

Committee: Board of Governors of the City of London School	Date(s): 23 June 2014	Item no. 12
Subject: Head's Report		
Report of: Sarah Fletcher, Head	Public For Information	
<p><u>Executive Summary</u></p> <ul style="list-style-type: none"> • Cleaning Contract Update • Thames Tideway Tunnel Update • Curriculum Matters • Means Tested Scholarships September 2014 • Health & Safety Report • Gala Dinner 2014 • School Signage Update • Millennium Bridge Area Works Summer 2014 • Outside Speakers Summer Term • Professional Development • Child Protection 		

Main Report

Since my arrival at the School I have:

- Spoken to in excess of 120 staff, both teaching and support.
- Observed lessons.
- Shadowed a Fourth Form boy for a morning.
- Met with numbers of Old Citizens and current parents.
- Organised questionnaires for parents and pupils for return before the end of this term.
- Arranged to meet the form representatives from OG to Fourth Form.
- Spoken to nearly all the Senior Sixth boys before they left for study leave.

The questionnaires to parents and pupils are based on the ISI format. My conversations with staff and pupils have focussed on what the School does well and what it could do better. I will present key findings to staff at the beginning of the autumn term as a precursor to generating discussion about the next Strategic Plan. Staff will be invited to contribute and to comment. I would also welcome Governor input and am happy to discuss how that could be integrated

into the process. I hope to produce a Strategic Plan (2015 – 2018) by Christmas.

I am happy to give a verbal update on my immediate findings on the meeting.

1. Cleaning Contract Update

Officers at the School and at the City Surveyor's Department are continuing to work with MITIE Cleaning to ensure that the improvements in cleaning standards which were referred to at the last Board meeting are maintained.

Officers at the School have joined colleagues from the City Surveyor's Department and other departments in planning for the forthcoming corporate tender exercise for the new contract. This is an extensive exercise and lessons drawn from previous experience are being fed into it; in particular, the possibility of amended quality/price assessment criteria, revised key performance indicators/service level agreements and more transparency of the supplier's labour input to deliver the desired output are all being considered. In order for this process to be thoroughly completed the existing contracts will be extended from 31 August 2014 until 28 February 2015.

2. Thames Tideway Tunnel Update

Further to the full report to the last Board of Governors meeting on this project and how it may affect the School a brief further update is given below. The School is grateful to colleagues in the Department of the Built Environment for their assistance in this matter.

- If Thames Water's plans are approved they will commence the relocation of the Millennium Pier in April 2015.
- The main activity which would affect the School is the installation of piles in the river planned for August and September 2015. There would also be some enabling works outside the School conducted in November and December 2014.
- In order to minimise noise disruption Thames Water have committed to push piling techniques wherever possible and this will be enforced by a code of construction practice.
- Thames Water has promised to appoint a liaison officer for the School throughout the project and to liaise with the School regarding the timing of any works.
- Thames Water has offered to draw up a Trigger Action Plan for the School specifying the actions to be taken in the event of noise reaching higher than anticipated levels. The School has taken them up on this offer.
- Thames Water has been made aware of the need to provide adequate access to the School building throughout the project.

3. Curriculum Matters

The reforms to A Levels are planned for September 2015, (English - Literature and Language, Sciences, Art, Economics and History), 2016 (Maths, Modern and Classical Languages, Drama, Geography, RS and Music). We have begun planning for the implementation of these changes. Specifications from the Exam Boards are due in September and the structure of the Sixth Form for the present Fourth Form is in the preliminary stages of discussion, consultation and production.

Whilst there are changes planned for GCSE, we are continuing to use IGCSEs for the majority of subjects so this will have a more limited impact.

Mandarin is to continue for next year's First Form and it is also continuing into the Second Form for 2014 - 2015. We continue to use Dragons in Europe.

4. Means Tested Scholarships to September 2014 Entrants

Twelve Means Tested Sponsored Awards covering full tuition fees have been made for September 2014 entry. Six of these are for entry into the First Form, one for the Third Form and five for the Sixth Form. These awards are available due to the generosity of:

HSBC

Man Group Charitable Trust

John Carpenter Club

Chart Group (Mr G Granter)

The Edward Charles Lawrence Horners' Award – a legacy to the School being administered by the Worshipful Company of Horners

The Worshipful Company of Innholders

Some individuals who wish to remain anonymous

The School is very grateful to the above for their most generous support.

The award of 12 new Means Tested Sponsored Scholarships referred to above brings the total number of full fee scholarships awarded at the City of London School since the launch of the scholarship campaign in November 2000 to 201. In addition 14 pupils have been awarded substantial bursaries covering the majority of their school fees by HSBC.

5. Health & Safety Report

The Health & Safety Committee, chaired by the Second Master, met on 14 March and the following issues were discussed:

- There has been continued disruption to the working of the School by the noise of the works in the river outside the BT building; this will continue with other projects over the next eighteen months. Meetings have been held to try to mitigate the effects.

- Insufficient space for boys to store bags before heading off to Games is being addressed by ordering more racks.
- Safety of Staff on duty in the Upper Playground – solutions being investigated to protect Staff from footballs.
- Lighting over computer screen causing glare and headaches.
- Insufficient lighting at the Staff Entrance.
- Poor working conditions in Reception – a risk assessment has been undertaken.
- Insufficient facilities for female Staff (toilets, showers, breast feeding and the expressing of milk). Consultation underway.
- Fire Risk Assessments being undertaken in the week beginning 19 May.
- Facilities at Grove Park being modernised to comply with current environmental health regulations – ongoing.
- Further risk assessments to be undertaken for the CCF Annual inspection in the light of six cadets fainting this year.

The next meeting of the committee will be held on 17 June when the Summer Works programme will be considered to establish consequences for rooming and relocation.

6. City of London School Bursary Trust Gala Dinner 10 June 2014

The independent City of London School Bursary Trust will be holding its sixth fundraising Gala Dinner at Tate Modern on 10 June 2014. All seats for the event have been sold and some very generous donations received. The trustees hope once again to raise considerable sums to provide sponsored awards/bursaries at the School. An update on the amount raised will be available at the Governors meeting.

7. School Signage Update

During the Easter Holidays the following improvements have been made to signage on the school building in order to both assist first time visitors to the building and to promote the School's position in the City.

- Bespoke high level signs on the front of the building overlooking the River Thames. These are considerably larger than the previous signs.
- The bespoke sign on the Queen Victoria Street side of the building has been increased in size.
- A new sign has been placed on the School on Peter's Hill.

8. Millennium Bridge Area Works Summer 2014

The Millennium Bridge Area outside the School will be the subject of major improvement works during the summer as part of the City of London Riverside Walk Enhancement Strategy. The project will involve landscaping, planting and seating

installation and should considerably enhance the area. It will be necessary to relocate some members of support staff during the Summer Holidays due to increased noise levels when phase one of the construction work is undertaken. However, the School has been informed that these works will be completed prior to the commencement of the Autumn Term on 1 September. Further construction phases will be conducted so as to minimise disruption to School life.

9. Outside Speakers Summer Term

- Ephraim Mirvis – Chief Rabbi.
- John Griffin – Founder and Chairman of the Addison Lee Taxi Firm.

10. Professional Development

Developments since Christmas:

- ‘Twilight’ INSETs continue to run. The most recent have been ‘Integrated Film Teaching’ (using iPads), ‘Independent Learning’ and ‘Thinking Skills’.
- 10 staff have now completed the two-day Mental Health First Aid Course. Ten more staff are signed up to do this.
- An increasing number of staff are taking advantage of online child protection training.
- Four staff are close to finishing the ISQAM (Independent Schools Qualification in Academic Management) course
- CLS are hosting two HMCPD courses next academic year. CLS staff will be leading a number of the sessions
- For details of staff INSET this term please see appendix 1.

11. Child Protection

The Second Master, as CPLO, has produced the annual report on child protection after consultation with Christopher Martin, the Lead Governor, as required by the School's Child Protection policy. Mr Keith Fossey, a consultant appointed by the Town Clerk, has revisited the School to ensure that his recommendations from last year's audit have been dealt with. He has provided positive feedback. The policy, to be reviewed annually, has been updated to reflect changes in personnel. It will be reviewed again in the June meeting of the Governors in 2015.

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