

# **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**

**Thursday, 22 October 2015**

**Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the Guildhall EC2 at 2.00 pm**

## **Present**

### **Members:**

Sir Michael Snyder (Chairman)	Dr. Stephanie Ellington (External Member)
Clare James (Deputy Chairman)	Christopher Hayward
Randall Anderson	Tom Hoffman
Nicholas Bensted-Smith	Ann Holmes
Professor John Betteridge (External Member)	Sylvia Moys
Nigel Challis	Elizabeth Phillips (External Member)
Emma Edhem	Alderman William Russell

### **Officers:**

Christopher Braithwaite	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girl's
Neil Codd	- City of London School for Girls
Claire Tao	- City of London School for Girls
Pat Dixon	- Community and Children's Services Department

## **1. APOLOGIES**

Apologies for absence were received from Dennis Cotgrove, Stuart Fraser, Alderman John Garbutt, Deputy Richard Regan, Mary Robey, Ian Seaton and Richard Sermon.

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

Ann Holmes and Nick Bensted-Smith declared non-pecuniary interests as members of the Board of Governors of the City of London Corporation Primary Academy, Islington

Alderman William Russell declared non-pecuniary interests as a member of the Board of Governors of Knightsbridge Schools International, a member of the Board of Governors Knightsbridge School, a member of the Court of the Worshipful Company of Haberdashers and a Trustee of Place2Be.

Christopher Hayward declared a non-pecuniary interest as a member of the Court of The Worshipful Company of Pattenmakers.

3. **MINUTES**

**RESOLVED** – That the minutes of the previous meeting are approved as an accurate record.

4. **APPOINTMENT OF CO-OPTED GOVERNOR**

The Board considered a report of the Town Clerk which requested the Board to consider the appointment of Professor Anna Sapir Abulafia as a co-opted Governor of the Board for a three-year term.

**RESOLVED** – That the Board agrees to appoint Professor Anna Sapir Abulafia as a co-opted Governor of the Board for a three-year term.

5. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**

The Board considered a report of the Director of Community and Children's Services which provided Governors with information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015.

The Chairman noted that the report suggested that multi-agency training on Safeguarding may be appropriate, but noted that the Board of Governors had received a training presentation on Safeguarding at the last Board meeting, and felt that Safeguarding was an issue which was taken extremely seriously by all Governors.

The Headmistress explained that she updated the Lead Governor for Safeguarding (Alderman Russell) on a bi-weekly basis regarding any issues of concern regarding pupils. The Headmistress also noted that she and her staff regularly called the LADO to discuss issues on an informal basis.

**RESOLVED** – That the Board notes the report.

6. **HEADMISTRESS' REPORT**

The Board considered the report of the Headmistress which provided information regarding forthcoming events, educational visits, visiting days, lettings, health and safety, 2015 leavers, 2015 gap years and building projects. The Headmistress also provided the Board with a verbal update regarding the current school trip to Guatemala.

Governors asked questions about the proportion of girls with medical conditions compared to national averages and about the percentage of students who took gap years before university.

**RESOLVED** – That the Board notes the report.

7. **PROPOSED PURCHASE OF NEW STEINWAY GRAND PIANO**

The Board considered a report of the Headmistress which requested approval for the purchase of a new Steinway Grand Piano and for the use of income from lettings and an anticipated donation from the Friends of the City of London School for Girls for this purchase.

The Board discussed the proposal and, while all Governors were broadly in favour of the proposal, agreed that further information should be provided regarding the direct financial benefit of purchasing the new piano.

**RESOLVED** – That the Board:

- a) Delegates to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to agree the purchase of a new Steinway Grand Piano; and
- b) Delegates to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to authorise the use £72,000 of profit from School lettings to pay the balance after a donation (in the region of £10,000) from the Friends of the City of London School for Girls is made

**8. REVENUE OUTTURN 2014/15**

The Board considered a joint report of the Chamberlain and Headmistress which provided the School's Revenue Outturn for 2014/15.

**RESOLVED** – That the Board notes the report.

**9. ANNUAL REPORT AND FINANCIAL STATEMENTS 2014/15 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

The Board considered a report of the Chamberlain which provided with the Annual Report and Financial Statements for the year ended 31 March 2015 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund for information. The report also requested that the Board consider whether part of the cash balance of £269,705 as at 31 March 2015 should be invested in the City of London Charities Pool.

**RESOLVED** – That the Board:

- a) Notes the Annual Report and Financial Statements for the year ended 31 March 2015; and
- b) confirms that no further cash balance be invested in the City of London Charities Pool for either charity at this time.

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

There were no questions.

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

There were no items of urgent business.

12. **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.

<b>Item No.</b>	<b>Paragraphs in Schedule 12A</b>
13, 14, 16-20	3
15	1, 2, 3
21	1

13. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were approved as an accurate record.

14. **PRESENTATION**

The Board received a presentation from the Deputy Head, Academic concerning the School's academic results.

15. **HEADMISTRESS' REPORT**

The Board considered and approved a report of the Headmistress which provided information on non-public matters in relation to the School.

16. **CITY OF LONDON SCHOOL FOR GIRLS REFURBISHMENT PROGRAMME**

The Board considered and approved a report of the Headmistress to progress proposals for the refurbishment of the School.

17. **OPPORTUNITIES TO EXPAND CITY OF LONDON SCHOOL FOR GIRLS**

The Board considered and approved a report of the Headmistress which provided options for the potential expansion of the School.

**EXTENSION OF THE MEETING**

At this point, the time limit for Committee meetings as set out in Standing Order No 40 had been reached, but there being a two-thirds majority of the Committee present who voted in favour of an extension, the Committee agreed to continue the meeting.

18. **CITY OF LONDON SCHOOL FOR GIRLS RISK REGISTER**

The Board considered and approved a report of the Headmistress which sought Members' views regarding the School's risk register.

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

There were no questions.

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

There were no items of urgent business.

**21. INCREMENTAL PROGRESSION**

The Board considered and approved a report of the Director of Human Resources regarding incremental progression for the Headmistress.

**The meeting closed at 4.15 pm**

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Chairman

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