

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Monday, 6 October 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, 6 October 2014 at 11.00 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Deputy Joyce Nash, OBE
Ian Seaton (Deputy Chairman)	Lord Levene of Portsoken (External Member)
Marianne Fredericks	Christopher Martin (External Member)
Deputy James Thomson	Dame Mary Richardson (External Member)
Sylvia Moys	Prof. Whitehouse (External Member)

Officers:

Sarah Port	Chamberlain's Department
Phillip Everett	City of London School
Gary Griffin	City of London School
Charles Fillingham	City of London School
Saimah Tahir	Town Clerk's Department
David Arnold	Town Clerk's Department

1. APOLOGIES

Apologies were received from Stuart Fraser, Ronel Lehmann, Edward Lord and Alderman David Graves.

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

The Deputy Chairman declared that he was on the Education Board and the Bursary Committee of the Board of Governors of the City of London School.

3. MINUTES

The minutes of the last meeting held on the 23 June 2014 were held as an accurate record, subject to some spelling and grammar corrections to be made by the Town Clerk.

MATTERS ARISING

City of London School Partnership with Stepney Green Maths, Computing and Science College.

The Second Master updated the Board with three dates that Governors could visit Stepney Green School and the Town Clerk agreed to circulate these by email. They were:

Wednesday 29th October 2014, 3.30pm

Friday 31st October 2014, 4pm
Friday 14 November 2014, 4pm

Building Work

The Board expressed their dissatisfaction over building work relating to Embankment Improvements which they were assured would have been completed by the start of term, despite the good efforts of the Department of the Environment to complete work on time. However, work continued into the first few weeks of the new term which caused a nuisance and disturbance to both teachers and pupils during lessons and meetings, as well as affecting a fire drill which took longer than necessary due to building materials. A Governor updated the Board on the progress of continuing work around the School and advised that it would be complete during October. However it was noted that the works were still ongoing.

Ark Bentworth Primary Academy Year 6 Graduation

The Chairman thanked Deputy Reverend Stephen Haines on behalf of the Board for representing the School with an excellent speech at year 6 graduation day.

4. **HEAD'S REPORT**

The Board received a report of the Head of the City of London School that updated Governors on School matters.

The Head advised the Governors that the total number of Means Tested Sponsored Scholarships awarded since the launch of the scholarship campaign in 2001 was 201, not 2001.

The Chairman informed the Board that the report would be amended to show that concerns regarding the Grove Park Sports Ground had not been reported to the City Surveyors as they were not responsible for the works. The Chairman also advised that concerns over summer works should have been included separately under the non-public agenda as it contained sensitive information.

The Committee commended the teachers and pupils on their excellent exam results and their continued hard work. A Governor questioned the poor results in some subjects such as Economics. The Head explained that this was due to background influences such as parents picking subjects for their children which were unsuitable and went on to assure the Board that they were working with parents to ensure the right choices were made.

In response to a Governor's question the Head informed the Board that pupils were taught Mandarin once a week for an hour in the first and second year. The Board noted that exam results had improved and the Head explained that this was due to a change in the examination nationally. Previously it had been designed for native Mandarin speakers whereas now it was more focussed on those learning it as a second language. Mandarin at GCSE might be introduced in the future depending on student interest however, the School would then need to consider whether Dragons in Europe should continue to provide

lessons or if employing a Mandarin teacher would be a viable option going forward.

Governors were informed of the work the School were undertaking on youth alienation and mental health. It was noted that young men were more susceptible to suicide. The Board congratulated the School for the ongoing work on both youth alienation and mental health.

RESOLVED – That the report be noted.

5. **RISK REGISTER**

The Board considered a report of the Head regarding the Risk Register and noted that there were two risks classed as amber but, were out of the School's control. The risk of a crisis event had been upgraded to amber due to the heightened security level in the Capital. A new risk of a reduction in funding for bursaries had been introduced due to the review taking place as part of the Corporations Service Based Review.

RESOLVED – That Members approve the Risk Register.

6. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - 2013/14 REPORT AND FINANCIAL STATEMENTS**

The Board considered a report of the Chamberlain regarding the Financial Statements for the City of London School Bursary Fund and incorporating the City of London School Scholarships & Prizes Fund. It was noted that, as in the previous year, income had exceeded expenditure by a considerable amount. This was because only a relatively small number of applications for hardship bursaries was received - which fell within the existing bursary guidelines - had been received during the year. The Director of Finance was asked to produce a report on possible additional uses of the funds held by this charity for governors to consider to address the current position.

The Board suggested that the School produce ideas for the next meeting for ways of advertising bursaries available from the School.

RESOLVED – That the report be noted; and that the school provide a report on ways to attract new pupils to the School.

7. **CITY OF LONDON SCHOOL EDUCATION TRUST - 2013/14 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain that detailed the activity for the City of London Education Trust Financial Statement for 2013-2014. Governors noted that there had been donations into the Trust during the year including one specifically for children and young people who were not pupils of the School. The Board agreed that it was vital this donation was used as specified and the Director of Finance will report back to the Board once these funds have been spent.

RESOLVED – That the report be noted.

8. REVENUE OUTTURN 2013/14

The Board received a joint report of the Chamberlain and the regarding the Revenue Outturn for 2013/14. A Governor questioned the recruitment and advertising cost of £29,000. The Head explained advertising cost were high such as in the Times it was punitively expensive. In response to another Governor's question, the Head advised that she would look into the figures of how many job adverts are placed by the School per year.

Another Governor questioned why the cleaning contract had been extended as a school's cleaning requirements were very different to an office. The Board requested that the Town Clerk looked into how the extension was agreed.

RESOLVED – That the report be noted.

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

The Chairman felt it was important that all pupils were given First Aid training. The Head explained that the School facilitated First Aid training through Cadets and Duke of Edinburgh Award leaving only a small minority of pupils who were not trained. The Chairman informed the Board that St John's Ambulance Service could provide training to the few who had not received it.

A Governor expressed concern over the future of Combined Cadet Force training in the School due to government reforms. A discussion ensued on the topic with the School assuring Members that First Aid training would continue to be provided and agreed to give an update at the next appropriate meeting of how this would be done.

RESOLVED – The School would bring an update to a future Board meeting on how First Aid training would continue to be provided when the Cadets training would stop.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business that the Chairman considered urgent.

11. 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 the Schedule 12A of the Local Government Act 1972.

Item No.

Exempt Paragraph(s)

12- 19

3

12. **NON-PUBLIC MINUTES**
That the minutes of the last meeting held on the 23 June 2014 be approved as an accurate record, subject to some spelling and grammar corrections to be made by the Town Clerk.
13. **REPORT OF THE HEAD**
The Head provided a verbal update to the Board.
14. **DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS**
The Head presented a report to the Committee on the appointment of a Director of Development and Alumni Relations.
15. **REVIEW OF THE INFORMATION TECHNOLOGY (IT) AND AUDIO VISUAL (AV) DEPARTMENTS**
The Head presented a report on the Review of the Information Technology and Audio Visual department.
16. **SAFEGUARDING CODE OF CONDUCT**
The Head introduced the new Safeguarding Code of Conduct for the School.
17. **SERVICE BASED REVIEW PROPOSALS - CITY OF LONDON SCHOOL**
A joint report of the Head and Chamberlains was presented by the Head on the Service Based Review Proposals.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions raised.
19. **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 that was considered urgent.

The meeting ended at 12.47 pm

Chairman

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