

**ACADEMIC & EDUCATION 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 Academic & Education 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 11.30 am

**Present**

**Members:**

Stuart Fraser (Chairman)  
Vivienne Littlechild  
Sir Clive Martin (External Member)  
Gillian Yarrow (External Member)

**Officers:**

Philip MacDonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Steve Telling	- Chief Accountant, Chamberlain's Department
Georgina Denis	- Committee and Member Services Officer

**1. APOLOGIES**

There were no apologies.

**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 relating to items on the agenda.

**3. MINUTES**

**RESOLVED:** That public the minutes of the Academic and Education Sub-Committee meeting held on 1 April 2014 be approved as an accurate record.

**4. SAFEGUARDING POLICY**

The Sub-Committee received the draft version City of London Freeman's School Safeguarding Policy. The Headmaster informed the sub-committee that Department of Education regulations regarding safeguarding changed on 2 April 2014 and subsequently the policy had been updated. The Sub-Committee were asked to review the draft policy and recommend improvements to be made before the full Board of Governors met to approve the final policy. The Headmaster informed the Sub-Committee that the full Board of Governors

would also be asked to approve the appointment of the Deputy Head as Designated Child Protection Officer and to approve the roles job description.

The Headmaster asked the Sub-Committee to note that the Board of Governors also had to nominate a member of School Staff to be responsible for liaising with Social Services regarding the actions of the Headmaster in dealing with Safeguarding issues. The Headmaster told the Sub-Committee that a separate member of staff had to be appointed because a member of staff in the Deputy Head position would not be appropriate.

Regarding the changes to the policy the Chairman stated that the new policy would result in the safeguarding team having a duty to follow up cases reported to the Social Service, with the Governors having overall responsibility for cases being further investigated by officers. Due to the changes the Headmaster suggested that safeguarding become a standing item on the Board of Governors meeting agenda.

The Sub-Committee questioned what procedures were in place for staff whistle-blowing of child protection issues and were informed that the School worked within the City of London Corporation Whistle-Blowing Policy. The Sub-Committee also asked what the correct procedure was if a member of staff felt the Head was not taking appropriate action. The Deputy Head said that the member of staff would be encouraged to refer the issue to the School Governor responsible for safeguarding. The Sub-Committee also suggested that it would be sensible to train a second Governor in case of instances when the primary Governor is not available. The Sub-Committee also proposed that all Governors should be required to attend safeguarding training. The Deputy Head said that there are a number of courses provided and it would be most appropriate for Governors who were not designated safeguarding leads to take only a foundation course in child protection.

A Member queried the wording on page 6 part 2.5 of the Policy. He suggested that it would be best if the wording emphasised the City of London Corporations responsibility to ensure that all Members have the opportunity to receive relevant and also emphasised the Corporations responsibility to ensure all Members attended relevant training.

**RESOLVED:** That the Sub-Committee recommend the Board of Governors,

- approve the Designated Child Protection Officer job description
- appoint the Deputy Head as the Designated Child Protection Officer
- consider the appointment of a second governor of the Board to be responsible for safeguarding
- consider providing all Board Members with child protection training
- and that all Board Members receive and attend child protection training within 6 months of appointment.
- consider including safeguarding as a regular agenda item

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

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

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

There was no other business.

7. **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.

Item No. Paragraph(s)	Exempt
8	2, 4
9	3

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 22 May 2014 were considered and approved as an accurate record.

9. **CURRICULUM AND ENRICHMENT UPDATE**

The Sub-Committee received a report of the Deputy Head (Academic) which provided a summary of changes to public examinations and an update on the September 2012 curriculum review.

10. **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.

11. **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 urgent business.

**The meeting ended at 12:35**

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Chairman

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