

**GOVERNANCE SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE  
CITY OF LONDON SCHOOL**

**Thursday, 26 January 2017**

**Minutes of the meeting of the Governance Sub-Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 9.30 am**

**Present**

**Members:**

Ian Seaton (Chairman)  
Lord Levene of Portsoken

Edward Lord

**Officers:**

Sarah Fletcher	-	Head, City of London School
Dr Richard Brookes	-	Senior Deputy Head, City of London School
Charles Griffiths	-	Bursar, City of London School
Alistair MacLellan	-	Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Deputy James Thomson and Alderman Vincent Keaveny.

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

There were no declarations.

**3. MINUTES**

The minutes of the meeting held on 11 October 2016 were approved as a correct record subject to Deputy James Thomson being recorded as a present.

**Matters Arising**

**Co-Opted Governor**

The Bursar noted that an advert had been placed in CityAM but that no candidates with desired skills or experience had come forward. The School had subsequently been in receipt of an application that was on the agenda in non-public session.

**Staff Room Governor**

The Chairman noted that, in light of the forthcoming City Elections in March, the appointment of a Staff Room Governor should be deferred until the next meeting of the Board of Governors in June 2017.

**Health and Safety**

The Chairman noted that health and safety featured on the Board agenda that day.

### **School Logo**

The Chairman noted that a report of the City's Director of Communication was still being drafted and would come the Board in due course.

### **Summer Works**

The Chairman noted that a meeting with his colleague the Chairman of the City's Projects Sub Committee had taken place.

The Chairman concluded the item by noting that the Town Clerk's Department was recruiting a new dedicated education clerk who would likely cover the three City independent schools.

#### **4. GOVERNOR TRAINING UPDATE**

Governors considered a governor training update report of the Bursar.

**RESOLVED**, that governor training records be maintained by the clerk and copied to the School's HR Officer to ensure that safeguarding and Single Central Register (SCR) records were kept up to date.

#### **5. GOVERNORS' HANDBOOK**

Governors considered a draft Board handbook for 2017/18 and agreed it would be a vital tool – subject to the necessary updates – for the induction of new Governors.

#### **6. EXCLUSION OF THE PUBLIC**

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

#### **7. APPLICATION FOR CO-OPTED GOVERNOR VACANCY**

Governors considered an application for a co-opted governor vacancy.

#### **8. NON-PUBLIC QUESTIONS**

There were no non-public questions.

#### **9. ANY OTHER BUSINESS**

##### **Bursary Trust Governor**

A Governor suggested that Officers give consideration to the appointment of a Bursary Trust governor.

**The meeting closed at 9.58 am**

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Chairman

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