

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

**Wednesday, 2 December 2015**

**Minutes of the meeting of the Board of Governors of the City of London School held at the City of London School, EC4 at 11.00 am**

## **Present**

### **Members:**

Ian Seaton (Chairman)	Sylvia Moys
Deputy Billy Dove (Chief Commoner)	Deputy Joyce Nash
Marianne Fredericks	Dame Mary Richardson (Co-Opted Member)
Ronel Lehmann (Co-Opted Member)	
Edward Lord	

### **Officers:**

David Arnold	- Town Clerk's Department
Caroline Al-Beyerty	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Sarah Fletcher	- Head, City of London School
Dr Richard Brookes	- City of London School
Michael Clarkson	- City of London School
Simon Hubbard	- City of London School
Coco Stephenson	- City of London School
Karyn Ramsay	- City Surveyor's Department
Pat Dixon	- Community and Children's Services Department

## **1. APOLOGIES**

Apologies for absence were received from Deputy Giles Shilson (Deputy Chairman), Sophie Ann Fernandes, Alderman David Graves, Deputy the Revd Stephen Haines, Lord Levene of Portsoken, Christopher Martin, Deputy James Thomson, and Prof. Michael Whitehouse.

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

There were none.

## **3. MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 16 October 2015 be approved as a correct record, subject to the removal of Lord Levene from the list of those present.

## **Matters Arising**

### **Revenue Outturn 2014/15**

The Chamberlain was heard regarding a recent request from Members of this Board to alter the future presentation of their Revenue Outturn reports.

The Chamberlain made reference to the fact that this Board was more commercially focused, where income was key for the operation of the School. The same also applied to other areas such as the Barbican Centre, Markets, the City of London Freeman's School, and the City of London School for Girls. The Chamberlain assured Governors that officers were happy to assist in providing Members with management information in a more commercial format. However, there were some limitations in terms of the financial systems currently used to generate this information and the need for compliance with local authority financial regulations. The Chamberlain reported that the financial systems and the budget adopted a Local Authority format, with expenditure as a priority. She explained that local government regulations and the Chartered Institute of Public Finance and Accountancy (CIPFA) definitions dictated how the budget books appeared for consideration by the Finance Committee and Court of Common Council.

The Chamberlain would develop an appropriate report format in consultation with the Chairman, Deputy Chairman and Bursar. Members noted that a balance would need to be struck regarding the amount of staff time and resources it would take to develop the final separate format and would be applied to all City of London Schools.

#### **4. LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**

The Board received a report of the Director of the Community and Children's Services regarding an annual update of the Local Authorities Designated Officer (LADO). The LADO advised Governors that she was concerned that not all relevant cases across the City of London Corporation were being referred to her so the profile of the reporting process had been raised during 2014/15. A Governor noted that the report contained some grammatical errors, the details of which would be provided to the Town Clerk for the report to be amended.

In response to a Governor's question, the Head and Senior Deputy Head advised that unsubstantiated allegations did not remain on Teachers' records unless the Police were involved, in which case it may be recorded on a DBS check. The Head added that Headteachers were required to report as much as possible so instances may be recorded as a matter of safety, although a committee could be called to determine whether or not a case should be recorded.

In response to a Governor's question regarding the referral process, the LADO advised that a strategy meeting would be held within three working days of an allegation. The Police would be included if the allegation constituted a criminal offence. The LADO would continue to investigate the allegation if the case was not deemed to involve a criminal offence. If no evidence was found to

substantiate the allegation, the case would be dismissed and this would be recorded to protect Teachers against malicious or vexatious allegations.

**RESOLVED** – That the report be noted.

5. **GOVERNANCE REVIEW**

The Board received an update regarding the proposed self-review of governance at the School to ensure the Board was following best practice. After careful consideration, it was agreed that the Town Clerk would carry out the review and collate responses to the governance self-review form, which had already been circulated to the Board. Governors were asked to complete and return the form to the Town Clerk within seven days of the meeting. A report of the Town Clerk outlining the results of the self-review survey would then be submitted to the next Board meeting. The Board also agreed to additional appointment of Deputy Bill Dove (Chief Commoner) to the Governance Working Party.

**RESOLVED** – That:-

- a) the Town Clerk be instructed to carry out the review of governance; and
- b) the appointment of Deputy Bill Dove (Chief Commoner) to the Governance Working Party be approved.

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

There were none.

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

The Board considered an item of urgent business regarding the Prevent Strategy. Governors were advised that the prevention of radicalisation amongst pupils had been introduced to the Strategy. All staff had received relevant training at the start of the school year to make them aware of how to report instances of suspected radicalisation as part of the safeguarding procedure. It had recently become part of the PSHE curriculum, as well as being discussed in assemblies and in other relevant subjects.

In response to Governors' questions, the Assistant Head (Pastoral) advised that no instances had been reported yet and staff were monitoring social media groups associated to the School. She added that the matter would be raised with parents as part of an educational programme on child internet safety. In response to a Governor's suggestion, she advised that consultation with Schools in the London Borough of Tower Hamlets who had experienced cases of radicalisation would be considered.

8. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That, Under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 16 October 2015 be approved.

10. **HEAD'S REPORT**

The Board received a report of the Head that provided an update on the management and operational activities of the School since the last meeting.

11. **THE DEVELOPMENT OFFICE**

The Board considered a report of the Chairman regarding a proposal to co-opt a Trustee of the City of London School Bursary Trust to the Board and to accept an offer of two places on the Board of the Trust. Governors noted that an additional Co-Opted Governor would require an amendment to the Board's Terms of Reference to increase the number of Co-Optees from five to six, in line with the City of London School for Girls. The Board agreed to pursue this amendment through the appropriate process.

12. **PROPOSED 2016/17 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Head that sought approval to the proposed 2016/17 revenue budget, for subsequent submission to the Finance Committee.

13. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The Board considered a joint report of the Chamberlain, the Head, and the City Surveyor that provided an updated projection of cost of works to be met from the Repairs, Maintenance and Improvements Fund over the next 21 years.

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

There were none.

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

The Chairman agreed to an item of urgent business to be received by Governors only.

The Chief Commoner requested that the School provide name plates for all those attending future meetings at the School.

**The meeting closed at 1.00 pm**

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Chairman

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