

# **BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**10 OCTOBER 2011**

## **MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL HELD AT THE CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY KT21 ON MONDAY 10 OCTOBER 2011 AT 11.00AM.**

### **Present**

#### **Members:**

Roger Chadwick (Deputy Chairman) – in the Chair  
Michael Bramwell (co-opted)  
John Brewster (co-opted)  
Deputy Robin Eve  
Alderman Alison Gowman  
Deputy the Reverend Stephen Haines (ex-officio)  
Brian Harris  
Michael Hudson  
Vivienne Littlechild

Anthony Llewelyn-Davies  
Douglas Mobsby (co-opted)  
Sylvia Moys (ex-officio)  
Jeremy Simons  
John Spanner  
Angela Starling  
Cllr Chris Townsend (co-opted)  
Alderman and Sheriff Alan Yarrow

#### **Officers:**

Gemma Goulding	- Town Clerk's Department
Nicky Johnson	- Head of Corporate HR Services
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Matthew Bird	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Richard Alton	- Second Deputy, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Yvette Dunne	- Bursar, City of London Freeman's School

The Deputy Chairman welcomed Mr Llewelyn-Davies to his first meeting following his recent appointment to the Board. He also, on behalf of the Board, congratulated Alderman Yarrow on his recent appointment as Sheriff.

The Board and all Officers present also wished to record their best wishes to the Chairman for a speedy recovery following his recent surgery.

### **1. APOLOGIES**

Apologies for absence were received from Deputy John Bennett (Chairman), Sir Clive Martin (co-opted) and Elizabeth Rogula.

**2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

Deputy Robin Eve declared a personal but non-prejudicial interest in relation to Item 18. on the basis of his connections with the Old Freeman's School Association (OFA).

Councillor Chris Townsend declared a personal but non-prejudicial interest in relation to agenda Item 19. given that he was currently appointed and serving as an elected representative of Mole Valley District Council.

**3. MINUTES**

The public minutes and summary of the Board meeting held on 17 June 2011 were approved and agreed as a correct record.

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

The public minutes and summary of the Finance, General Purposes and Estates Sub Committee meeting held on 23 September 2011 were approved and agreed as a correct record.

**MATTERS ARISING**

**'Freedom fees'** (page 2) – A Governor commented that it was their understanding that any increase in Freedom Ceremony fees would be accrued by 'the centre' and be put towards the running and administration of the Chamberlain's Court.

The Deputy Chairman stated that he had real concerns that, if the fees were to increase dramatically, this may lead to a reduction in the number of applications and would therefore have a detrimental effect on the sum received by the School annually. He added that, if a dramatic increase were proposed he would like to see the School benefitting from an increased contribution in this area.

The Chamberlain stated that a draft report on this matter had recently been produced and was now awaiting final comments. He added that he would now make Officers aware of the Board's views and request that the Board is consulted on the report.

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

The public minutes and summary of the Academic and Education Sub Committee meeting held on 23 September 2011 were approved and agreed as a correct record.

**MATTERS ARISING**

**Sub Committee Membership** (page 5) – The Town Clerk drew Governors' attention to the Sub Committee's recommendation that the membership for both the Academic and Education and the Finance, General Purposes and Estates Sub Committee be expanded to comprise six as opposed to just five members in total. The Board approved this recommendation.

**RESOLVED** – That, the Board approve that:

- i) membership for both the Academic and Education Sub Committee and the Finance, General Purposes and Estates Sub Committee be expanded to comprise six as opposed to just five members in total - namely, the Chairman and Deputy Chairman of the Board and four other members appointed by the Board of Governors (one of whom must be a Common Council Governor);
- ii) Alderman Alison Gowman and Anthony Llewelyn-Davies be appointed to the Academic and Education Sub Committee; and
- iii) Anthony Llewelyn-Davies be appointed to the Finance, General Purposes and Estates Sub Committee.

**6. SCHEME FOR FOUNDATION SCHOLARS**

The Board considered a report of the Chamberlain advising Governors of the annual income allowances for a parent or guardian and the dependent child allowance for applicants under the Foundation Scholarship Scheme.

**RESOLVED** – That, the Board approve:

- An increase in the assessable income allowance from £12,240 to £12,890;
- An increase in the dependent child allowance from £1,550 to £1,630; and
- Continuation of the current scheme of contributions as detailed on page two of the report.

**7. CITY OF LONDON FREEMEN'S SCHOOL SCHOLARSHIPS AND PRIZE FUNDS 2010/11 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2010/11 Report and Financial Statements for this charity.

**RECEIVED.**

**8. CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND 2010/11 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2010/11 Report and Financial Statements for this charity.

The Deputy Chairman reminded Governors that, in 2009/10, the Board had agreed to transfer £100,000 from the Foundation Scholarship Fund to the City of London Freeman's School Bursary Fund.

Some Governors highlighted the need to boost this fund in the coming years. The Deputy Chairman commented that this would be a key issue for the School's Development Office to address.

**RECEIVED.**

**9. REVENUE OUTTURN 2010/11**

The Board received a joint report of the Chamberlain and Headmaster of the City of London School comparing the 2010/11 revenue outturn for the City of London Freeman's School with the final agreed budget for the year.

The Deputy Chairman referred to the Finance, General Purposes and Estates Sub Committee's view that some of the Schools surpluses this year should be allocated to the Bursary Fund. He sought Governors' views on this proposal.

A Governor suggested that it might be best to exercise caution at this stage given that the School had a large amount of capital expenditure planned in the next 2-3 years and would also have a debt to re-pay to the City on its proposed Master Plan works. For these reasons, it was suggested that any transfer of surpluses to the Bursary Fund should wait.

The Board suggested that a year on year approach should be taken, with the Bursary Fund 'topped up' as and when necessary as opposed to an automatic transfer or a percentage of the surpluses/fees income being transferred annually.

The Headmaster pointed out that there was also a suggestion that any savings made as a result of the review of fee remissions for teaching staff might be allocated to the Bursary Fund in future years.

Finally, the Board wished to place on record their congratulations to the Chairman, the Headmaster, the Bursar and all of the Senior Management Team for achieving surpluses across the School budgets.

#### **RECEIVED.**

#### **10. MEMBER CRIMINAL RECORD BUREAU CHECKS**

The Board considered a separately circulated joint report of the Town Clerk and the Director of HR relative to Member Criminal Record Bureau Checks.

A Governor commented that renewing CRB checks for all Members on relevant committees in 2013 and on a four year cycle thereafter could be problematic given that Aldermen and co-opted members were appointed on different terms and also given the fact that appointments were often made mid-way through the terms of retiring Members of a Board of Committee.

In response to questions, the Head of Corporate HR Services stated that, as one employer, the City of London required its Members to complete just one CRB check that was then held centrally and was sufficient for all City of London Committees and Boards. She added that this was not, however, sufficient for use on 'outside bodies' which the City appointed to as these organisations were required to carry out their own, independent checks.

In response to a further question, the Head of Corporate HR Services stated that, in terms of Child Protection, inspectors would prefer that Governors are re-checked in much the same way that all members of staff at the City Schools currently were.

**RESOLVED –** That, Governors approve the checking and re-checking process for members of relevant committees every four years from when their original

CRB check was carried out and for this to be implemented with immediate effect.

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

There were no questions.

**12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
**Governor Training**

The Deputy Chairman reminded Governors of the visits scheduled for the afternoon, following lunch.

He reminded the Board that the purpose of this year's visits were for Governors to familiarise themselves with the pastoral structure of the School and that the first two on offer were a meeting with the Senior School Heads of Year (including the Sixth Form Team and Careers) or a Visit to an L5 PSHE lesson.

**13. 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.

<u>Item No</u>	<u>Exempt Paragraphs</u>
14	1, 2, 3 & 4
15	1 & 3
16	1 & 2
17	1 & 3
18	3
19	3
20	1 & 3
21	1
22	2 & 3
23	1
24	-
25	-
26	1, 3 & 4

**SUMMARY OF MATTERS CONSIDERED WHILST  
THE PUBLIC WERE EXCLUDED**

**14. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 17 June 2011 were approved and agreed as a correct record.

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

The non-public minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 23 September 2011 were approved and agreed as a correct record.

**16. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE**

The non-public minutes of the Academic and Education Sub Committee meeting held on 23 September 2011 were received.

**17. REVIEW OF ASSISTANCE FOR FOUNDATION SCHOLARS**

The Board considered and approved a report of the Chamberlain reviewing the level of assistance to be given to the existing Foundation Scholars for the 2011/12 academic year.

**18. OLD FREEMEN'S MEMORIAL CLUBHOUSE, ASHTEAD PARK - LEASE RENEWAL**

The Board received a report of the City Surveyor regarding the grant of a lease in respect of the Old Freeman's Memorial Clubhouse at Ashted Park to the Trustees of the Old Freeman's Association for a period of 5 years.

**19. UPDATE ON THE MASTER PLAN**

The City Surveyor was heard relative to progress on the School's Master Plan works.

**20. ARREARS OF FEES**

The Board considered and approved a report of the Bursar of the City of London Freeman's School relative to the current Arrears of Fees cases.

**21. HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School relative to various Junior School issues including Charities, Marketing and School Visits.

**22. RISK REGISTER**

The Board considered and approved a report of the Headmaster of the City of London Freeman's School relative to the School's updated Risk Register.

**23. HEADMASTER'S REPORT**

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School issues including the School Roll, Public Examination Results, Marketing and Staffing.

**\*\* IN ACORDANCE WITH STANDING ORDER NO. 40, THE BOARD AGREED, AT THIS POINT, TO EXTEND THE MEETING BEYOND THE ALLOTTED 2 HOUR TIME FRAME \*\***

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

Governors raised questions relative to the School's relationship with other City institutions such as the Barbican Centre and the Guildhall School and Music and Drama and questions regarding pupils who were the children of teaching staff and the operation of the PAYE system.

**25. URGENT ITEMS**

There were no urgent items of business for consideration in the non-public session.

### **SUMMARY OF GOVERNORS ONLY ITEMS**

#### **26. GOVERNORS ONLY MINUTES**

The Governors only minutes of the meeting held on 17 June 2011 were approved and agreed as a correct record.

**The meeting closed at 1.26pm**

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**CHAIRMAN**

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