

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 30 April 2014

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 Wednesday, 30 April 2014 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Douglas Mobsby (External Member)
Roger Chadwick	Hugh Morris
Brian Harris	Graham Packham
Michael Hudson	Judith Pleasance
Vivienne Littlechild	Elizabeth Rogula
Sir Clive Martin (External Member)	Sir Michael Snyder (Ex-Officio Member)

Officers:

Philip MacDonald	- Headmaster
Vicky Buckman	- Deputy Head
Richard Alton	- Deputy Head (Academic)
Mark Beach	- Head of Junior School
Susan Williams	- Bursar
Chrissie Morgan	- Director of HR, Town Clerk's
Mark Lowman	- Assistant Director Major Projects, City Surveyor's
Sarah Port	- Senior Accountant, Chamberlain's

1. APOLOGIES

Apologies for absence were received from Alderman Hewitt, Alderman Parmley, Councillor Townsend and Gillian Yarrow.

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

There were no declarations.

3. MINUTES

The public minutes of the meeting held on 28 January 2014 were considered and approved as a correct record.

4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The public minutes of the City of London Freeman's School Finance, General Purposes and Estates Sub-Committee were noted.

5. MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE

The public minutes of the City of London Freeman's Academic and Education Sub-Committee were noted.

6. SCHOOL MINIBUSES POLICY

The Board of Governors considered the City of London Freeman's School Minibus Policy.

A Member of the Board asked for clarification with regards to the procedure for driver's health checks, particularly for drivers who are required to take medication. The Bursar explained that School drivers were required to notify the Bursary or the Medical Centre if they are required to take medication.

Following this a Member asked for further clarification with regards to the requirement for all drivers to have a 'clean' driving licence. The Bursar explained that a 'clean' driving licence is required by all school drivers' however the status of driving licences can be reviewed on a discretionary basis if appropriate. The Bursar also clarified that the Policy covered the use of the school car.

RESOLVED: That the Board approve the City of London Freeman's School, School Minibuses Policy.

7. CITY OF LONDON FREEMEN'S SCHOOL SAFEGUARDING POLICY

The Board received for consideration the City of London Freeman's School Safeguarding Policy. The Headmaster explained that new safeguarding guidance was received over the Easter Holiday from the Department of Education. The new guidance had yet to be incorporated into the Freeman's School policy and the Headmaster asked the Board to approve the withdrawal of the item from the meeting. It was proposed that a revised version of the safeguarding policy (which would take into consideration the new guidance) be seen for approval at the June 2014 meeting of the Board of Governors. The Board accepted the request.

Following the withdrawal of the item a Member asked the Headmaster whether all three City of London Schools used the same safeguarding policy. The Headmaster answered that due to certain particularities of individual Schools each School had a different policy, but each policy would incorporate the Department of Education's new guidance. As an example the Headmaster explained that unlike the other two City Schools the Freeman's School worked with Surrey Council Children's Services.

RESOLVED: That the City of London School Freeman's Safeguarding Policy be withdrawn from the agenda of the 30 April 2014 meeting.

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

A Member queried the OFA lease and the Bursar clarified that the City had the right to break the lease any time after its expiry under the Landlord and Tenant Act 1954.

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

There was no urgent business for consideration.

10. **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 I of Schedule 12A of the Local Government Act.

Item No.	Exemption Paragraph(s)
11	1, 2, & 3
12	2, 3 & 4
13	2 & 4
14	3
16	1
17	2, 3 & 4
18	1
19	1
20	4

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 28 January 2014 were considered and approved as a correct record.

12. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 1 April 2014 was considered and approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The Board noted the non-public minutes of the Academic and Education Sub-Committee held on 1 April 2014.

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

The Board noted a report of the Town Clerk detailing an action taken under Urgency Procedures (Standing Order No. 41(a)) since the meeting on 28 January 2014.

15. **MASTER PLAN UPDATE**

The Board heard a verbal update from the City Surveyor regarding the Master Plan.

RESOLVED: That the Board note the Master Plan update.

16. **FEES STRATEGY 2015/16 - 2019/20**

The Board received a report of the Headmaster of the City of London Freemen's School regarding the 2015/16 – 2019/20 Fee Strategy.

RESOLVED: That the Board note the 2015/16 – 2019/20 Fee Strategy.

17. **BURSAR'S REPORT**

The Board received a report of the Bursar of the City of London Freemen's School.

RESOLVED: That the Board note the report of the Bursar of the City of London Freemen's School.

18. **HEADMASTER'S REPORT**

The Headmaster provided the Board with further information regarding staff changes since writing the Headmaster's report.

RESOLVED: That the Board note the Headmaster of the City of London Freemen's School update.

19. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of Junior School.

RESOLVED: That the Board note the Head of Junior School report.

20. **TEACHING STAFF PAY AWARD 2014/15**

The Board of Governors received a report tabled by the Director of HR regarding Teaching Staff Pay Awards.

RESOLVED: That the Board agree the recommendations of the Director of HR regarding Teaching Staff Pay Awards.

21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no non-public questions.

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting ended at 13.26

Chairman

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