

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Thursday, 26 June 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 Thursday, 26 June 2014 at 11.00 am

**Present**

**Members:**

Stuart Fraser (Chairman)	Andrew McMillan (Co-Opted Member)
Deputy John Bennett (Chief Commoner)	Douglas Mobsby (Co-Opted Member)
Michael Bramwell (Co-Opted Member)	Hugh Morris
Brian Harris	Elizabeth Rogula
Michael Hudson	Councillor Chris Townsend (Co-Opted Member)
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (Co-Opted Member)	

**Officers:**

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

**1. APOLOGIES**

Apologies for absence were received from Mr Roger Chadwick, Alderman Hewitt, Mr Graham Packham, Alderman Parmley and Ms Judith Pleasance.

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

There were no declarations of interest.

**3. ORDER OF THE COURT OF COMMON COUNCIL**

The Board received the Order of the Court of Common Council, 1 May 2014, appointing the Board of Governors of the City of London Freeman's School for 2014/15 and setting its terms of reference.

**RESOLVED** – That, the Board note the Order of the Court of Common Council.

**4. MINUTES**

The public minutes and summary of the last meeting held on 30 April 2014 were approved and agreed as an accurate record, subject to an amendment to

indicate Mr Michael Bramwell's attendance at the Board of Governors meeting on 30 April 2014.

5. **MINUTES OF THE FINANCE, GENERAL PURPOSE AND ESTATES SUB COMMITTEE**

The public minutes of the Finance, General Purpose and Estates Sub-Committee meeting held on 22 May 2014 were received.

6. **MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**

The public minutes of the Academic and Education Sub-Committee meeting held on 22 May 2014 were received.

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

There were no questions relating to the work of the Board.

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

The Chairman agreed to hold the elections for the positions of Chairman and Deputy Chairman and the appointment of Governors to the Boards Sub-Committees under any other business.

Election of Chairman

The Board proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Stuart Fraser, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

Election of Deputy Chairman

Following the election for Chairman the Board proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk read a list of those Governors eligible to stand and Roger Chadwick, being the only Governor expressing a willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

Appointment of the Bursary Committee and Sub Committees

The Board proceeded to appoint their Bursary Committee, Academic and Education Sub-Committee and Finance, General Purpose and Estates Sub-Committee for 2014/15.

In accordance with Standing Order 27 1(a) the Board agreed to increase the number of Governors appointed to the Academic and Education Sub-Committee from; the Chairman, Deputy Chairman and a maximum of 5 Governors to the Chairman, Deputy Chairman and a maximum of 6 Governors, for the ensuing year.

**RESOLVED – That,**

- Stuart Fraser be elected Chairman for the ensuing year.
- Roger Chadwick be elected Deputy Chairman for the ensuing year.
- The Bursary Committee be appointed as follows;
  - Chairman
  - Deputy Chairman
  - Deputy John Bennett
  - Vivienne Littlechild
  - Douglas Mobsby (external Member)
  - Philip Woodhouse
- The Academic and Education Sub-Committee be appointed as follows;
  - Chairman
  - Deputy Chairman
  - Vivienne Littlechild
  - Brian Harris
  - Andrew Macmillan (external Member)
  - Sir Clive Martin (external Member)
  - Gillian Yarrow (external Member)
  - Councillor Chris Townsend (external Member)
- The Finance, General Purpose and Estates Sub-Committee be appointed as follows;
  - Chairman
  - Deputy Chairman
  - Vivienne Littlechild
  - Brian Harris (external Member)
  - Douglas Mobsby (external Member)
  - Judith Pleasance

9. **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 Section 12A of the Local Government Act.

<b>Item No.</b>	<b>Exemption Paragraph(s)</b>
10	1, 2 & 3
11	3
12	3
13	1 & 3
13a	1 & 3
13b	1 & 3
13c	1 & 3
13d	1 & 3
14	2 & 3
15	1, 2 & 3
15a	1, 2 & 3
15b	1, 2 & 3
15d	3
15e	3
16	1 & 2
17	3

10. **NON-PUBLIC MINUTES**  
The non-public minutes of the meeting held on 30 April 2014 were approved and agreed as an accurate record.
11. **NON PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSE AND ESTATES SUB COMMITTEE**  
The non-public minutes of the Finance, General Purpose and Estates Sub-Committee meeting on 22 May 2014 were received.
12. **NON PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**  
The non-public minutes of the Academic and Education Sub-Committee meeting on 22 May 2014 were received.
13. **BURSAR'S REPORT**  
The Board received a report of the Bursar of the City of London Freeman's School relative to various matters including arrears of fees, development, risk and health and safety.
14. **REVIEW OF ASSISTANCE FOR FOUNDATION BURSARIES**  
The Board considered a non-public report of the Chamberlain and the Headmaster of the City of London Freeman's School reviewing the level of assistance given to recipients of Foundation Bursaries.
15. **HEADMASTER'S REPORT**  
The Board received a report of the Headmaster of the City of London Freeman's School relative to various issues including the School Roll, staffing and recent and forthcoming events. The Headmaster's Report also contained the Annual Safeguarding Report for Governors and the Board approved the School's Safeguarding Policy, which had been updated in the light of new guidance.
16. **HEAD OF JUNIOR SCHOOL REPORT**  
The Board received a report of the Head of the City of London Freeman's Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.
17. **CITY OF LONDON FREEMEN'S SCHOOL MASTERPLAN**  
The Board received a report of the Headmaster of the City of London Freeman's School and the City Surveyor outlining details of the City of London Freeman's School Masterplan.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions relating to the work of the Board.

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

The Chairman discussed the size of the agenda and what information should be included as additional supplements for review. The Board also discussed the safeguarding training provision for Governors.

**The meeting ended at 12.52 pm**

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Chairman

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