

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Thursday, 3 October 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 Thursday, 3 October  
2013 at 11.00 am

**Present**

**Members:**

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken (External Member)
Ian Seaton (Deputy Chairman)	Christopher Martin (External Member)
Sophie Fernandes	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
Deputy the Revd Stephen Haines	Dame Mary Richardson (External Member)
Sheriff & Alderman Sir Paul Judge	Prof. Whitehouse (External Member)
Ronel Lehmann (External Member)	

**Officers:**

Gemma Stokley	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Andrew Wild	- City 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 School
Charles Fillingham	- Assistant Headmaster, City of London School

The Chairman opened the meeting by welcoming Sophie Fernandes to her first Board of Governors meeting.

**1. APOLOGIES**

Apologies for absence were received from Deputy Billy Dove, Edward Lord and Deputy James Thomson.

**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 26 June 2013 were considered and approved as a correct record.

**MATTERS ARISING**

**Child Protection Report** (page 3) – 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.

The Chairman reported that he had now signed off the final version of the School's Child Protection Policy following some additional amendments made by the Second Master.

**Improvements to the School's Upper Playground** (page 5) – The Director of Finance reported that the works on the Upper Playground had been completed within budget and that the School were extremely pleased with the outcome. Governors were informed that contractors were due to finish on site tomorrow and that they would be welcome to view the new Upper Playground at the conclusion of the next Board meeting.

4. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES 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 School Bursary Fund incorporating the City of London School Scholarships & Prizes Fund.

The Chairman highlighted the generous £135,000 received from the late Mr. FitzGerald which had been earmarked for supporting sporting activities. The Director of Finance reported that a pupil was now in receipt of this Scholarship and had started in the first form last month. The Board were informed that Mr. FitzGerald's family had been involved in selecting the recipient.

The Chairman went on to highlight that no bursary awards had been made in the last financial year as none of the applicants had fulfilled the criteria. He underlined that the School were keen to continue to do all that they could to engage worthy applicants. In response to a question, the Director of Finance reported that the Bursary guidelines were last reviewed in June 2012. The Chairman commented that the City's Education Working Party might also be setting strategies for the way forward in this area soon.

A Governor commented on the recent joint advertisement placed in the Evening Standard encouraging those with sufficient academic ability to apply for financial assistance. The Headmaster clarified that this was a joint advertisement between CLS and 26 other Schools and had also been placed in free local papers, in bus shelters and on the tube in and around central London. The Headmaster confirmed that the advertisement was jointly funded by all of the Schools involved and had proved very worthwhile.

The Chairman reported that the City's Education Strategy was to be presented to the Policy and Resources Committee later this month and then to the Court of Common Council. He added that a separate briefing on the impact of the Strategy would then be provided to the School's Senior Management team.

**RECEIVED.**

**5. CITY OF LONDON SCHOOL EDUCATION TRUST - 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 School Education trust (charity number: 1118571).

The Chairman reminded Governors that this fund had initially been created to receive a substantial donation from Mr Winterflood. He added that the Trust now remained open as a vehicle for any future donations of this sort.

The Director of Finance highlighted that one donation of £1,000 had been received in the last financial year from the parents of a former pupil.

**RECEIVED.**

**6. REVENUE OUTTURN 2012/13**

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

The Chairman highlighted that, before any transfer to the Capital Reserve Fund, total net income during the year was £60,000. He also clarified that the figures quoted within the report with regard to employee expenses represented variances as opposed to costs.

In response to a question, the Director of Finance reported that savings that had arisen from an on-going review of the 'Schools Pupil Visits Programme' had in no way diminished the pupils' educational experiences. He added that the aim of the review was, in fact, to provide the same educational experience for all but in a more economical way.

In response to further questions, the Director of Finance reported that financial assistance was available to Bursary pupils at Sixth Form level if a visit were deemed to be relevant to their studies. He added that any mandatory visits across all year groups were not charged for but that recreational trips were self-funded.

**RECEIVED.**

**7. UPDATE ON ASSISTANT PROPERTY FACILITIES MANAGER ROLE AT CITY OF LONDON SCHOOL**

The Board received a report of the City Surveyor providing Governors with an update on the Assistant Property Facilities (APFM) role across the three City of London Schools.

The City Surveyor stated that this was simply a 'holding' report for the time being and that he was happy to take on board any comments from Governors.

The Chairman reported that he and the Chairman of the Board of Governors of the City of London School for Girls had met with the City Surveyor to discuss various points and that a fuller report was now expected to be submitted to the next Board meeting.

The Chairman stated that he had made clear to the City Surveyor that it was essential that the School retain an on-site Facilities Manager going forward.

## **RECEIVED.**

### **8. HEADMASTERS REPORT**

The Board received a report of the Headmaster of the City of London School relative to various School issues such as Public Examination Results, Unoversity places for leavers, Summer Works and Health and Safety.

#### **Public Examination Results**

The Director of Studies, Noeleen Murphy provided Governors with some results analysis for A Level and GCSE/IGCSE for August 2013.

Governors were also provided with cumulative percentage grades for both A Level and GCSE/IGCSE from 2000-2013.

In response to a question regarding pupil numbers for A-Level classes, the Director of Studies reported that certain creative arts classes such as Art or Drama would continue to be run with a cohort of just 2 or 3 pupils.

A Governor stated that it now seemed that the School should be able to predict various results going forward with relative accuracy. It was suggested that it would be useful for Governors to see this sort of predictive data in the future.

Next, the Governors received short presentations from several pupils from various different year groups concerning recent sporting, academic and extra-curricular activities and successes. Presenters included the current Deputy Editor for the School's in-house magazine, 'The Citizen', pupils who had formed part of the winning team at this year's National Maths Challenge finals and a member of the England under-18 handball squad.

In response to questions, the Second Master reported that the School currently held 24 different prospective pupil meetings each year and that these took place during a school day so that visitors were able to see the School in operation.

In response to a separate question, the Second Master stated that, whilst individual boys' achievements could be publicised on the School's public website, it was not possible to have an image of the pupil alongside their name for safeguarding reasons.

#### **Scholarships Awarded**

The Headmaster reported that he and his successor, Sarah Fletcher, were set to meet with The Wolfson Foundation later this afternoon to provide them with

further information and reassurance as to how their funding was being and would continue to be spent on both bursaries and other outreach activities. The Headmaster stated that he would be briefing the Chairman and Deputy Chairman on the outcome of this meeting.

The Headmaster added that, as of September 2013, HSBC were no longer providing funding to enable pupils to enter the School at age 11. He reminded the Board that this funding had previously been secured with the assistance of Dame Mary Richardson and that HSBC scholars were still working their way through the School at present and would continue to do so for the next 6-7 years. HSBC were still providing funding to enable pupils to enter the School's Sixth Form.

Finally, the Headmaster reported that he had been asked to stay on the City of London School Bursary Trust and to assist with preparations for the forthcoming Gala Dinner after stepping down as Headmaster. He clarified that this was separate to the management of the School itself and was also a role that his successor was keen for him to continue with.

### **Health and Safety Public Report October 2013**

In response to questions, the Second Master was pleased to report that issues around pest control had improved in recent weeks as this contract was now 'settling in'.

With regard to the MITIE cleaning contract, the Board were informed that a large number of absences continued to be reported every evening with, on average 6 of the 25 cleaning staff absent each day. The Director of Finance highlighted that the City's new Property Facilities Manager (PFM) had been very helpful in attempting to address issues with the cleaning contract to date and that certain procedures had now been changed with individual cleaners now assigned to specific areas. However, the Director of Finance added that, despite the PFM's attempt to raise some of the on-going issues with Senior representatives of MITIE, the company did not appear to be making any real effort to address the continuing high levels of absenteeism and low levels of productivity of some of the evening cleaning staff.

The City Surveyor highlighted that the newly appointed PFM had previously been employed at Smithfield Market and was therefore particularly conscious of the need to maintain standards and to react to situations rapidly.

The Chairman stated that he had raised the Board's concerns on the cleaning contract with Members of the City's Policy and Resources Committee and more widely within the organisation. He added that he believed that similar issues might also have been experienced with MITIE elsewhere across the City of London Corporation.

In response to questions, Governors were informed that this contract was now in its second year. Governors questioned what penalties or fines could or had been issued to the contractor.

A Governor commented that any issues regarding recruitment or retention of staff was an issue for the contractors. He added that, given the length of time that these issues had persisted and, in some cases, worsened, the City of London as an organisation should be seeking legal advice as to the possibility of terminating this contract.

The Board were of the view that a resolution should be sent to both the Policy and Resources and the Finance Committee underlining their concerns and seeking an immediate remedy for these. It was also suggested that the Chairman and Deputy Chairman of the Board should raise this matter directly with the Chairmen of both the Policy and Resources and the Finance Committee.

Governors went on to underline the huge reputational risks to both the School and the City of London as an organisation if this matter were not to be resolved in the near future.

In response to a question as to how any current risks were being mitigated, the Director of Finance reported that it often fell to the School's day cleaners to cover the shortcomings of their evening counterparts.

Governors requested that a senior representative of MITIE be invited to attend the next scheduled Board meeting to directly address the concerns of the Board.

### **Charity Appeal 2012-13**

The Board were informed that the total now raised for the pupils' annual charitable appeal for the 2012/13 academic year in aid of Water Aid had now reached approximately £123,000 following additional money raised by the Headmaster's recent two long-distance swims in the Atlantic. The Headmaster stated that the total amount raised was a school record and would be enough to provide 11,000 Zambians with access to fresh water for life.

### **Primary School Academies**

The Headmaster reported that it was now proposed that the Second Master take on the role of Chairman of Governors of Ark Bentworth Academy as his successor. The Board were informed that the Headmaster, his successor (Sarah Fletcher) and the Second Master were all content with this proposal as was the CEO of ARK.

The Board were supportive of this proposal and stressed that it would be important to maintain these links going forward.

### **Air Quality**

A Governor stated that he was currently working alongside an organisation called 'Change London' who were embarking on a project to significantly extend air quality monitoring across the UK. It was recommended that the City of London School should be put forward to receive some monitoring equipment to participate in the project. The Second Master stated that he would be happy to discuss this matter in more detail outside of the meeting.

**RESOLVED** – That, a resolution be sent to both the Policy and Resources and the Finance Committee underlining the Board’s concerns and seeking available options, including immediate enforcement, penalty for non-performance or removal of the School from the contract and how the City of London were proposing to mitigate any risks in the interim.

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

There were no questions.

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

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

11. **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>
12	1, 3 & 4
13	2, 3 & 4
14	1, 2 & 3
15	-
16	-
17	1, 2, 3 & 4
18	1, 3 & 4

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 26 June 2013 were considered and approved as a correct record.

13. **REVIEW OF THE FINANCE OFFICE**

The Board considered and approved a report of the Headmaster of the City of London School regarding a review of the Finance Office.

14. **SCHOOL DEVELOPMENT PLAN 2013 - 2014**

The Board received a report of the Headmaster of the City of London School detailing the School Development Plan 2013 – 2014.

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

There were no questions in the non-public session.

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

There were no additional, urgent, items of business raised in the non-public session.

17. **CONFIDENTIAL MINUTES**

**\*\* ALL OFFICERS WITH THE EXCEPTION OF THE TOWN CLERK AND THE HEADMASTER OF THE CITY OF LONDON SCHOOL WITHDREW FROM THE MEETING WHILST ITEMS 17 AND 18 WERE CONSIDERED \*\***

The confidential minutes of the meeting held on 26 June 2013 were considered and approved as correct record.

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

The Board received a report of the Town Clerk providing Governors with details of decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman since the Board's last meeting on 26 June 2013.

**The meeting ended at 12.40 pm**

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Chairman

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