

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Thursday, 8 February 2018**

Minutes of the meeting of the Board of Governors of the City of London Freeman's  
School held at Guildhall on Thursday, 8 February 2018 at 11.00 am

**Present**

**Members:**

Deputy Roger Chadwick (Chairman)	Alderman Alastair King
Deputy Philip Woodhouse (Deputy Chairman)	Vivienne Littlechild
Stuart Fraser	Andrew McMillan
Deputy John Bennett	Graham Packham
Nicholas Goddard	Deputy Elizabeth Rogula
Brian Harris	Deputy Clare James (Ex-Officio Member)
Michael Hudson	

**Officers:**

Roland Martin	- Headmaster
Stuart Bachelor	- Deputy Headmaster
Sue Williams	- Bursar
Alistair MacLellan	- Town Clerk's Department
Tracey Jansen	- Town Clerk's Department
Steve Reynolds	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department

**1. APOLOGIES**

Apologies were received from Hugh Morris, Councillor Chris Townsend, Alderman Dame Fiona Woolf, Gillian Yarrow and Ian Seaton.

**1.1 Governor Attendance Log**

A log of Governor attendance at Board meetings during 2017/18 was received.

Governors also considered a tabled log detailing their current terms of appointment, their other educational appointments, training, designation and current DBS review dates. In response to a suggestion from a Governor, the Headmaster agreed to consider whether the log could usefully detail the level of engagement a Governor had with the School, e.g. attendance at School events.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 27 November 2017 be approved as a correct record.

## **Matters Arising**

### **Audio-Visual Equipment**

The Chairman confirmed that the provision of audio-visual equipment to facilitate Board meetings across different sites was being progressed. He agreed to share the most recent update he had been given by the Town Clerk with the Board.

### **Boarding at the City of London Freeman's School**

The Town Clerk agreed to resend the School's Statement of Boarding to a Governor.

### **Designated Officer Annual Report 2016/17**

In response to a request from the Chairman, the Headmaster agreed to review whether the Surrey County Council Designated Officer could be invited to a future meeting of the Board.

## **4. ACTIONS SHEET**

Governors considered a report of the Town Clerk regarding outstanding actions from previous Board meetings.

### **Livery Companies to be contacted regarding RNSCF pupils**

The Headmaster noted that he had written to the Livery Companies concerned. In response to a request from the Chairman, he agreed to remind Livery Companies to take an interest in the progress of any pupils that they provided bursary monies for.

### **Masterplan Focus Group**

The Town Clerk noted that the terms of reference of this focus group were deliberately broad to allow Governors who were members the flexibility to oversee Masterplan progress. In response to a suggestion, the City Surveyor agreed that the Programme Manager – who had recently been appointed – could issue regular email briefings to Focus Group members to update them on project progress and milestones e.g. submission of planning applications.

### **School Reserves Policy**

The Chamberlain noted that the Board had requested the relevant School reserves policy be reviewed due to a recent increase in reserves. A revised policy would be submitted to the Board at a future meeting. In response to a request from a Governor, the Chamberlain agreed to give Governors advance sight of the draft policy prior to it being submitted to the Board for approval.

## **5. MINUTES - BURSARY COMMITTEE - 27 NOVEMBER 2017**

The public minutes and non-public summary of the Bursary Committee meeting held on 27 November 2017 were noted.

## **6. MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE - 10 JANUARY 2018**

The public minutes and non-public summary of the Academic and Personnel Sub-Committee meeting held on 10 January 2018 were noted.

7. **MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE - 10 JANUARY 2018**

The public minutes and non-public summary of the Finance, General Purposes and Estates Sub-Committee meeting held on 10 January 2018 were noted. The Deputy Chairman congratulated the Bursar on the low level of tuition fee debt outlined within the minutes.

8. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the annual review of the Board's terms of reference.

**RESOLVED**, that no amendments to the terms of reference were required.

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**

**RESOLVED**, that the non-public minutes of the meeting held on 27 November 2017 be approved as a correct record.

13. **NON-PUBLIC ACTIONS SHEET**

Governors considered a report of the Town Clerk regarding non-public outstanding actions from previous meetings of the Board.

14. **NON-PUBLIC MINUTES - BURSARY COMMITTEE - 27 NOVEMBER 2017**

The non-public minutes of the Bursary Committee meeting held on 27 November 2017 were noted.

15. **NON-PUBLIC MINUTES - ACADEMIC AND PERSONNEL SUB-COMMITTEE - 10 JANUARY 2018**

The non-public minutes of the Academic and Personnel Sub-Committee meeting held on 10 January 2018 were noted.

16. **NON-PUBLIC MINUTES - FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE - 10 JANUARY 2018**

The non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 10 January 2018 were noted.

17. **INDEPENDENT SCHOOLS INSPECTORATE INSPECTION - LESSONS LEARNED**

The Ex-Officio Governor (Chairman of the City of London School for Girls) was heard.

18. **HEADMASTER'S SAFEGUARDING REPORT**

Governors considered a report of the Headmaster regarding safeguarding.

18.1 **Appointment of Safeguarding Governor**

Governors considered the appointment of a Safeguarding Governor.

19. **HEADMASTER'S REPORT**

Governors considered a report of the Headmaster.

20. **BURSAR'S REPORT**

Governors considered a report of the Bursar.

21. **MANAGEMENT INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and the Bursar regarding the Management Information Dashboard.

22. **HEAD OF JUNIOR SCHOOL REPORT**

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

23. **NAMING OF BUILDINGS AT FREEMEN'S**

Governors considered a report of the Headmaster regarding the naming of buildings at City of London Freeman's School.

24. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**

Governors considered a report of the Director of Human Resources regarding Maternity, Adoption and Shared Parental Pay.

25. **GOVERNOR TRAINING**

Governors considered a report of the Headmaster regarding Governor Training.

26. **OUTREACH REPORT**

Governors considered a report of the Headmaster regarding Outreach.

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

There were no non-public questions.

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

There was no other business.

**The meeting ended at 1.37 pm**

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Chairman

**Contact Officer: Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)**