

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Wednesday, 6 December 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 Wednesday, 6 December 2017 at 11.00 am

Present

Members:

Deputy Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)
Randall Anderson
Emma Edhem
Dr Stephanie K. Ellington (External Member)
Alderman David Graves
Deputy Tom Hoffman

Ann Holmes
Deputy Robert Merrett
Sylvia Moys
Elizabeth Phillips (External Member)
Mary Robey (External Member)
Alderman William Russell
Sir Michael Snyder

Officers:

Ena Harrop	-	Headmistress
Alan Bubbear	-	Bursar
Claire Tao	-	Deputy Head (Staff)
Alistair MacLellan	-	Town Clerk's Department
Paige Upchurch	-	Town Clerk's Department
Steve Reynolds	-	Chamberlain's Department
Sarah Port	-	Chamberlain's Department
Lisa Moore	-	Chamberlain's Department
Mark Lowman	-	City Surveyor's Department
Michael Bradley	-	City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Professor Anna Sapir Abulafia, Rehana Ameer, Professor John Betteridge, Deputy Roger Chadwick, Deputy Richard Regan and Ian Seaton.

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

Ann Holmes and Randall Anderson declared a non-pecuniary interest in item 17 (Expansion Options) by virtue of being Members of the City of London Corporation's Barbican Residential Committee.

3. MINUTES

RESOLVED – That the minutes of the meeting held on 10 October 2017 be approved as a correct record.

4. APPOINTMENTS TO SUB COMMITTEES AND WORKING PARTIES

Governors considered a report the Town Clerk regarding appointments to sub-committees and working parties.

RESOLVED, that Governors,

- Note the terms of reference of the Committees and Working Parties of the Board.
- Confirm the Membership for the remainder of 2017/18 as follows:

Bursary Committee

Deputy Clare James (Chairman)
Nick Bensted-Smith (Deputy Chairman)
Richard Regan
Alderman David Graves
Ann Holmes

Reference Sub-Committee

Deputy Clare James (Chairman)
Nick Bensted-Smith (Deputy Chairman)
Richard Regan
Sir Michael Snyder
Randall Anderson

125th Anniversary Working Party

Alderman William Russell (Chairman)
Deputy Clare James
Ann Holmes
Ena Harrop
Up to two representatives of the Friends of the City of London School for Girls
Up to two representatives of the City of London Old Girls' Association

Academic Working Party

Mary Robey (Chairman)
Dr Stephanie K Ellington
Ann Holmes
Deputy Clare James
Elizabeth Phillips
Alderman William Russell
Ena Harrop (Headmistress)
Neil Codd (Deputy Head, Academic)
Katie Brice (Deputy Head, Pastoral)
Claire Tao (Deputy Head, Staff)

Teachers' Pay Panel

Deputy Clare James

5. **GENERAL DATA PROTECTION REGULATION - IMPACT FOR THE CITY OF LONDON SCHOOL FOR GIRLS**

Governors considered a report of the Headmistress regarding Data Protection and General Data Protection Regulation.

RESOLVED, that the report be noted.

6. **DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017**

Governors considered a report of the Director of Community and Children's Services regarding the Designated Officer Annual Report 2016/17 and the following points were made.

- The Headmistress informed the Governors that the School did not make many referrals the City's Designated Officer because most girls at the School did not live in the City of London and concerns were therefore reported to their local Councils. Nevertheless, the Headmistress emphasised that the School did have a close and effective working relationship with the City's Designated Officer.
- A Governor commented that the School should take a 'over reporting better than under reporting' approach regarding safeguarding referrals.

RESOLVED, that the report be noted.

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

There were no questions.

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

Appointment of Co-Opted Governor – Soha Gawaly

Governors considered a tabled *curriculum vitae* of a potential candidate for co-opted Governor, Soha Gawaly. The Headmistress and Chairman endorsed Ms Gawaly and commented that she was previous parent of a girl at the School, Chairman of the Friends of the City of London School for Girls Committee, and in that role had demonstrated a firm grasp of the strategic needs of the School. In her view Ms Gawaly also brought significant fundraising expertise to the Board, which would contribute to the Board's oversight of the School's future expansion.

RESOLVED, that Soha Gawaly be appointed as a co-opted Governor for a term ending December 2020.

Notice of Resignation as Co-Opted Governor – Mary Robey

The Chairman noted that Mary Robey had given notice that she would be standing down from the Board at Easter 2018. The Chairman gave thanks to Ms Robey for her tremendous contribution to the work of the Board and noted that she had made a huge difference to the School during her time on the Board. Ms Robey was heard in reply.

Retirement of Co-Opted Governor - Professor John Betteridge

The Chairman noted that Professor Betteridge, whose term on the Board ended in December 2017, had given notice of his intention not to seek another term as co-opted Governor due to ill health. Governors joined the Chairman in noting their thanks to Professor Betteridge for his longstanding service to the Board and wished him well in his retirement. The Chairman noted that she would be writing to Professor Betteridge to that effect.

Desired Skills of Future Co-Opted Governors

A Governor commented that when considering appointments to the co-opted Governor vacancies on the Board, previous students of the School should be considered particularly if they could be considered leaders in their chosen profession. The Chairman noted that in light of Ms Robey's resignation, and educationalist would also be considered as priority. A Governor concluded discussion by noting that a candidate with proven expertise in project management and/or architecture would be of benefit to the Board given the School's expansion plans.

New Common Council Governor – Rehana Ameer

The Chairman noted that Rehana Ameer had been appointed as Common Council Governor to the Board by the City's Court of Common Council. At the Chairman's request, the Town Clerk agreed to circulate Ms Ameer's *curriculum vitae* to the Board and agreed further to circulate the *curriculum vitae* of any future Governors when they joined the Board.

9. 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.

10. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting of 10 October 2017 be approved as an accurate record.

11. DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING - 28 SEPTEMBER 2017

RESOLVED, that the draft minutes of the Academic Working Party meeting held on 28 September 2017 be noted.

12. DRAFT MINUTES OF THE 125TH ANNIVERSARY WORKING PARTY MEETING - 31 OCTOBER 2017

RESOLVED, that the draft minutes of the 125th Anniversary Working Party meeting held on 31 October 2017 be noted.

13. ANNUAL WAIVERS REPORT 2016/17

Governors considered a report of Chamberlain regarding Annual Waivers for 2016/17.

14. **REPORT OF THE HEADMISTRESS**
Governors considered a report of the Headmistress concerning non-public matters in relation to the School.
17. **CITY OF LONDON SCHOOL FOR GIRLS EXPANSION OPTIONS - FEASIBILITY STUDY**
Governors agreed to vary the order of items on the agenda so that Item 17 (City of London School for Girls Expansion Options) was considered next.

Governors considered a report of the Headmistress regarding the City of London School for Girls Expansion Options Feasibility Study.
15. **GATEWAY 6 ISSUE REPORT - CITY OF LONDON SCHOOL FOR GIRLS REFURBISHMENT PROGRAMME: PHASE 2 - UPDATE; AND PHASE 3- SEEKING APPROVAL OF SCOPE FOR WORKS**
Governors considered a Gateway 6 Issue report of the Headmistress regarding the City of London School for Girls Refurbishment Programme.
16. **CITY OF LONDON SCHOOL FOR GIRLS BUILDING STRATEGY**
Governors considered a report of the Headmistress regarding the City of London School for Girls Building Strategy.
18. **CITY OF LONDON SCHOOL FOR GIRLS EXPANSION OPTIONS - FEASIBILITY STUDY**
Governors considered a report of the Headmistress regarding the City of London School for Girls Expansion Options Feasibility Study.
18. **PROPOSED REVENUE BUDGET 2018/19**
Governors considered a joint report of the Headmistress and the Chamberlain regarding the proposed 2018/19 Revenue Budget.
19. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**
Governors considered a joint report of the Headmistress, the Chamberlain and the City Surveyor regarding the Repairs, Maintenance and Improvements Fund.
20. **FUNDRAISING STRATEGY PROGRESS REPORT**
Governors considered a progress report of the Headmistress regarding fundraising.
21. **REPORT ON OUTREACH INITIATIVES BY THE CITY OF LONDON SCHOOL FOR GIRLS**
Governors considered a report of the Headmistress regarding outreach initiatives undertaken by the School.
22. **CITY OF LONDON SCHOOL FOR GIRLS MANAGEMENT INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar regarding the School's Management Information Dashboard.

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

There were no questions.

24. **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.

25. **CONFIDENTIAL - DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING HELD ON 28 SEPTEMBER 2017**

RESOLVED, that the confidential draft minutes of the Academic Working Party meeting held on 28 September 2017 be noted.

The meeting ended at 12.38 pm

Chairman

Contact Officer: Paige Upchurch / paige.upchurch@cityoflondon.gov.uk