considered and approved as a correct record.

11. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Board received a report of the Town Clerk providing Governors with the details of decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Board's last meeting on 3 June 2013.

12. **REVIEW OF FOUNDATION SCHOLARSHIP SCHEME**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School asking that Governors reconsider how the net income of applicants for Foundation Scholarships is assessed following a request at the last meeting of the Board of Governors.

13. **MASTER PLAN - GATEWAY 6 PROGRESS REPORT**  
The Board considered a late, separately circulated joint report of the City Surveyor and the Headmaster of the City of London Freemen's School regarding Gateway 6 of the City of London Freemen's School Masterplan Phase 1 works.
14. **BURSAR'S REPORT**  
The Board considered and approved a report of the Bursar of the City of London Freemen's School.
15. **HEADMASTER'S REPORT**  
The Board received a report of the Headmaster of the City of London Freemen's School relative to various School matters including Public Examination Results, the CCF, Prize Day and the School Roll.
16. **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.
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions in the non-public session.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
**Phase 2 Planning – Request to Proceed**  
With the Chairman's permission, the Bursar tabled a report regarding Phase 2 of the Master Plan works.
19. **CONFIDENTIAL MINUTES**  
The confidential minutes of the meeting held on 3 June 2013 were considered and approved as a correct record.
20. **BOARDING HOUSE STRUCTURE AND MANAGEMENT**  
The Board considered and approved a late, separately circulated, joint report of the Director of Corporate HR and the Headmaster of the City of London Freemen's School.

**The meeting ended at 12.50 pm**

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Chairman

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