

**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Thursday, 22 May 2014**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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 Thursday, 22 May 2014 at 10.40 am

Present

Members:

Stuart Fraser (Chairman)
Vivienne Littlechild
Douglas Mobsby (External Member)

Officers:

Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Steve Telling	- Chamberlain's Department
Mark Lowman	- Assistant Director Major Projects, City Surveyor

1. APOLOGIES

Apologies were received from Deputy John Bennett and Brian Harris.

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

There were no declarations of interest under the Code of Conduct.

3. MINUTES

The public minutes of the meeting held on 1 April 2014 were considered and approved as an accurate record.

4. INTERNAL AUDIT REPORT - SCHOOL TEACHING AND NON-TEACHING STAFF RECRUITMENT (INCLUDING TEMPORARY STAFF)

The Sub-Committee received for information an internal audit report of the Chamberlain. The report provided members with a briefing on the outcomes of an internal audit review of School Teaching and non-teaching staff recruitment. The audit review found there to be substantial assurance over School Teaching and Non-Teaching Staff (including temporary staff).

Members of the Sub-Committee questioned when the Chairman received the outcome of internal audit reviews. The Chief Accountant said that at the time of sign-off the Chairman received a copy; the reviews were then circulated to all Members of the Sub-Committee.

RESOLVED: That the Sub-Committee note the outcomes of the internal audit report.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions on matters relating to the work of the Sub-Committee.

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

There was no urgent business.

7. **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.	Exempt Paragraph(s)
8	3
9	3 & 4

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 1 April 2014 were considered and approved as a correct record.

9. **BURSAR'S REPORT**

The Sub Committee received a report of the Bursar of the City of London Freeman's School updating Governors on matters such as arrears of fees and the School's financial position.

RESOLVED: That the Sub-Committee note the Bursars update.

10. **MASTERPLAN UPDATE**

The Sub-Committee heard from the Assistant Director Major Projects, City Surveyors regarding the City of London Freeman's School Master Plan.

RESOLVED: That the Sub-Committee note the City Survey Master Plan update.

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions relating to the work of the Sub-Committee.

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

There was no other business.

The meeting ended at 11.32 am

Chairman

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