

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Wednesday, 4 February 2015**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London School for Girls - ST GILES TERRACE, BARBICAN, EC2Y 8BB on Wednesday, 4 February 2015 at 11.00 am

**Present**

**Members:**

Sir Michael Snyder (Chairman)	Ann Holmes
Clare James (Deputy Chairman)	Alderman Vincent Keaveny
Nicholas Bensted-Smith	Sylvia Moys
Professor John Betteridge (External Member)	Elizabeth Phillips (External Member)
Nigel Challis	Deputy Richard Regan
Dennis Cotgrove	Mary Robey (External Member)
Emma Edhem	Virginia Rounding
Tom Hoffman	Richard Sermon (External Member)

**Officers:**

Chrissie Morgan	Director HR
Jacqui Daniels	Town Clerk's Department
Sarah Port	Chamberlain's Department
Ena Harrop	Headmistress, City of London School for Girls
Claire Tao	Deputy Head Staff, City of London School for Girls
Ned Yorke	Bursar, City of London School for Girls
Paul Dudley	Chamberlain's Department

**1. APOLOGIES**

Apologies for absence were received from Dr Stephanie Ellington, Chris Hayward and Alderman William Russell.

**Welcome**

The Chairman welcomed Professor John Betteridge after his recent ill health and re-appointment onto the Board and Claire Tao to her first meeting of the Board as Deputy Head (Staff).

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

There were no declarations.

**3. MINUTES**

**RESOLVED** – That the minutes of the meeting held on 5 December 2014 be approved as a correct record.

**4. REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress updating Governors on a number of matters including Governors visiting days, the gymnasium extension

project and seeking approval to revisions to the Pupil and Parent Data Protection Policy.

The Headmistress referred to recent visits by Governors to the School and stated that staff and pupils were always very pleased to welcome Governors spending time in the School, either attending lessons in a particular subject or shadowing a particular year group. She added that any Governor wishing to do so was asked to contact her Secretary to make the necessary arrangements.

The Chairman referred to the recent positive Independent Schools Inspectorate's (ISI) inspection of the school and reported that, whilst an official decision was yet to be issued, the indications were that it had been an outstandingly good inspection with very good results on the various categories throughout the School. He expressed the Board's sincere congratulations and thanks to the Headmistress, her staff and the Governors who had assisted in making this inspection so hugely successful.

The Chairman reminded Governors that their Dinner would be held on 24 March 2015.

**RESOLVED** – That the contents of the report be noted and that the Board approved the Pupil and Parent Data Protection Policy (Revised January 2015) as set out at Appendix B to the report.

**5. RISK MANAGEMENT STRATEGY**

The Board received a report of the Chamberlain which introduced the new Risk Management Strategy; set out the progress made on its implementation and reported that the School's risk review by Members of the Audit and Risk Management Committee was scheduled for 3 November 2015.

The Chairman welcomed the automated system which would make the process simpler but he emphasised that it must be sensitively implemented as the School's priority must always be to ensure that the Governors focus on the main issues for the School amongst which must be to maintain a good level of exam results and the good reputation of the School.

**6. ACTION TAKEN UNDER URGENCY PROCEDURES**

The Board received a report of the Town Clerk advising Governors of the action taken under urgency procedures since the last meeting, approving revised mandatory policies concerning Behaviour Management, Child Protection and Complaints, in advance of the Independent Schools Inspectorate's visit between 20<sup>th</sup> and 23<sup>rd</sup> January 2015.

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

There were no questions.

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

The Chairman agreed that the following items may be reported to the Board for their information.

**1) Disclosure and Barring Requirements for School Governors appointed by the Court of Common Council**

Governors noted a report of the Town Clerk which outlined the City Corporation's obligations in relation to disclosure and barring service requirements for chairmen and governors on boards of the City's independent schools, academies and its one maintained school.

**2) Ned Yorke, Bursar at the City of London School for Girls - retirement**

The Chairman and Governors paid tribute to the work of Ned Yorke upon his imminent retirement from the position of Bursar at the City of London School for Girls. The Chairman expressed the Board's sincere appreciation and gratitude for Ned's long service to the School and also for his staying on longer to assist the new Headmistress.

**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 the Schedule 12A of the Local Government Act 1972 as follows:-

Item No.	Exempt Paragraphs
10	3
11-13	1 and 3

**10. NON-PUBLIC MINUTES**

The minutes of the meeting held on the 5 December 2014 were approved as an accurate record.

The Chairman agreed that the following presentations may be considered at this point in the meeting, under Item 13, in addition to the published agenda.

**13(A) PRESENTATION FROM THE HEAD OF SPANISH – VISIT TO GUATEMALA**

The Board received a detailed presentation from Miren Leturia, the Head of the Spanish and Alicia Diez-Ruiz, a Spanish teacher which provided the Board with information concerning a recent visit to Guatemala.

**13(B) PRESENTATION FROM THE DEPUTY HEAD (STAFF) REGARDING NEWLY QUALIFIED TEACHERS AND INDUCTION**

The Board received a presentation from Claire Tao, Deputy Head (Staff) which provided information on Newly Qualified Teachers (NQTs) and on staff induction.

**11. REPORT OF THE HEADMISTRESS**

The Board considered and approved a report of the Headmistress concerning various matters including the results of the parental survey, the Strategic Development Plan, new statutory regulations for independent schools, the

development of a research culture at the School, university applications and a proposal for a charitable donation.

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

There were no questions.

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

The Chairman agreed that the following items may be considered as a matter of urgency.

Items **13 A)** and **B)** were considered earlier in the Agenda following Item 10.

**C) FEE ARREARS – DELEGATED AUTHORITY**

The Board agreed that if necessary the Town Clerk, in consultation with the Chairman and Deputy Chairman, be given delegated authority to deal with one case of fee arrears.

**SUMMARY OF GOVERNORS ONLY ITEM**

**D) TEACHERS PAY AWARD PROCESS AND THE JCC**

The Board considered and approved a verbal report of the Director HR concerning the Teachers' Pay Award process and the membership of the JCC

**The meeting ended at 12.40pm**

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Chairman

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