



Board of Governors of the City of London School for Girls

Date: MONDAY, 1 FEBRUARY 2021

Time: 1.00 pm

Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members:	Nicholas Bensted-Smith (Chairman)	Shravan Joshi
	Peter Bennett (Deputy Chairman)	Sylvia Moys
	Rehana Ameer	Dhruv Patel
	Randall Anderson	Deputy Richard Regan
	Mark Bostock	Professor Anna Sapir Abulafia (External Member)
	Mary Durcan	Dr. Stephanie Ellington (External Member)
	Alderman Emma Edhem	Mary Ireland (External Member)
	Alderman Prem Goyal	Elizabeth Phillips (External Member)
	Deputy Tom Hoffman	Tim Levene (Ex-Officio Member)
	Deputy Clare James	Deputy Philip Woodhouse (Ex-Officio Member)

Enquiries: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/STe5FImyGAM>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 7 December 2020.

For Decision
(Pages 1 - 8)

4. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 9 - 10)

5. **SUB-COMMITTEE MINUTES**

a) Draft Minutes of the Bursary Committee held on 3 December 2020

To receive the draft minutes and non-public summary of the Bursary Committee meeting held on 3 December 2020.

For Information
(Pages 11 - 12)

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

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

8. **EXCLUSION OF THE PUBLIC**

MOTION - 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 Local Government Act.

For Decision

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 7 December 2020.

For Decision
(Pages 13 - 20)

10. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 21 - 22)

11. **NON-PUBLIC SUB-COMMITTEE MINUTES**

- a) Draft Non-Public Minutes of the Bursary Committee on 3 December 2020

To receive the draft non-public minutes of the Bursary Committee meeting held on 3 December 2020.

For Information
(Pages 23 - 28)

12. **ESTATES STRATEGY REPORT (TO FOLLOW)**

Report of the Bursar of the City of London School for Girls.

For Decision

13. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2021 (GATEWAY 1-4)**

Report of the City Surveyor.

For Decision
(Pages 29 - 52)

14. **SCHOOL FEES UPDATE**

The Headmistress of the City of London School for Girls to be heard.

For Decision

15. **REPORT OF THE HEADMISTRESS**

The Headmistress of the City of London School for Girls to be heard.

For Information

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

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

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Monday, 7 December 2020**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held via Microsoft Teams at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)	Deputy Clare James
Peter Bennett (Deputy Chairman)	Shravan Joshi
Rehana Ameer	Dhruv Patel
Randall Anderson	Professor Anna Sapir Abulafia (External Member)
Mark Bostock	Mary Ireland (External Member)
Mary Durcan	Elizabeth Phillips (External Member)
Alderman Prem Goyal	Deputy Philip Woodhouse (Ex-Officio Member)
Deputy Tom Hoffman	

Officers:

Kerry Nicholls	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Neil Anderson	- Chamberlain's Department
Aqib Hussain	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Jonathan Cooper	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Jenny Brown	- Headmistress
Katie Kerr	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)

1. APOLOGIES

Apologies for absence were received from Alderman Emma Edhem, Soha Gawaly, Tim Levene and Sylvia Moys.

The Chairman observed that Soha Gawaly's term as Co-opted Governor would end on 7 December 2020 and led the Board in thanking her for her excellent contribution to the Board of Governors as well as for her ongoing support of the School.

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

There were no declarations of interest.

3. **MINUTES**

RESOLVED – That the minutes of the previous meeting be approved as an accurate record.

4. **SUB-COMMITTEE MINUTES**

a) **Draft Minutes of the Finance and Estates Sub-Committee on 13 November 2020**

RESOLVED - That the public minutes and non-public summary of the Finance and Estates Sub-Committee meeting held on 13 November 2020 be received.

5. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining Outstanding Actions and the following point was made:

- The Headmistress had asked the Head of Music to liaise with the Guildhall School of Music and Drama on the possibility of a collaboration around the streaming technology it used to deliver integrated music events.

RESOLVED – That the Outstanding Actions report be noted.

6. **PROPOSED UPDATE TO THE TERMS OF REFERENCE OF THE ACADEMIC WORKING PARTY**

The Board considered a report of the Town Clerk presenting updated terms of reference of the Academic Working Party for approval.

It was proposed that the terms of reference be updated to state: “To oversee all matters pertaining to academic *strategy and* performance at the School, including safeguarding, school trips, Special Educational Needs, International links, Admissions, Staffing and Compliance.”

RESOLVED - That the updated terms of reference of the Academic Working Party be approved.

7. **PROPOSAL TO CONVENE A GOVERNANCE COMMITTEE**

The Board considered a report of the Town Clerk presenting a proposal to convene a Governance Committee of the Board of Governors of the City of London School for Girls and the following point was noted:

- The Board of Governors of the City of London School for Girls currently considered the appointment of Co-opted Governors directly; however, it had been identified that, in line with recommendations by the Association of Governing Bodies of Independent Schools, formal sub-committees were in place at the City of London School and City of London Freeman’s School to source, interview and recommend the appointment of Co-opted Governors to the Board of Governors, as well as

advise on the skills needed by the Board of Governors to support the selection of new Common Council Governors.

RESOLVED – That:

- A Governance Committee of the Board of Governors of the City of London School for Girls be convened for the 2020/21 academic year;
- The proposed composition and terms of reference of the Governance Committee of the Board of Governors of the City of London School for Girls be approved;
- The following appointments be made to the Governance Committee:

Nicholas Bensted-Smith (Chairman)
Peter Bennett (Deputy Chairman)
Randall Anderson
Mary Ireland
Deputy Clare James
Elizabeth Phillips

- A meeting of the Governance Committee be arranged for the Spring 2021 Term.

8. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress who gave an update on upcoming events, examinations and partnership and development and the following points were made:

- A small token of seasonal recognition would be provided to School staff in place of the annual drinks' reception to mark their outstanding effort during the COVID-19 pandemic. There continued to be a significant pressure on School staff as a result of the COVID-19 pandemic with a number of staff members recently required to self-isolate, and short-term measures had been put in place to ensure the full School timetable was delivered. It had been decided to end the Autumn 2020 Term slightly earlier than planned on 10 December 2020, but students would still have the opportunity to participate in festive activities.
- Work was underway to establish a yearly series of 'City at Six' lectures at the School, some of which would be dedicated to the former Deputy Head (Pastoral) who had recently passed away. The lectures would cover a wide range of subjects.
- In response to a question from a Governor, the Headmistress confirmed that it was anticipated that students would be able to sit GCSE and A Level exams in Summer 2021 and that students who sat at least half of their exams in any one subject would be graded using a robust modelling process. If students were unable to sit their exams, they would be assessed on their mock exam performance and the

School was supporting this by offering two sets of mock exams and ensuring stringent data collection for every subject.

UPDATE: Following the meeting the Department for Education confirmed that GCSE and A-Level candidates would have advance information about exam topics. Supporting materials would remove the need for rote learning and provision would be made to ensure that candidates with protected characteristics were not disadvantaged.

- The Chairman praised the Working in Partnership 2020 booklet which would be made publicly available from the start of 2021. A new Development Manager had been appointed and would start in post from January 2021.
- The Chairman led the Board in thanking Governors and all school staff for their remarkable dedication, enthusiasm and success in what had been one of the most challenging terms in the history of the School and asked that his thanks be passed to the whole school body.

RESOLVED – That the report be noted.

9. **POLICIES FOR APPROVAL**

Governors considered a report of the Headmistress setting out a number of school policies for approval.

RESOLVED – That the following policies be approved:

- Accessibility Plan;
- Attendance Policy;
- Behaviour Policy;
- Complaints Policy;
- Exclusions Policy;
- Physical Contact and Restraint Policy;
- Pupil Equal Opportunities Policy;
- Recruitment Policy;
- Risk Assessment Guidance; and,
- Security Access Control Workplace Safety and Lone Working Policy.

10. **CLSG COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing an update on compliance matters at the School and the following point was made:

- Good progress had been made in completing the Fire Risk and Health and Safety Audits and it was anticipated that all remaining outstanding actions would be completed by February 2021. Staff training records were being reviewed to identify any gaps, and training had been arranged for January and February 2021 to

address staff training needs. It was planned to train an additional staff member in maintaining the Single Central Register to ensure that arrangements were robust.

RESOLVED - That the current position be noted.

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

There was one question.

The Chairman reminded Governors to arrange virtual or on-site visits to the School during the Spring 2021 Term. This was particularly important for Governors with Designated Roles. The Headmistress advised that the Independent Schools Inspectorate would be resuming its programme of inspections from the Summer 2021 Term and that Governor visits supported the delivery of strong governance at the School.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

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.

14. NON-PUBLIC MINUTES

The non-public minutes of the previous meeting were approved as an accurate record.

15. NON-PUBLIC SUB-COMMITTEE MINUTES

a) **Draft Non-Public Minutes of the Academic Working Party held on 18 November 2020**

RESOLVED - That the non-public minutes of the Academic Working Party meeting held on 18 November 2020 be received.

b) **Draft Non-Public Minutes of the Finance and Estates Sub-Committee on 13 November 2020**

RESOLVED - That the non-public minutes of the Finance and Estates Sub-Committee meeting held on 13 November 2020 be received.

16. NON-PUBLIC OUTSTANDING ACTIONS

The Board considered a report of the Town Clerk outlining non-public Outstanding Actions.

17. NON-PUBLIC REPORT OF THE HEADMISTRESS

The Board approved the report of the Headmistress which provided information of non-public matters in relation to the School.

18. **PREPARATORY SCHOOL VISION REPORT**
The Board considered a report of the Headmistress outlining the Preparatory School vision.
19. **PREPARATORY SCHOOL REPORT**
The Board considered a report of the Headmistress presenting an update on the Preparatory School.
20. **BUSINESS CASE**
This report was withdrawn.
21. **GATEWAY 2 REPORT**
The Board heard an update of the Headmistress, the Chamberlain and the City Surveyor on Gateway 2.
22. **PROPOSED REVENUE BUDGET 2021/22**
The Board considered a joint report of the Bursar and the Chamberlain presenting the proposed Revenue Budget 2021/22.
23. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND 2021/22 AND 20-YEAR PLAN**
The Board considered a joint report of the Bursar, the Chamberlain and the City Surveyor presenting the proposed Repairs, Maintenance and Improvement Fund 2021/22 and 20-Year Plan.
24. **SUMMER WORKS 2021 REPORT - GATEWAY 1 - 4**
The Board considered a report of the City Surveyor on the Summer Works 2021.
25. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2020 UPDATE**
The Board considered a report of the City Surveyor providing an update on Summer Works 2020.
26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were two items of urgent business.

The meeting ended at 12.33 pm

Chairman

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CITY OF LONDON SCHOOL FOR GIRLS
Board of Governors – Outstanding Actions (Public)

Action Number	Date	Action	Responsible Officer	Progress Update
2/20/BG	19 March 2020	An update on work to close the outstanding audit recommendations of the City of London School for Girls to be reported to future meetings of the Board of Governors.	Compliance Manager	Updates to be reported when available.
16/20/BG	5 October 2020	The potential for creating a new Governor Designated Role on Diversity and Inclusion to be considered following the completion of the Race Equality Review.	All Governors	To be considered following the completion of the Race Equality Review.
17/20/BG	5 October 2020	The School to investigate collaborating with the Guildhall School of Music and Drama around its streaming technology to deliver integrated musical events.	Headmistress	An update to be reported when available.

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**BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF
LONDON SCHOOL FOR GIRLS
Thursday, 3 December 2020**

Minutes of the meeting of the Bursary Committee of the Board of Governors of the
City of London School for Girls held via Microsoft Teams at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)
Peter Bennett
Randall Anderson
Shravan Joshi

Officers:

Katie Kerr	- Bursar
Kerry Nicholls	- Town Clerk's Department
Nicholas Basye	- Chamberlain's Department
Aqib Hussain	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. MINUTES

RESOLVED - That the public minutes and summary of the meeting held on 8 July 2020 be approved.

**4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
COMMITTEE**

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. 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 they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

7. **NON-PUBLIC MINUTES**
RESOLVED - That the non-public minutes of the meeting held on 8 July 2020 be approved.
8. **OUTSTANDING ACTIONS**
Members considered a report of the Town Clerk outlining non-public Outstanding Actions.
9. **BURSARY APPLICATIONS AND CASH FLOW FORECASTS**
Members considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls, regarding a number of hardship bursary applications and the Bursary Fund's cash flow forecast.
10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 12.01 pm

Chairman

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of the Local Government Act 1972.

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