

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Friday, 2 December 2016**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the School on Friday, 2 December 2016 at 10.30 am

**Present**

**Members:**

Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy  
Chairman)  
Nigel Challis  
Alderman John Garbutt  
Christopher Hayward  
Ann Holmes

Sylvia Moys  
Elizabeth Phillips (Co-Opted Member)  
Mary Robey (Co-Opted Member)  
Sheriff & Alderman William Russell  
Ian Seaton (Ex-Officio Member)  
Sir Michael Snyder

**Officers:**

David Arnold  
Chrissie Morgan  
Sarah Port  
Steven Reynolds  
Ena Harrop

Alan Bubbear  
Claire Tao

Town Clerk's Department  
Director of Human Resources  
Chamberlain's Department  
Chamberlain's Department  
Headmistress, City of London School for  
Girls  
City of London School for Girls  
City of London School for Girls

**1. APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia (Co-Opted Member), Randall Anderson, Emma Edhem, Dr Stephanie Ellington, and Tom Hoffman.

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

Christopher Hayward declared a non-pecuniary interest in matters relating to Item 13 by virtue of being a member of a Livery Company that provided bursary funding to the City of London School for Girls.

**3. MINUTES OF THE BOARD OF GOVERNORS**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 10 October 2016 be approved, subject to the correction of one typographical error.

**4. TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

The Board considered a report of the Town Clerk that sought approval to the Board's Terms of Reference and frequency of meetings.

**RESOLVED** – That the Terms of Reference and frequency of Board meetings be approved.

5. **NEW MANAGING PEOPLE POLICY AND REVISED DISCIPLINARY AND GRIEVANCE PROCEDURES**

The Board considered a Director of Human Resources that sought approval to the City of London Corporation's Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure.

**RESOLVED** – That, subject to the correction of some typographical errors, the Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure be approved.

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

There were no questions.

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

There were no items of urgent business.

8. **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.

9. **NON-PUBLIC BOARD OF GOVERNORS MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 10 October 2016 be approved.

Matters Arising

The Town Clerk confirmed that the Board of Governors training records had been sent to the Headmistress for her information.

10. **125TH ANNIVERSARY WORKING PARTY MINUTES**

The Board received the draft minutes of the meeting held on 3 November 2016. Governors noted that arrangements were progressing well and another meeting of the Working Party would be held during March 2017.

11. **RESOLVED** – That the draft minutes of the meeting held on 3 November 2016 be noted.

11. **HEADMISTRESS' REPORT**

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

12. **SCHOOL TRIP PRESENTATION**

The Board received a presentation regarding a recent Sixth Form volunteering trip to Sri Lanka.

13. **BURSARY FUNDS**

The Board received a report of the Headmistress that provided details of the balances within the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund.

**RESOLVED** – That the bursary funds be noted.

14. **GATEWAY 4 DETAILED OPTIONS APPRAISAL: REFURBISHMENT PROJECT PHASE 2**

The Board considered a report of the Headmistress that provided a detailed options appraisal for phase 2 of the summer 2017 refurbishment project.

15. **PROPOSED 2017/18 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Headmistress that sought approval to the proposed 2017/18 revenue budget.

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

The Board considered a joint report of the Chamberlain, the Headmistress, and the City Surveyor regarding the projection of the works costs to be met from the Repairs, Maintenance and Improvements Fund over the next 21 years.

17. **REVIEW OF BURSARY GUIDELINES**

The Board considered a joint report of the Chamberlain and the Headmistress that sought approval to a review of the bursary scheme guidelines used for assessing bursary applications at the City of London School for Girls.

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

There were no questions.

19. **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.

20. **HEAD TEACHERS INCREMENTAL PROGRESSION AND PERFORMANCE ASSESSMENT**

The Board considered a report of the Director of Human Resources.

**The meeting ended at 1.00 pm**

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Chairman

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