

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Monday, 26 February 2018**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Guildhall on Monday, 26 February 2018 at 11.30 am

**Present**

**Members:**

Deputy Clare James (Chairman)	Ann Holmes
Nicholas Bensted-Smith (Deputy Chairman)	Deputy Robert Merrett
Rehana Ameer	Sylvia Moys MBE
Randall Anderson	Elizabeth Phillips (External Member)
Emma Edhem	Deputy Richard Regan
Dr. Stephanie Ellington (External Member)	Mary Robey (External Member)
Soha Gawaly (External Member)	Alderman William Russell
Alderman David Graves	Sir Michael Snyder

**In Attendance (Item 10, Appendix 6 Only):**

Rebecca Rendle	More Partnership
Jo Purcell	More Partnership

**Officers:**

Ena Harrop	- Headmistress
Claire Tao	- Deputy Headmistress
Alan Bubbear	- Bursar
Alistair MacLellan	- Town Clerk's Department
Paige Upchurch	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department

**1. APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia, Deputy Tom Hoffman and Deputy Roger Chadwick.

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

Alderman David Graves noted that, although the issue of expansion was not on the agenda that day, he would withdraw from the room in the event it was discussed under Matters Arising on Item 9 (Non-Public Minutes).

**3. MINUTES**

**RESOLVED** – That the minutes of the meeting held on 6 December 2017 be approved as an accurate record subject to amended typographical errors.

**4. ANNUAL REVIEW OF TERMS OF REFERENCE**

Members considered a report of the Town Clerk.

**RESOLVED** – that no changes to the existing terms of reference of the Board were necessary.

5. **PUBLIC REPORT OF THE HEADMISTRESS**

Governors considered a public report of the Headmistress. The Headmistress noted that the visit of the Chairman and Elizabeth Phillips to the School on 3 November 2017 should have been included in the report.

**RESOLVED** – that the report be noted.

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

There were no questions.

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

**Welcome to New Governors**

The Chairman welcomed Soha Gawaly and Rehana Ameer to their respective first meetings of the Board.

**Thank You to Mary Robey**

The Chairman also expressed her thanks to Mary Robey, who was attending her last meeting as co-opted Governor. The Chairman commended Ms Robey's energy and commitment to the Board during her time as Governor. Ms Robey was heard in reply.

**Congratulations to Sylvia Moys MBE**

The Chairman congratulated Sylvia Moys for her award of MBE in the New Year Honours List for services to the City of London Corporation and education in Croydon.

**Congratulations to Claire Tao**

The Chairman expressed her thanks and congratulations to Clare Tao, the Deputy Headmistress of the School, who was leaving the School shortly to take up her first Headship at Merchant Taylors' Girls' School, Crosby.

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.

9. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 6 December 2017 be approved as an accurate record, subject to the amendment of typographical errors.

10. **NON-PUBLIC REPORT OF THE HEADMISTRESS**

Governors considered the non-public report of the Headmistress which provided information of non-public matters in relation to the School.

**10.1 Appendix 1 - Complaints Policy**

Governors considered the Complaints Policy.

**10.2 Appendix 2 - Examinations Policy**

Governors considered the Examinations Policy.

**10.3 Appendix 3 - Proposed International Student Exchange Programme to Lauriston School for Girls, Melbourne, Australia**

Governors considered a proposal to enter an exchange partnership with Lauriston School, Melbourne, Australia.

**10.4 Appendix 4 - CLSG Proposed Trip to Belfast and Derry/Londonderry**

Governors considered a proposed History Trip to Northern Ireland.

**10.5 Appendix 5 - 2-Day Northern Ireland Tour Working Itinerary**

Governors noted the working itinerary for the proposed 2-Day History Trip to Northern Ireland.

**10.6 Appendix 6 - More Partnership Summary Report**

Governors received a Presentation from More Partnership regarding their report *Establishing a Sustainable Fundraising Programme – City of London School for Girls Summary Report and Recommendations* and considered the associated report.

**10.7 Appendix 7 - Risk Register**

Governors considered the Risk Register.

**10.8 Appendix 8 - Minutes of the Health and Safety Committee Meeting held on 4 January 2018**

Governors considered the minutes of the Health and Safety Committee Meeting held on 4 January 2018.

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

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

**12. MANAGEMENT INFORMATION DASHBOARD**

Members received a report of the Chamberlain regarding the Management Information Dashboard.

**13. ACTION TAKEN BETWEEN MEETINGS**

Governors considered a report of the Town Clerk regarding action taken since the last meeting of the Board.

**RESOLVED** – that the report be noted.

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

There were no non-public questions.

**15. 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 1.25 pm**

-----  
Chairman

**Contact Officer: Paige Upchurch / [paige.upchurch@cityoflondon.gov.uk](mailto:paige.upchurch@cityoflondon.gov.uk)**