

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Monday, 25 September 2017**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 25 September 2017 at 11.00 am

**Present**

**Members:**

Roger Chadwick (Chairman)  
Stuart Fraser  
Deputy John Bennett  
Michael Hudson  
Alderman Alastair King  
Vivienne Littlechild  
Andrew McMillan

Graham Packham  
Deputy Elizabeth Rogula  
Councillor Chris Townsend  
Alderman Dame Fiona Woolf  
Gillian Yarrow

**Officers:**

Roland Martin	-	Headmaster
Stuart Bachelor	-	Deputy Headmaster
Sue Williams	-	Bursar
Matt Robinson	-	Head of Junior School
Andrew McCleave	-	Deputy Head (Academic)
Alistair MacLellan	-	Town Clerk's Department
Julie Cornelius	-	Town Clerk's Department
Steven Reynolds	-	Chamberlain's Department
Chris Bell	-	Commercial Director, Chamberlain's
Mark Lowman	-	City Surveyor's Department

**1. APOLOGIES**

Apologies were received from Deputy Philip Woodhouse, Nicholas Goddard, Hugh Morris, Deputy Clare James and Ian Seaton.

The Chairman welcomed Alderman Alastair King and Stuart Bachelor (Deputy Head) to their first meeting of the Board.

**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 8 June 2017 were approved as a correct record.

**4. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The draft minutes of the meeting of the Finance, General Purposes and Estates Sub Committee meeting held on 19 June 2017 were received.

Governors noted that the meeting took place at Guildhall, not the City of London Freeman's School as noted in the minutes.

### **Matters Arising**

#### **Co-Option of Brian Harris**

The Chairman noted that Brian Harris, a former Governor and former member of the City of London's Court of Common Council, had been put forward by the Sub Committee for consideration as a co-opted Governor by the Board.

Governors noted the depth of experience of Mr Harris and the skills and experience he could offer to the Board.

**RESOLVED**, that Brian Harris be appointed as a co-opted Governor of the City of London Freeman's School for a term ending 31 July 2021.

#### **Audio-Visual Equipment for Board Meetings**

The Chairman noted that the sub committee had discussed the potential for Governors to participate in Board meetings via audio-visual link. He expressed concern at what he felt was the slow pace at which the City of London Corporation was investigating the potential for the use of audio-visual equipment and invited the opinions of Governors as to whether the proposal should be pursued further.

Governors agreed that the proposal should be pursued and that it would be appropriate for a Common Council Governor to raise the issue at a meeting at the Court of Common Council.

## **5. MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The draft minutes of the Academic and Education Sub Committee meeting held on 19 June 2017 were received.

Governors noted that the meeting took place at Guildhall, not the City of London Freeman's School as noted in the minutes.

### **Matters Arising**

#### **Terms of Reference**

The Chairman noted that the sub committee had put forward some suggested amendments to its terms of reference for consideration by the Board.

In response to a request from a Governor, the Town Clerk agreed to set and circulate the dates of the Board's sub committees.

**RESOLVED**, that the following amendments to the terms of reference of the Academic and Education Sub Committee be agreed:

- *To make recommendations for the Board's approval on the following matters:* should appear before the section '*With power to act on the following matters*'.

- To move (this bullet point should appear as the first bullet point within the 'recommendations' section) and amend as follows, the penultimate bullet point of the recommendations:  
*'To monitor general compliance with safeguarding requirements (not involving individual cases).'*
- The name of the sub-committee be changed to the Academic and Personnel Sub Committee.

**6. REVENUE OUTTURN 2016/17**

Governors considered a Revenue Outturn Report of the Chamberlain and the Headmaster for the year 2016/17 and the following points were made.

- A Governor noted that School revenue was down whereas expenditure was up.
- The Chairman noted that the School had historically not taken as much advantage as it could have done of match-funding. In response, the Chamberlain agreed to establish whether it would be possible for the School to retrospectively claim for match funding as the Bursar had been erroneously told that match-funding was only applicable for Livery Company donations

**RECEIVED**

**7. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017 FOR THE CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL**

Governors considered a report of the Chamberlain regarding the draft Annual Report and Financial Statements for the year ended 31 March 2017 for the Charities Administered in connection with The City of London Freeman's School and the following points were made.

- In response to queries from Governors over whether more than the amount proposed could be invested in the Charities Pool, the Chairman noted that there were only two opportunities each year – 1 October and 1 April – to invest in the Pool and encouraged Governors to agree the report's recommendations.
- In response to a question from a Governor, the Chamberlain confirmed that it was the Chamberlain who was responsible for filing the Annual Reports and Financial Statements.
- In response to questions from Governors, the Chamberlain confirmed that the School should be absolutely clear why it was holding Reserves, and therefore he agreed to work with the Bursar to bring the School's Reserves Policy to the Board for review.

**RESOLVED**, that Governors,

- receive the draft 2016/17 Annual Report and Financial Statements for the Charities Administered in connection with The City of London Freeman's School (charity number: 312120);
- endorse that cash of £5,199 be invested in the Charities Pool on 1 October 2017; and
- note that the next review of the available cash balance will be presented to the June 2018 Board meeting.

**8. THE CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

Governors considered a report of the Chamberlain regarding the City of London Freeman's School Bursary Fund Draft Annual Report and Financial Statements for the year ended 31 March 2017 and the following points were made.

- The Headmaster noted that Bursary criteria had the potential to preclude allocating more money to bursaries, as often deserving cases were turned down as parents or family members failed the criteria through owning assets such as property.
- The Headmaster noted that the School had identified a recipient of a Boarding Bursary.
- The Headmaster assured Governors that Bursaries given to pupils were not only those from the Hardship Fund.

**RESOLVED**, that Governors,

- receive the draft 2016/17 Annual Report and Financial Statements for the City of London Freeman's School Bursary Fund;
- endorse that cash of £28,764 be invested in the Charities Pool on 1 October 2017; and
- note that the next review of the available cash balance will be presented to the June 2018 Board meeting.

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

There were no questions.

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

There was no other business.

**11. 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 I of Schedule 12A of the Act.

**12. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 8 June 2017 were approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The draft minutes of the Finance, General Purposes and Estates Committee meeting held on 19 June 2017 were received.

**RECEIVED**

14. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The draft minutes of the Academic and Education Sub Committee meeting held on 19 June 2017 were received.

**RECEIVED**

15. **CORPORATE CATERING SERVICES - PROCUREMENT STAGE 1**

The Town Clerk noted that this report had been withdrawn.

16. **HEADMASTER'S REPORT**

Governors considered a report of the Headmaster.

*At this point of the meeting, two hours having elapsed since the start time of the meeting, Governors agreed to extend the meeting.*

17. **HEAD OF JUNIOR SCHOOL REPORT**

Governors considered a report of the Head of the Junior School.

18. **BURSAR'S REPORT**

Governors considered a number of reports of the Headmaster and Bursar.

18.1 **Health and Safety report**

Governors considered a report of the Headmaster and Bursar regarding Health and Safety.

18.2 **Risk Register**

Governors considered a report of the Headmaster and Bursar regarding the Risk Register.

18.3 **Catering, Cleaning and Housekeeping**

The Town Clerk noted that this report had been withdrawn.

19. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY (OR URGENCY)**

Governors received a report of the Town Clerk regarding decisions taken under delegated authority or urgency since the last meeting.

**RECEIVED**

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

There was one non-public question.

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

There was one item of other business that the Chairman considered urgent that the Board agreed should be considered whilst the public were excluded.

**22. CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 8 June 2017 were deferred until the next meeting for consideration.

**The meeting ended at 1.40 pm**

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Chairman

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