

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Monday, 20 February 2017**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, West Wing, Guildhall on Monday, 20 February 2017 at 1.45 pm

**Present**

**Members:**

Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy Chairman)  
Randall Anderson  
Deputy Roger Chadwick (Ex-Officio Member)  
Nigel Challis  
Dennis Cotgrove  
Emma Edhem

Dr. Stephanie Ellington (Co-opted Member)  
Tom Hoffman  
Ann Holmes  
Sylvia Moys  
Elizabeth Phillips (Co-opted Member)  
Mary Robey (Co-opted Member)  
Ian Seaton (Co-opted Member)

**Officers:**

Gemma Stokley  
Chrissie Morgan  
Sarah Port  
Ena Harrop

Alan Bubbear

Claire Tao

Jenny Singleton

- Town Clerk's Department
- Director of Human Resources
- Chamberlain's Department
- Headmistress, City of London School for Girls
- Bursar, City of London School for Girls
- Deputy Head (Staff Development) City of London School for Girls
- Head of Lower School and Outreach

**1. APOLOGIES**

Apologies for absence were received from Alderman John Garbutt, Christopher Hayward and Richard Sermon (Co-opted Member).

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

There were no declarations of interest.

**3. MINUTES**

The public minutes and non-public summary of the meeting held on 2 December 2016 were considered and approved as a correct record.

**4. APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**

The Town Clerk reported that Members, at a recent, informal, Court of Common Council meeting, had now decided that this resolution should be referred back to the Policy and Resources Committee for further clarification and context.

The Board therefore noted that this was the case and that they could expect to receive an update on this and its implications for the Board going forward.

## **RECEIVED.**

### **5. REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which items for information concerning the Summer School held last year and further items for decision including a request to expand international school exchanges to the Laurel School, Ohio and various policies for approval.

The Headmistress highlighted that the Policies the Board were being asked to approve today were brought to Governors' consideration on a three year cycle as previously agreed. She highlighted that there were safeguarding implications for three of the Policies for approval today and reminded Governors that the full review of the School's stand-alone Safeguarding Policy would feature on the agenda for the next Board meeting in June 2017.

With regard to the proposed International Exchange Programme with the USA, Governors questioned whether the travel ban currently being pursued by the President of the USA would have any implications for CLSG students. The Headmistress stated that she did not feel that this was sufficient reason to not explore this opportunity and undertook to discuss this particular matter with the Principal of the host School. The Headmistress added that this was something staff could consider in greater detail once the profile of those students likely to take part in the exchange was clearer. She confirmed that, at present, no students at the School held Iranian or Syrian passports. Governors stated that, by this stage, the Policy around the proposed travel ban should be clearer and better understood.

In response to a question around the need for host families to provide exchange students with a CLSG school uniform, and whether this was necessary for such a short period, the Headmistress confirmed that the School had a spare supply of these and so it would be at no cost to the host families.

The Chairman commented that the tracked changes highlighted in the attached Policies were extremely useful. She confirmed that a Governor had highlighted some typographical errors in the various Policies in advance of today's Board meeting and that these would be corrected ahead of the new Policies being published.

## **RESOLVED – That, Governors:**

- Note the report.
- Agree to extend the International Exchange Programme to the USA
- Approve the revised policies at Annexes A to J and N, subject to the correction of all typographical errors highlighted by Governors:
  - Annex A: Catering and Food Hygiene Policy
  - Annex B: Drug and Substance Abuse Policy

- Annex C: Fire Safety Procedures and Risk Assessment Policy
- Annex D: Medical Questionnaire Policy
- Annex E: Missing Child Policy
- Annex F: Pastoral Care, Discipline and Exclusions Policy
- Annex G: Physical Contact and Restraints Policy
- Annex H: Protecting Personal Property and Thefts Policy
- Annex I: Security Access Controls, Workspace Safety and Lone Worker Policy
- Annex J: Swimming Pool Safety Policy
- Annex N: Health and Safety Policy

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

There were no questions.

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

**Board Membership**

The Chairman reported that this would be the last Board meeting for both Dennis Cotgrove and Nigel Challis who would not be seeking re-election at the all-out Common Council elections in March 2017. The Chairman reported that Mr Cotgrove had now served on the Board for 20 years and Mr Challis for 4 years. On behalf of the Board and all at the School, the Chairman thanked both Governors for their interest, efforts and contributions to their work over the years.

Both Governors thanked the Chairman for her kind words and stated that it had been a great pleasure to serve on the Board.

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.

Item No.	Paragraphs in Schedule 12A
9 - 12	3
13	1, 3 & 4
14	3
15	1, 2 & 3
16	3
19	1, 2 & 3

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 2 December 2016 were considered and approved as a correct record.

10. **REVIEW OF BURSARY GUIDELINES - UPDATE FROM JOINT SCHOOLS WORKING PARTY HELD ON 9 JANUARY 2017**

The Board received a report of the Chamberlain updating Governors on decisions taken at the joint schools working party held on 9 January 2017 regarding the Review of Bursary Guidelines.

11. **OUTREACH PRESENTATION**

The Board were provided with a presentation on the School's Outreach work delivered by Jenny Singleton, Head of the Junior School and Outreach.

12. **RS ACADEMICS PRESENTATION**

The Board received a presentation from John Dunstan, Senior Advisor at RS Academics aimed at preparing Governors for inspection under the new regime.

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

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

14. **CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND - INVESTMENT IN THE CITY OF LONDON CHARITIES POOL**

The Committee considered a report of the Chamberlain and a set of survey questions on those charities invested in the City of London Charities Pool.

15. **NON PUBLIC REPORT OF THE HEADMISTRESS**

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

16. **PROPOSAL TO EXPLORE THE EXTENSION OF CITY OF LONDON SCHOOLS INTERNATIONALLY**

The Board considered and approved a joint report of the Headmistress of the City of London School for Girls and the Head of the City of London School concerning the exploration of the extension of City of London Schools Internationally.

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

There were no questions raised in the non-public session.

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

There were no additional, urgent items of business for consideration in the non-public session.

19. **CONFIDENTIAL MINUTES**

The confidential, Governor only, minutes of the last meeting on 2 December 2016 were considered and approved as a correct record.

**The meeting ended at 4.00 pm**

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Chairman

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