

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Monday, 24 February 2014

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 Monday, 24 February 2014 at 11.00 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Edward Lord
Ian Seaton (Deputy Chairman)	Christopher Martin (External Member)
Deputy Billy Dove	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
Deputy the Revd Stephen Haines	Deputy James Thomson
Ronel Lehmann (External Member)	Prof. Whitehouse (External Member)
Lord Levene of Portsoken (External Member)	

Officers:

Xanthe Couture	- Committee and Member Services Officer
Daniel Hooper	- Policy Officer, Town Clerks
Steven Reynolds	- Group Accountant, Chamberlain's
Ted Rayment	- Assistant Director, Built Environment
Karyn Ramsay	- Senior Corporate Property Facilities Manager, City Surveyor's
Alison Hurley	- Assistant Director Corporate Property Facilities Management, City Surveyor's
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Bursar, City of London School

In attendance:

- Chief Commoner George Gillon CC
- Andrew McBroom, Head of Sixth form, City of London School
- Joe Silvester, Head of RE and Project Coordination, City of London School

1. APOLOGIES

Apologies for absence were received from Sophie Fernandes, Stuart Fraser (ex-officio), Alderman and Sheriff Sir Paul Judge and Dame Mary Richardson.

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

Mr Seaton (Deputy Chairman) declared a personal interest in relation to Agenda Item 5 stating that he had worked alongside Mr Lehmann at 'Citigate'.

3. **MINUTES**

The public minutes and summary of the meeting held on 2 December 2013 were considered and approved as a correct record.

MATTERS ARISING

Exam results and baseline assessments (page 2) – The Chairman reported that the School would be producing a report on predictive data for the Board to receive at their second Board meeting of the Autumn Term.

4. **SCHEME OF DELEGATIONS**

The Board considered a report of the Town Clerk which set out the Scheme of Delegation to the relevant Chief Officer relevant to this Committee, in this case the Head of the City of London School.

Governors and officers discussed the details of the Scheme of Delegation, and it was agreed that several amendments were required that would be agreed by the Acting Headmaster in consultation with the Chairman and Deputy Chairman.

RESOLVED – That,

- a) subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Head of the City of London School be approved under delegated authority by the Acting Headmaster in consultation with the Chairman and Deputy Chairman; and
- b) the proposed amendment to Standing Orders relating to the declaration of Operational property assets which are surplus to requirements be noted.

5. **RE-APPOINTMENT OF CO-OPTED GOVERNORS**

The Board considered a report of the Town Clerk which requested that Governors consider the re-appointment of co-opted Governors of the Board for further three year-terms. The Chairman remarked he was content to support these re-appointments.

RESOLVED –That,

- a) The re-appointment of Ronel Lehmann and Professor Whitehouse onto the Board for a further term of three years be approved.

6. **CLEANING STANDARDS AT THE CITY OF LONDON SCHOOL**

The Board received a report of the City Surveyor and the Acting Headmaster which updated Governors on the cleaning standards of the City of London School since the report to Governors on the 2 December 2013.

The Chairman remarked that cleaning standards had improved at the School, and expressed his thanks to the Corporate Property Facilities Manager and staff for their work in this area. Governors discussed whether the improved cleaning standards were due to upcoming contract negotiations, and it was highlighted that MITIE now employed a member of staff to oversee cleaning contracts with the City's schools.

RESOLVED – That the report be received and its content noted.

7. THAMES TIDEWAY TUNNEL PROJECT

The Board received a report of the Acting Headmaster and the Director of Built Environment which updated Governors on the permanent relocation of the Blackfriars Pier to the east of Blackfriars Bridge, closer to the City of London School.

The Chairman noted that this was a significant project which would take 8 or 9 years to complete and it was important to minimise disruption and it was noted the City had included in its submission to the Planning Inspectorate a request for any works that could prove disruptive to the School to take place outside of normal school hours or during school holidays. The Director of Finance for the City of London School reported that there had been good communications with the School during the project and that, if the current timetable were adhered to, the most disruption would likely take place in March 2015.

Governors suggested that officers could be in touch with the City's Environmental Health Office to monitor the level of noise disruption caused and a complaint through Environmental Health could be filed if required. Some Governors felt that normal contract clauses may not be sufficient in this instance and added that double glazing for the School's windows may be necessary to cope with long-term noise issues from increased footfall along the pier and Thames walkway. The Chairman noted that noise level assessment had taken place for the project, and had deemed future noise and footfall would be below the ambient noise levels.

Governors suggested that there could perhaps be ways in which the Thames Tideway Tunnel Project could be embraced as a learning opportunity for students. The Director of Finance advised that Thames Water had been in contact with the School's Head of Geography on their education programme and further exploration of these activities would be undertaken by the School.

RESOLVED – That the report be received and its content noted.

8. ACTING HEAD'S REPORT

The Board received a report of the Acting Headmaster of the City of London School relative to various School issues such as Oxford and Cambridge secured offers and the outside speakers scheduled for Spring Term 2014.

Oxford and Cambridge Results

The Acting Headmaster remarked that the number of secured offers received by students of the School was a pleasing number.

Health and Safety

The Acting Headmaster stated he was impressed with the improved cleaning standards at the School, but felt arrangements for auditing the cleaning could be improved. There were discrepancies between MITIE's reporting and the

School's observations which needed to be dealt with by a better auditing process and it was hoped this could be addressed during future contract negotiations.

Governors were updated on the serious medical incident which took place at the School, since the publication of this report, which had been resolved. The Chairman requested that the thanks of the Governors be conveyed to the Facilities Manager and School Nurse in responding to what had potentially been a life threatening situation.

The Acting Headmaster updated Governors that the south east staircase repairs would be completed over the Easter holidays.

Counselling Brochure

Governors received a copy of the leaflet that would be circulated to students this term that outlined the counselling services available students. Governors discussed the availability of counsellors in the School, which had increased over time in response to what was observed was an increase to the various academic and non-academic pressures students were reporting. It was noted that students could access Counselling Services from the age of 10.

Independent Schools Modern Languages Association

The Chairman asked that congratulations be given to the School's Modern Languages Department for their efforts in hosting the Independent Schools' Modern Languages Association annual conference.

Results and Tables IGCSE

The Acting Headmaster specified that student results had been particularly good, contrary to what had been reported in a recent news article.

Outside Speakers Spring Term 2014

A Governor remarked that the list of outside speakers for the Spring Term did not include any female speakers and the Acting Headmaster advised that this would be taken into account for future terms.

RESOLVED – That the report be received and its content noted.

9. CITY OF LONDON SCHOOL PARTNERSHIP WITH STEPNEY GREEN MATHS, COMPUTING AND SCIENCE COLLEGE

The Board received a report of the Acting Headmaster, which provided an overview of the successful bid to the London Schools Excellence Fund for funds to support the introduction of a Sixth Form at the Stepney Green Maths, Computing and Science College (Stepney Green).

Two of the School's staff who were most closely involved with the project, the Head of Sixth Form and the Head of RE and Project Coordinator provided a short presentation to the Governors outlining the support the School would be providing to assist both the teaching of Stepney Green students and training to teachers who have limited experience of A-Level teaching.

The Head of Sixth Form explained that this bid had developed out of the long standing relationship with Stepney Green and success would be monitored by the A level results of Stepney Green students, with the projected data that had been gathered. City of London School (CLS) staff involved in the project would also keep journals, which could help draw together the impact of activities that would be undertaken. Teachers in both schools would benefit from the partnership developing further school leadership and management skills, which could be assessed through the HMC.

The Head of RE and Project Manager said CLS staff would engage through close mentoring, conducting afterschool master classes in five subjects in Maths, Physics, Chemistry and English. Stepney Green and CLS staff would visit each other's school and would be in regular contact to develop the partnership collaboratively. The Chairman and Governors remarked that this project was unprecedented and was important to building strong communication and outreach between independent and state schools and that the outcomes could be measured in some way.

Governors discussed the possibility of holding a future meeting of the Board at Stepney Green, which the Head of Sixth Form explained would be welcomed and the Chairman remarked this should be discussed in further detail outside the meeting.

RESOLVED – That the report be received and its contents noted.

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

There were no questions.

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

There were no urgent items of business.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12a of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraphs(s)</u>
13	1 & 3
14	3
15	1 & 4

13. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held 2 December 2013 were approved as a correct record.

14. **OUTCOME REPORT - IMPROVEMENTS TO THE CITY OF LONDON SCHOOL'S UPPER PLAYGROUND**
The Board considered the outcome report of improvements to the School's upper playground.
15. **NON-PUBLIC REPORT OF THE ACTING HEAD**
The Board received a non-public report of the Acting Headmaster.
16. **CITY OF LONDON INDEPENDENT SCHOOLS FUNDING GUIDELINES**
The report was noted as withdrawn.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items of business.

The meeting ended at 12.45 pm

Chairman

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