

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Monday, 5 June 2017**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at City of London School for Girls - St Giles Terrace, Barbican, EC2Y 8BB on Monday, 5 June 2017 at 1.45 pm

**Present**

**Members:**

Deputy Clare James	Ann Holmes
Nicholas Bensted-Smith	Sylvia Moys
Randall Anderson	Mary Robey (External Member)
Emma Edhem	Sheriff & Alderman William Russell
Alderman David Graves	Ian Seaton (Ex-Officio Member)
Deputy Tom Hoffman	

**Officers:**

Sarah Port	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Ena Harrop	- Headmistress, City of London School for Girls
Alan Bubbear	- City of London School for Girls
Chrissie Morgan	- Director of Human Resources
Kate Smith	- Town Clerk's Department

**1. APOLOGIES**

Apologies for absence were received from Professor Abulafia, Elizabeth Phillips, Dr Ellington, Deputy Chadwick, Sir Michael Snyder and Deputy Regan.

Alderman Graves had given apologies that he would be arriving late.

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

There were no declarations of interest.

**3. ORDER OF THE COURT OF COMMON COUNCIL**

Members received the Order of the Court of Common Council of 27 April 2017, appointing the Board and setting its terms of reference.

**RECEIVED.**

**4. ELECTION OF CHAIRMAN**

In accordance with Standing Order 29, the Town Clerk read a list of names of Governors eligible to take the chair. Deputy Clare James, being the only Governor indicating her willingness to serve, was elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

In accordance with Standing Order 30, the Town Clerk read a list of names of Governors eligible to be Deputy Chairman. Nick Bensted-Smith, being the only Governor expressing a willingness to serve, was elected Deputy Chairman for the ensuing year.

6. **MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 20 February 2017 is approved as an accurate record.

7. **APPOINTMENT OF SUB COMMITTEES**

The Board considered a report of the Town Clerk that sought approval to the appointment of the Board's Bursary and Reference Sub-Committees for the 2017/18 academic year.

**RESOLVED** that:-

a) The following Governors be appointed to the Bursary Sub-Committee:

Deputy Clare James (Chairman)  
Nick Bensted-Smith (Deputy Chairman)  
Randall Anderson  
Deputy Richard Regan  
Richard Sermon

b) The following Governors be appointed to the Reference Sub-Committee:

Deputy Clare James (Chairman)  
Nick Bensted-Smith (Deputy Chairman)  
Deputy Tom Hoffman

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

**RESOLVED** – that Mary Robey be re-appointed as the School's representative on the Association of Governing Bodies of Independent Schools (AGBIS) for the ensuing year.

9. **RE-APPOINTMENT OF CO-OPTED GOVERNORS**

**RESOLVED** that: Dr Stephanie Ellington and Elizabeth Phillips be re-appointed to the Board for a further three year term.

10. **APPOINTMENT OF CHAIRMEN OF SUB COMMITTEES**

**RESOLVED** that: The Chairman of the Board of Governors would chair the respective sub-committees.

11. **DRAFT CORPORATE PLAN 2018-23**

The Head of Corporate Strategy and Performance, presented the Draft Corporate Plan 2018-23.

A Governor referred to the first page of the draft Corporate Plan and suggested that the second heading within the twelve outcomes detailed in the report, should be titled 'Places' and not 'Place'.

[Ann Holmes arrived at 2.05 p.m.].

It was noted that the three Independent schools have a separate Corporate Plan. Additionally, inspection regimes dictate that the school's Business Plan needs to be presented in a particular format.

The Chairman thanked the Head of Corporate Strategy and Performance for her presentation.

**12. REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress. The following key points were noted.

- The school is keen to welcome Governors to visit the school. Evidence of Governors' involvement supports ISI (Independent Schools Inspectorate) compliance.

In response to a question asking what should be prioritised during a Governor visit, the Headmistress said, a Governor visit should be structured with consideration to how Governors discharge their responsibilities for ISI; this could include reviewing teaching and learning; safeguarding responsibility; meeting with girls and staff and seeking their views on the School; checking aspects of Safeguarding or Health and Safety.

- Prize Day will take place on 6 October 2017. It was noted the Lord Mayor has expressed an interest in attending the lunch.
- **RESOLVED** – that Governors approved the Educational visits, details of which are referred to on page 32 of the report.

**13. CASH AVAILABLE AT 31 MARCH 2017 IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

**RESOLVED** that: Governors endorse that no further investment or disinvestment of Charities Pool Units is required at this time.

Additionally that the next review of the available 'working cash balance' is presented to the June 2018 Board meeting.

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

There were no questions.

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

There were no items of urgent business.

**16. 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.

17. **NON-PUBLIC MINUTES**  
The non-public minutes of the meeting held on 20 February 2017 were considered and approved as an accurate record.
18. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**  
Report of the Town Clerk.
19. **REPORT OF THE HEADMISTRESS**  
The Board considered and approved the report of the Headmistress.
20. **ANNUAL SUMMARY OF CHILD PROTECTION AND PASTORAL MATTERS**  
Report of the Headmistress.
21. **5 YEAR STRATEGIC DEVELOPMENT PLAN**  
**RESOLVED to:** agree the 5 year Strategic Development Plan.
22. **CLSG BURSARY FUNDRAISING**  
Report of the Headmistress.
23. **CLSG MANAGEMENT INFORMATION DASHBOARD**  
Report of the Chamberlain.  
  
In accordance with Standing Order 50, Governors **AGREED** to continue the meeting beyond the two hour duration.  
  
[Alderman Russell left the meeting at 3.45 p.m. The meeting remained quorate.]  
  
[Alderman Graves left the meeting at 3.55 p.m. The meeting remained quorate.]
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were none.
25. **CLSG REFURBISHMENT PROGRAMME:PHASE 2 - CHANGES TO BUDGET; AND PHASE 3- SEEKING PARTIAL BUDGET APPROVAL**  
Report of the Bursar.
26. **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.
27. **TEACHERS' PAY PANEL UPDATE**  
**REPORT OF THE DIRECTOR OF HUMAN RESOURCES**

28. **CONFIDENTIAL MINUTES**

[Chrissie Morgan and Tracy Jansen left the meeting at 2.40 p.m.].

**RESOLVED that:** the confidential minutes of the meeting held on 20 February 2017 are approved as an accurate record.

**The meeting ended at 4.00 pm**

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Chairman

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