

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 22 June 2015

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 22 June 2015 at 11.00 am

Present

Members:

Nicholas Bensted-Smith	Clare James
Professor John Betteridge (External Member)	Sylvia Moys
Nigel Challis	Elizabeth Phillips (External Member)
Dennis Cotgrove	Mary Robey (External Member)
Dr. Stephanie Ellington (External Member)	Alderman William Russell
Alderman John Garbutt	Richard Sermon (External Member)
Tom Hoffman	Sir Michael Snyder
Ann Holmes	

Officers:

Sarah Port	Chamberlain's Department
Ena Harrop	Headmistress, City of London School for Girls
Alan Bubbear	Bursar, City of London School for Girl's
Paula Wilkinson	

Alderman Garbutt in the Chair

1. APOLOGIES

Apologies for absence were received from Emma Edhem, Christopher Hayward and Deputy Richard Regan.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

The Board of Governors received the Order of the Court of Common Council, 27 April 2015, appointing the Board of Governors of the City of London School for Girls for 2015/16 and its terms of reference.

4. 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 Sir Michael Snyder, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

The Chairman thanked the Board for their continued support and welcomed Alderman Garbutt to his first meeting the Board.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Board of Governors 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 Clare James, being the only Governor expressing willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

6. **MINUTES**

The minutes of the Board of Governors meeting held on 25 February 2015 were approved as a correct record.

7. **RE-APPOINTMENT OF CO-OPTED GOVERNOR**

Mary Robey left the room during the consideration of the following item.

The Board received a report of the Town Clerk regarding the reappointment of Mary Robey as a Co-opted Governor as she had completed a 3 year term on the Board.

The Chairman and the Headmistress expressed their support for Mary Robey's re-appointment and informed the Board of the invaluable assistance and advice she provided.

RESOLVED – That, Mary Robey be reappointed as a co-opted Governor for a further term of three years.

8. **APPOINTMENT OF THE BURSARY COMMITTEE**

The Town Clerk reminded the Board that the Bursary Committee could comprise of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Bursary Committee for 2015/16.

RESOLVED – that the following Governors be appointed to the Bursary Committee for the ensuing year:

Clare James (as Chairman)
Nicholas Bensted-Smith
Nigel Challis
Deputy Richard Regan
Mary Robey
Richard Sermon

9. **APPOINTMENT OF A REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2015/16.

RESOLVED – That the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Sir Michael Snyder (as Chairman)
Clare James (as Deputy Chairman)
Nigel Challis
Sylvia Moys
Deputy Regan
Alderman William Russell

10. **APPOINTMENT OF AN ACADEMIC WORKING PARTY**

The Town Clerk reminded Governors that the Academic Working Party could consist of six Governors, the Head and the Deputy Heads.

The Board proceeded to appoint their Academic Working Party for 2015/16.

RESOLVED – That the following Governors be appointed to the Academic Working Party for the ensuing year:

Mary Robey (as Chairman)
Professor John Betteridge
Dr Stephanie Ellington
Ann Holmes
Clare James
Elizabeth Phillips
Alderman William Russell
Ena Harrop – Headmistress
Neil Codd – Deputy Head, Academic
Kate Brice – Deputy Head, Pastoral
Claire Tao – Deputy Head, Staff

11. **APPOINTMENT OF THE AGBIS REPRESENTATIVE**

Mary Robey expressed a willingness to serve as the Board's AGBIS representative for the ensuing year.

RESOLVED – That Mary Robey be appointed as the Board's AGBIS representative for 2015/16.

12. **TEACHERS' PAY PANEL**

The Governors considered a report of the Director of Human Resources informing the Board of Governors of pay discussions that had taken place on behalf of the Board regarding the Staff Side and Common Room pay claim for September 2015.

RESOLVED – That:-

- 1) the report be noted;
- 2) the Panel's terms of reference as set out in Appendix 2 of the report be endorsed; and
- 3) it be agreed that the Teachers' Pay Panel should continue in relation to any pay claim made on behalf of the Staff Side and Common Rooms for the academic year commencing in September 2016.

13. REPORT OF THE HEADMISTRESS

The Board considered the public report of the Headmistress detailing matters including forthcoming events, health and safety and staff training and requesting the approval of a number of policies.

In answer to a Governor's question it was confirmed that the paperwork concerning School trips would be sufficient to cover the wide range of trips organised by the School, including the more adventurous activities. She undertook to:

- send a copy of a previous completed form to Governors via email for their information;
- amend the documents to reflect her title as Headmistress throughout;
- make policy documents available for Mary Robey to spot check on behalf of the Board, as necessary;
- include safeguarding in the list of issues on page 26 of the papers; and
- the policies may need to be amended again in the short term due to further changes in guidance.

RESOLVED – That the report be noted and approval be given to the following policies attached at Annexes B – F of the report concerning:-

Trip Paperwork;

SMSC Statement – Appendix to Collective Worship Curriculum Policies – revised May 2015;

NQT Induction Policy – revised May 2015;

Anti-Bullying Policy September 2014 (amended May 2015); and

Safeguarding and Child Protection Policy and its annexes – January 2015 (revised May 2015).

14. COUNTER-TERRORISM AND SECURITY ACT

Governors received a report of the Remembrancer concerning the Counter Terrorism and Security Act 2015 which placed two new duties on the Board. Firstly the Board now had a need to prevent people being drawn into terrorism and secondly they would need to co-operate with the panel put into place by local authorities to identify and provide support to those who were vulnerable to being drawn into terrorism. The Town Clerk's Community Safety Team representative reiterated that there were significant safeguarding implications in terms of Prevent and the Prevent safeguarding risk matrix was featured in the City and Hackney Thresholds of need document.

During a detailed discussion of the report it was noted that the Corporation was looking at its departments working together in order to identify particular risks e.g. educational establishments and venue hire and to suggest ways forward. It was noted that dealing with this matter required a delicate balance of measures and approach and children could be radicalised in their own homes via the computer and these homes could be based in other local authorities who also had the same obligations. Governors discussed various ways of engaging with parents and the community on this matter and it was particularly noted that good practice encouraged self-help groups for parents and there were good leaflets available.

The Headmistress reminded Governors of the presentation given to them earlier in the year promoting British values and social cohesion and stated that the girls would explore this issue further in their lessons and a counsellor was available if necessary.

RESOLVED – That the report and the duties placed on the Board as set out in paragraphs 2 and 3 of the report, be noted.

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

There were no questions.

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

There were no urgent items.

17. **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, as follows:-

Item Nos.	Exemption Paragraphs
18 - 23	3

18. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 4 February 2015 were considered and approved as a correct record.

19. **PRESENTATION**

The Board received a detailed presentation from the Deputy Head, Staff concerning Safeguarding and Child Protection. A summary report, outlining Safeguarding with the School since their last presentation in February, was handed to Governors.

20. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress of the City of London School for Girls concerning various School matters.

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

There were no questions.

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

There were no non-public urgent items.

23. GOVERNORS ONLY MINUTES

The Governors Only minutes of the meeting held on 4 February 2015 were considered and approved as a correct record.

The meeting ended at 1.00 pm

Chairman

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Daniels