



Board of Governors of the City of London School

Date: FRIDAY, 22 MARCH 2013

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken
Deputy Revd Stephen Haines (Deputy Chairman)	Deputy Edward Lord
Deputy John Bennett, (ex-officio)	Christopher Martin, (co-opted)
Deputy Billy Dove	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
William Hunt	Dame Mary Richardson, (co-opted)
Alderman Sir Paul Judge	Ian Seaton
Peter Leck	Prof. Whitehouse, (co-opted)
Ronel Lehmann, (co-opted)	

Enquiries: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Lunch will be served at the conclusion of the meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 14 November 2012 (copy attached).

For Decision
(Pages 1 - 6)

4. **TERMS OF REFERENCE**

In accordance with the Order of the Court of 6 December 2012, the Board are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013 (copy attached).

For Decision
(Pages 7 - 8)

5. **POST IMPLEMENTATION REVIEW OF GOVERNANCE ARRANGEMENTS**

Order of the Court of 6 December 2012 (copy attached), concerning the Post-implementation review of the Governance Arrangements. Please see the second page of the Order for the matter of relevance to this Board.

For Information
(Pages 9 - 10)

6. **HEADMASTER'S REPORT**

Report of the Headmaster of the City of London School (copy attached).

For Information
(Pages 11 - 26)

7. **SCHOOL FEES, BURSARIES AND SCHOLARSHIPS**

Report of the Headmaster (copy attached).

For Information
(Pages 27 - 32)

8. **LETTING OF SCHOOL FACILITIES**

Report of the Headmaster (copy attached).

For Decision
(Pages 33 - 34)

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

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

11. **EXCLUSION OF THE PUBLIC**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

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>Exemption Paragraph(s)</u>
12	1, 2, 3 & 4
13	3
14	3
15	3 & 4
16	2, 3 & 4
17	-
18	-

Part 2 - Non-Public Agenda

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 November 2012 (copy attached).

For Decision
(Pages 35 - 38)

13. **CITY OF LONDON SCHOOL BURSARY FUND & CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND**

Report of the Comptroller & City Solicitor (copy attached).

For Information
(Pages 39 - 52)

14. **SCHOOL FUNDING, OUTREACH ACTIVITIES ETC**

Report of the Headmaster (copy attached).

For Information
(Pages 53 - 62)

15. **CONSIDERATION OF THE INTRODUCTION OF MANDARIN CHINESE**

Report of the Headmaster (copy attached).

The Board will also be addressed by Mr. Marcus Reoch – the Founder and Managing Director of Dragons in Europe – a specialist in the teaching of Mandarin.

For Decision
(Pages 63 - 66)

16. **PAY CLAIM - TEACHING STAFF**

Report of the Director of HR (copy attached).

For Decision
(Pages 67 - 70)

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

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

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Wednesday, 14 November 2012

Minutes of the meeting of the Board of Governors of the City of London School held at City of London School - Queen Victoria Street, EC4V 3AL on Wednesday, 14 November 2012 at 11.30 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken
Deputy Revd Stephen Haines (Deputy Chairman)	Christopher Martin
Deputy John Bennett	Deputy Joyce Nash
Deputy Billy Dove	Dame Mary Richardson
Marianne Fredericks	Ian Seaton
William Hunt	Alderman John White
Alderman Sir Paul Judge	Prof. Whitehouse
Peter Leck	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Janet Fortune	- Head of Recruitment and Learning & Development
David Levin	- Headmaster, City of London School
Gary Griffin	- Deputy Head, City of London School
Phillip Everett	- Director of Finance, City of London School

1. APOLOGIES

Apologies for absence were received from Ronel Lehmann (co-opted), Deputy Edward Lord, Deputy Joyce Nash and Deputy Robin Sherlock.

2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 10 October 2012 were considered.

The Chairman highlighted that two amendments were still to be added to the minutes with regards to the 'Revenue Outturn' item and also the comment on the 'Sports Report 2012'.

A Governor also questioned the wording of the minute regarding the 'Sutton Trust' and suggested that this be re-drafted.

MATTERS ARISING

The City of London School Bursary Fund incorporating the City of London School Scholarships & Prizes Fund (page 3) – The Chairman questioned if the £500,000 transfer to the Corporation's Charities Pool agreed at the last meeting had happened. The Chamberlain stated that the instruction had been given and that this was progressing.

Rodney FitzGerald Bequest (page 6) – In response to a question, the Director of Finance reported that that he had discussed various options around the bequest with Mr FitzGerald's nephew and executor. These were yet to be considered by the other executors before being agreed on.

RESOLVED – That, subject to the suggested amendments, the public minutes and summary of the meeting held on 10 October 2012 be approved.

4. CRIMINAL RECORDS BUREAU CHECKS FOR MEMBERS

The Board considered a joint report of the Town Clerk and the Director of HR regarding changes to the national disclosure regime brought about by the Protection of Freedoms Act.

The Town Clerk highlighted that the recommendations had already been approved by both the Policy and Resources and the Community and Children's Services Committee to date.

In response to questions, the Head of Corporate HR and Business Services reported that, at present, all Governors had undergone sufficient checks and so no further action need be taken in these cases. She added that, any newly appointed Governor would be assessed in terms of what level of contact they were likely to have with children and vulnerable adults and any checks carried out where necessary.

The Head of Corporate HR and Business Services reported that Governors would be issued with guidance and criteria on the new system in the near future. She added that individual Governors' roles and levels of access would be reviewed on an annual basis alongside the School.

In response to a question, Governors were informed that the School would be responsible for conducting these annual reviews in conjunction with the City's Corporate HR Unit who would issue relevant guidance and reminders.

In response to a further question, the Head of Corporate HR and Business Services stated that she believed that the new checks were a sort of 'national certificate' and were therefore portable both internally and between organisations.

Governors expressed some reservations about the new 'self-assessment' aspect of the checks and suggested that a more 'fail-safe' approach would be

to automatically check all new Governors as they joined the Board or perhaps even all new Common Councilmen who joined the Court. The Head of Corporate HR and Business Services reported that the new checks had been introduced as it was felt that too many checks were previously being carried out on those who actually had little or no contact with children or vulnerable adults. It was felt that more effort should now be concentrated on those who required the checks most.

In response to a final question regarding the financial implications of the new system, the Head of Corporate HR and Business Services undertook to clarify if the £3,700 quoted would be the total cost of checks across the organisation and report back.

RESOLVED – That:

- i) the Board notes the fact that legislation now requires a CRB check to be carried out on any Member whose work with children or adults (through the work of the City Corporation) meet the relevant criteria. Automatic checks for all members of previously relevant Committees and Boards would, therefore, cease;
- ii) the Board agrees an annual review should be introduced to ensure relevant Members who are eligible for checks are identified. The Board, however, ask that their concerns regarding the self-assessment element of the checks be noted;
- iii) re-checking is introduced for Members requiring an initial check, but only at the point when the streamlined national process goes live. Updating checks will then be made every 4 years from the point at which a check was first required and disclosure checks repeated only where required.

5. PRESENTATION FROM THE COMMANDER OF THE CCF - STEPHEN JONES

The Headmaster introduced Major Stephen Jones, the School's Commander of the CCF.

Major Jones gave a presentation on the School's increasingly popular Combined Cadet Force (CCF). During his presentation, he covered the following areas:

- The different elements of the CCF (Royal Navy, Army and Royal Air Force);
- The co-ordination of the Duke of Edinburgh scheme – available to all pupils and participation rates have recently improved;
- The CCF Band;
- The command structure of the School's CCF;
- Monday Parade Activities;
- CLS 'Barrack Dress';
- 'Best Cadet' certificates;

- The School's continuing partnership with St Thomas the Apostle College, Nunhead in the Army section of the CCF;
- CCF Activities – camps, trips and excursions including overseas trips and expeditions;
- CCF Ethos

Major Jones explained that the CCF was compulsory for 5 terms at the School although many chose to stay on beyond this period. He was keen to underline that the CCF was not in any way a 'recruiting tool' but was something that provided pupils with a disciplined environment and taught them many important life skills such as team work and leadership.

In response to a question, Major Jones confirmed that, at present, all 30 pupils from St. Thomas the Apostle College were part of the Army section. He added that staff had, however, discussed the possibility of the boys joining other sections of the CCF in the future if there was sufficient appetite for this.

In response to further questions, Major Jones stated that, in the past, staff had been reluctant to get involved with some of the uniformed, military activities and were perhaps more keen to assist with the Duke of Edinburgh expeditions. He stated that it was important to play to the strengths of individual staff in order to fully engage them.

Major Jones reported that the boys were permitted to and did make use of proper army bases and military training areas. In terms of the Old Citizens who assisted with some of the School's CCF activities, Major Jones reported that some were adult instructors and commissioned/non-commissioned Officers and one had a military background and was still in the Royal Air Force.

Governors commended the School for its continued work with the St. Thomas the Apostle College in this area.

The Chairman thanked Major Jones for an extremely interesting and informative presentation.

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

A Governor questioned whether or not the School might consider teaching Mandarin as part of the curriculum given its increasing importance and relevance. He recognised that, at present, this was available to pupils as a voluntary, after school activity.

The Headmaster reported that this issue had arisen at a recent Trinity Group Headteachers meeting where only 3 of the 22 Schools represented had said they were currently teaching Mandarin at present. He stated that the general feeling was that it was a very difficult language for pupils to absorb later on in the School life and that, ideally, this should be introduced at Prep School level. He also stated that the examinations very much tended to favour native speakers.

A Governor commented that teacher exchanges would also work well alongside this. A second Governor commented that HSBC had previously provided Schools with teaching assistants from China.

The Board asked that the Headmaster look into the possibility of introducing Mandarin as part of the curriculum and report back to Governors on this matter at a future meeting.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Deputy Robin Sherlock

The Chairman, on behalf of the Board, wished to place on records his thanks and appreciation of the work of Deputy Robin Sherlock following his recent announcement that he was to retire from the Court of Common Council and therefore from this Board later this month. The Chairman reported that Deputy Sherlock had served as a School Governor for a total of 17 years now and was also a previous Chairman of the Board of Governors.

The Chairman added that Deputy Sherlock would be joining the Board for the Chairman's Dinner early next week.

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.

<u>Item No</u>	<u>Exemption Paragraph(s)</u>
9	2, 3 & 4
10	1, 3 & 4
11	1 & 3
12	1
13	-
14	-

9. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 10 October 2012 were approved and agreed as a correct record.

10. REPAIRS AND MAINTENANCE AND IMPROVEMENTS FUND

The Board considered and approved a joint report of the Chamberlain, the Headmaster and the City Surveyor providing Governors with an update projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

11. REVENUE BUDGET 2012/13 AND 2013/14

The Board considered and approved a joint report of the Chamberlain and the Headmaster presenting the proposed 2013/14 revenue budget for review and subsequent submission to the Finance Committee.

12. **HEADMASTER'S REPORT**

The Board considered and approved a report of the Headmaster of the City of London School relative to various School matters including Health and Safety, the Means Tested Sponsored Award Campaign and an application for Sabbatical Leave.

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

There were no questions in the non-public session.

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

The Chairman raised items concerning the recent School Prize Day and the Board's ex-officio Governors.

The meeting ended at 12.50 pm

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Agenda Item 4

WOOTTON, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2012, doth hereby appoint the following Committee until the first meeting of the Court in April, 2013.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. Constitution

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
 - up to 10 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to five co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. Quorum

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. Membership 2012/13

ALDERMAN

1 Sir Paul Judge, Alderman

COMMONERS

4 (4) William George Hunt, T.D., B.A.
4 (2) Charles Edward Lord, O.B.E., J.P., Deputy *for two years*
4 (4) Dr Giles Robert Evelyn Shilson, Deputy
7 (3) The Revd. Stephen Decatur Haines, M.A, Deputy
14 (3) Peter Leck
4 (3) Ian Christopher Norman Seaton
4 (2) Marianne Bernadette Fredericks
17 (2) Michael Robin Castle Sherlock, M.A., Deputy
14 (1) William Harry Dove, M.B.E., J.P., Deputy
10 (1) Joyce Carruthers Nash, O.B.E., Deputy

together with:-

Mr. R. Lehmann
Mr. C. S. Martin, M.A.
Dame Mary Richardson
Professor J.M.A. Whitehouse

together with the ex-officio Members referred to in paragraph 1 above.

4. Terms of Reference

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Gifford, Mayor



A Court of Common Council holden in the Guildhall of the City of London on Thursday, the sixth day of December, 2012.

Post-implementation Review of the Governance Arrangements

At its meeting on 3 March 2011 the Court agreed a number of changes to the City Corporation's Governance. In approving the new arrangements it was also agreed that a post-implementation review should be undertaken after a year of operation to take stock and to ensure that the revised arrangements were operating effectively. To this end, a Working Party was established by the Court to conduct the post-implementation review.

A consultation exercise on the revised arrangements was subsequently carried out over the summer recess on behalf of the Working Party with both Members and City Corporation Committees. The Working Party has considered the responses in detail and concluded that overall the new arrangements are operating well but that there were one or two areas that required modification.

Whilst the various conclusions and recommendations of the Post-implementation Review of Governance are set out within the Working Party's report, the principal changes recommended are as follows:-

- An increase from 10 to 15 in the number of elected Members on the Establishment Committee, two of whom shall have less than 5 years' service on the Court.
- The Chief Commoner should be elected in October rather than September; should take office at the first Court meeting after the wardmotes and the current arrangement whereby there is an expectation that Aldermen will not vote in the election of that office should be dispensed with.
- The West Ham element of the Open Spaces, City Gardens and West Ham Park Committee should be reconstituted as a separate committee but with the same Court-elected Members on each committee.
- The Corporate Asset and Energy and Sustainability Sub Committees be transferred from the Policy and Resources Committee to the Finance Committee and the Planning and Transportation Committee respectively.
- The Policy & Resources Committee should, in future, elect three Deputy Chairmen with the "chairman-in-waiting" being electing one year before the expected date of an election for Chairman.

We submit for consideration and **recommend** approval of, a printed and circulated report containing the various conclusions and recommendations of the Post-implementation Review of Governance Working Party.

Read.

Of particular relevance to your Committee:-

(Extract from the report)

Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School

1. The Board of Governors of the City of London School praised the work of the three City Schools' Joint Working Party and welcomed the removal of the restriction of the number of School Boards that Members could sit on. It acknowledged that it had been beneficial for the Chairmen of each Board to sit on the other two Boards as ex-officio Governors and share their experiences. The City of London School for Girls warned against too much cross representation as it did not want to move towards one Board covering all three City schools, and suggested that a sensible limit be placed on the number of Governors permitted to serve on more than one Board at any one time.
2. The Working Party considered this and concluded that there should be no change.

Recommendation: That no action be taken to limit the number of governors who can serve on each Board and that the three School Boards be advised accordingly.

Motion – 'To agree the recommendations set out in the report relating to the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School, service on Committees and other committee issues?'

Resolved – That the recommendations set out in the report relating to the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School, service on Committees and other committee issues be agreed to.

Agenda Item 6

Committee(s): Board of Governors of the City of London School	Date(s): 22 March 2013	Item no.
Subject: Headmaster's Report		
Report of: Mr David Levin, Headmaster	Public For Information	
<u>Summary</u>		
<p>The Headmaster's report deals with issues pertinent to the School, namely:</p> <ul style="list-style-type: none">• Oxford and Cambridge results• Outside Speakers 2013• Sponsored Award (Bursary) Campaign• Review of September 2012 Admissions Process• Report on CLS Student Day• Update on ARK Bentworth Primary Academy• Health and Safety Matters• Report from the Learning Support Department – February 2013• Child Protection Policy• Legacy from Benson Catt Dec'd• Legacy from Rodney Fitzgerald Dec'd• School Catering Contract Tender• Wolfson Foundation Sponsorship• School Signage		

Main Report

1. Oxford and Cambridge Results

This year the School secured 20 offers from Oxford and Cambridge. This was very much in line with expectations given the candidate pool. The process was again started in January to give applicants as much time as possible to prepare. It was interesting to note the difference in course applications compared with last year which was narrower overall. There were a large number of applications for Physics at Oxford and Natural Sciences at Cambridge, with fewer candidates applying for subjects such as engineering and some of the humanities such as foreign languages. There was also a far higher number of applicants to Oxford (53) compared with Cambridge (22) which was largely down to many prospective Cambridge applicants switching choice in light of their AS results and Cambridge's expectations in this area. All the additional preparation work that is offered in school is still clearly of great value in assisting successful candidates and from feedback it is also clear there were a number of very near misses.

CAMBRIDGE 2013: 6 Offers

Name	Subject	College	OFFER
AS	Natural Sciences (Biological)	Trinity	A* A* A
BO	Philosophy	King's	A* A A
GY	HSPS	Trinity Hall	A* A* A
HD	Maths	Trinity	A* A A
SJ	Asian & Middle Eastern Studies	Trinity	A* A A
WJ	Philosophy	Trinity	A* A* A

OXFORD 2013: 14 Offers

Name	Subject	College	OFFER
BP	Russian & Arabic	Magdalen	A A A
CC	Law with Italian Law	St. Hugh's	A A A
CJ	Physics	Jesus	A* A A
GM	Physics & Philosophy	University College	A* A A
IA	Engineering	Magdalen	A* A A
JA	English Language & Literature	Hertford	A A A
LA	Maths	Trinity	A* A* A
MD	Physics	Merton	A* A A
PO	History & Politics	Brasenose	A A A
RA	History	New College	U
RA	Russian & History	St. John's	A A A
TD	English Language & Literature	Worcester	A A B
WJ	English Literature	Pembroke	A A A
ZZ	Music	Christchurch	A A A

2. Outside Speakers 2013

4 th February	–	Alan Duncan (Government Minister)
22 nd February	–	Nigel Farage (Leader of UKIP)
26 th February	--	Max Clifford (PR Consultant)
4 th March	–	Mark Field (Conservative MP for City & Westminster)
21 st March	–	Shami Chakrabarti (Director of Liberty)
2 nd May	–	Robert Skidelsky (Political Economist)

3. Sponsored Award (Bursary) Campaign

- 3.1 The Headmaster will discuss the sponsored awards made and accepted (at 11+) for 2013/2014 at the meeting.
- 3.2 Eight Sponsored Awards have been made for Sixth Form entry in September 2013.

There will be six Saturday Masterclasses scheduled for:

Saturday 9 th March	Chemistry
Saturday 16 th March	Chemistry
Saturday 23 rd March	Physics
Saturday 20 th April	Physics
Saturday 27 th April	Biology (Summer Term)
Saturday 4 th May	English Language (Summer Term)

These are being funded by The Wolfson Foundation.

4. Admissions

Registrations for Admissions have again been extremely high, with the following number actually sitting the entrance examinations (2012 figures in brackets): at 10+ 169 (108); at 11+ (including Sponsored Award) 582 (664) and at 13+ 198 (205) for 48, 55 and 48 places respectively. The 13+ Pre-test saw 231 candidates sit (255).

The number of 10+ candidates has risen markedly over the last five years and this year's figure of 169 represents a 56% increase on 2012. As reported in *The Times* our interpretation is that fierce competition for 11+ places in London is driving parents to seek alternative entry points and our 10+ is an attractive proposition.

The number of applicants for 11+ Full-fee or Scholarships places was again very high but there was a significant decrease in applications for Sponsored awards.

The number sitting the group 3 13+ entrance examinations was similar to 2012, which was heartening bearing mind that many of our competitors, including Highgate and UCS, have already examined and offered places to boys in this age cohort. Whether we were mostly examining only those candidates who have already been

unsuccessful with schools that operate Pre-tests is a matter for conjecture. This year is the final year of the traditional group 3 examinations.

Our 13+ Pre-test numbers for entry in 2015 have held up and we hope that this Admissions procedure will be a successful way of securing the best talent from the traditional 13+ prep schools. Only time will tell.

Sixth Form recruitment appears to have been very successful. 25 boys sat for Full-fee places and 20 were offered places (of whom 10 have so far accepted) and 36 boys sat for Sponsored Awards, with 9 being offered places (of whom 8 have accepted)..

5. CLS Student Day – Friday 11 January 2013

As in recent years, we held our Spring Term Student Day on the first Friday of the term. All boys in the Fourth Form and below, along with the Junior Sixth, had twenty minute interviews with their Tutor to review their progress in the Autumn Term, go through their December reports and set targets for the rest of the academic year. In addition, boys in the Fourth Form, and below had group sessions with their Head of Year as follows:

YEAR	HoY Led	SPEAKER	CONTENT
OG and First	Memory training exercises	Mark Marno	Basic first aid
Second	Hip-hop and Balancing skills session	Rebecca Senior	Healthy Eating
Third	African drumming teamwork	Abdi Jamma	Wheelchair Basketball
Fourth	Uncomfortable conversations and ethics	Simon Leigh	Drugs

The Sixth Form Student Day comprised of three elements. Firstly each boy had an individual session of approximately 20 minutes with their tutors to discuss academic progress, extra-curricular commitments and university aspirations. They also set SMART targets, to be reviewed later in the year. Secondly, every boy attended two workshops. These were delivered by tutors and, in a range of subjects, and focussed either on study skills or extension work - boys chose the workshops most suitable to their needs/interests. Finally all boys listened to a lecture about practical ways to manage stress. This was given by an outside speaker, with considerable experience in this field.

6. Health and Safety Matters

There have been two meetings of the Health & Safety Committee since the last Governors' Meeting (4/12/12 and 25/1/13) and the main points raised were as follows:

- Emergency gas works outside the School (late November/early December) were needed which had restricted access to the School and had knock-on effects for deliveries, but the School continued as normal. The works had nothing to do with the School directly.

- A decision was taken to close the School on the afternoon of Friday 18 January because of the deteriorating weather conditions (snow and ice) which had caused transport links to be adversely affected. CLS opened as usual on the following Monday. Parents were informed by text messages and the School website.
- An updated Security Policy was discussed and approved. See **Appendix 1** attached.
- Heating had been a problem, especially in the very cold weather of early January. One of the School's three boilers had been out of action since early December, awaiting repairs from MITIE which had taken almost two months to restore the building to its optimum level of heating.
- Cleaning remains a persistent problem. Although some Heads of Departments had reported improvements, there were still serious concerns, notably in Science, Music and ICT. There were several cleaners absent each day (15% absence rate was quoted by the Facilities Manager) and so not all parts of the building were being cleaned each night. This has been brought to the attention of MITIE's supervisors.
- Air quality survey reports for AV and Prep Rooms had been received and these were satisfactory. No recommendations were made.
- Window stops on Laboratory windows were being installed to improve safety but allowing for suitable ventilation.
- The Second Master, Facilities Manager and deputy Facilities Manager have been invited to a counter-terrorism briefing at Wood Street Police station on 21 February.
- Plans for the Summer Works programme were outlined, as were the problems associated with these, especially liaison with the City Surveyors' Department. The Upper Playground would be out of bounds from half term in the summer to enable that major project to begin.
- The appointment of a new "handyman", Mr James Masson, was praised. It was hoped that this might reduce the number of referrals to the help desk at Guildhall and therefore speed up repairs.
- A successful fire drill took place on Monday 25 February and Heads of Year went through our Critical Incident Procedures that afternoon.

In addition: an internal security evacuation was held on Monday 4 March.

7. Report from the Learning Support Department – February 2013

See Appendix 2.

8. Child Protection Policy

It was agreed that the School's Child Protection Policy should be reviewed annually. This review is underway, with contributions from the Children's Services Department, the Town Clerk's Department and the City Solicitor. The revised policy will be presented to the Board at their Summer meeting. Changes to the CRB checking system need to be included in this updated policy.

9. Legacy from Benson Catt Dec'd

Benson Catt – a former Chairman of Governors of the School – has left a legacy of £9,291 to the City of London School Bursary Trust. Following discussion with his Executor this will be used to fund a sponsored award for a pupil entering the School's Sixth Form in September 2013.

10. Legacy from Rodney Fitzgerald Dec'd

As reported at previous meetings Mr Fitzgerald – a former Governor of the School – has left a legacy to provide bursarial support for students with sporting ability. An amount of £135,000 has been received as an interim distribution from the Estate and a smaller final distribution is expected in due course. Following discussion with Mr Fitzgerald's Executors this amount will be used to help fund a full fee sponsored award for a pupil entering the School's First Form in September 2013. This will be financed from the income arising from the legacy leaving the capital value intact to fund future awards.

11. School Catering Contract Tender

The School is participating in the City's Corporate Catering Tender Exercise which is being run by the City of London Procurement Service. The School's Catering Contract forms a separate lot within this exercise. Following the submission and evaluation of pre-qualification questionnaires the following five companies have been invited to submit tenders:

- a) Brookwood Partnership
- b) Chartwell
- c) Holroyd Howe Independent
- d) Sodexo
- e) Waterfall Services

These tenders will be evaluated by the School and marks awarded on the basis of 30% for price and 70% for quality. The School considers that this marking scheme is appropriate in view of the need to maintain a high quality value for money service. The School is being assisted in this exercise by its long standing catering consultant, Adrian Stokes. Final interviews will be held with those firms who have submitted the best tenders on Tuesday 26 March and the contract will be awarded shortly afterwards. The new contract will commence on 1 September 2013 and will initially be for a period of three years with an option to renew for up to an additional two years.

12. Wolfson Foundation Sponsorship

The Wolfson Foundation has generously agreed to extend its existing sponsorship of the School by offering a further grant of £125,000. This will be used as follows:

- a) £100,000 will provide two seven year full fee sponsored awards for pupils joining the School's First Form in September 2013; and

- b) £25,000 to further extend the School's outreach activities during the next three years.

The School is very grateful for the Foundation's support.

13. School Signage

The School intends to improve signage on the school building in order to both assist first time visitors to the building and to promote the School's prominent position in the City.

Following discussions with the City of London Planning Department it has been agreed in principle that:

- a) The high level signs on the front of the School building overlooking the River Thames will both be increased in size. Planning considerations prohibit the illumination of these signs;
- b) The sign on the Queen Victoria Street side of the building will be increased in size and some subtle illumination provided; and
- c) A new sign will be placed on the School next to Peter's Hill which will also be subtly illuminated.

Following this agreement in principle bespoke signs are being designed and detailed plans will be submitted shortly.

Contact:

David Levin

020 7489 0291

headmaster@clsb.org.uk

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City of London School Security Arrangements

It is vital that the School site is secure to ensure boys (and staff) are safe and that external visitors are prevented from entering the building except through designated and supervised entry points. The main entrance for most visitors is the one situated on the riverside, opposite Tate Modern. This is where the Reception is located. Between 7.30am and 6pm this is manned by the Receptionist or a School Keeper. Visitors have to report to Reception from where a member of staff can be summoned to meet the guest. Those visitors staying in the building are required to wear a security badge.

Categories of Visitors (i.e. other than regular staff):

1. **Contractors** need to sign in at Reception on arrival and out when they leave. They must wear a security badge whilst on site.
2. **Delivery Personnel** need to call Reception by intercom and the relevant staff member (e.g. Caterer, Keeper, Facilities Manager) is contacted to accept the delivery.
3. **Occasional Visitors** (e.g. parent, visiting speaker, former student) sign in at Reception and are then met by the relevant staff member. Parents attending Prospective Parents Meetings or a Parents Evening sign in on arrival and are supervised by staff all the time they are in the building and are restricted to designated areas.
4. **Governors/ Corporation Staff** are required to show their credentials at Reception on arrival.

Staff Entrance (Level 2)

The Staff entrance (level 2) is open from 07.00 until 19.50 hrs. Monday to Friday. Outside of these hours the School is locked and fully alarmed unless there is a school function or by agreement with the Deputy Facilities Manager.

Door entry fobs for the staff entrance will be distributed to new staff by the Second Master and spares can be collected from the Receptionist.

The Intruder alarm is remotely connected to a central command station that alerts the emergency services. In the event of the alarm being activated, the emergency services automatically attend site. **Redcare** is the provider of the alarm service. It also informs the School's Emergency Staff Contacts (Head School Keeper and an Assistant Keeper). The Facilities Manager and his Deputy can also be contacted by the City of London Police if necessary.

Sports Entrance (Level 3)

The Sports ramp entrance (level 3) is open from 7.10 until 08.45 hours, lunchtime and 16.00 until 18.00 Monday to Friday and is supervised by security staff. At all other times, the doors are locked and can only be opened by cancelling the alarm which is done automatically during an emergency e.g. Fire evacuation.

Other Entry Points (Level 1)

- **Millennium Bridge Gate**
- **DVA Gate**

Both of these are controlled by a security key pad, the combination number for which is only known to regular staff.

- **South Delivery Point**
- **North Lift Entrance**

These are controlled by key pads and intercom connected to Reception.

What to do in the event of a breach of security during working hours

The Staff member on Reception activates the tannoy alert button 3 times which automatically informs Security Staff that there is a problem and they will attend Reception, along with the Second Master and/or the Finance Director. If necessary the Police are called.

What to do in the event of a breach of security out of working hours

Once notified by **Redcare**, a member of the School Security Staff attend site but only enter the building accompanied by a member of the emergency services (to ensure that they are not placing themselves in danger).

Lone workers (such as School keepers who are responsible for locking the building and setting the alarm at the end of each day) are required to carry a school mobile phone in order to report problems to the emergency services or other members of the school's security staff.

It is very important that staff do not enter or leave outside of the working hours, unless there is an organized school event. Staff should not enter the School at weekends, without prior permission. Staff should see the Deputy Facilities Manager (Barry Darling) for the dates when the School is open at weekends.

CCTV

- 26 cameras cover all school entry/exit points and areas of high risk
- Monitors are situated within the reception area and recordings can be accessed as and when necessary

Security Alert Evacuation Procedures

These can be found in the Staff Handbook (C3)

Security arrangements are regularly reviewed (by SMT, the Health & Safety Committee and the Board of Governors) and updates placed in the Health & Safety policy documents.

APPENDIX: C 3 SECURITY ALERT EVACUATION PROCEDURES

Evacuation

1. The purpose of evacuation is to move people away from a place where there may be a risk to a place of relative safety. This may be achieved by either:
 - a) moving to designated places within the school (“internal evacuation”)

or

 - b) evacuation of the building (“full evacuation”)
2. The decision to evacuate will normally be taken by the Security Co-ordinator (the Second Master) or, in his absence, by the most senior member of staff but the police will be ready to advise on request. In exceptional circumstances the police themselves may order an evacuation; for example when they have specific information about a suspect device in the vicinity of the School.
3. The signal for **INTERNAL** evacuation is given by an intermittent note, on the School’s alarm system, followed by an announcement on the School’s public address system, usually given by the Second Master, or in his absence, the Finance Director.
4. The internal places of relative safety are:
 - a) **The Theatre** – OG, First and Second Year and their tutors plus any class already in the Theatre.
 - b) **The Great Hall** - all other pupils, staff and Administrative staff.
 - c) **Reception**, which will be the Control Centre and will be manned by the Second Master and Finance Director (Security Co-ordinators), the Facilities Manager, the Deputy Facilities Manager and the Receptionist. In the event of the Second Master and Finance Director not being present, the most senior member of staff is to act as the security co-ordinator
5. **After the announcement take the following action:**
 - a) switch off apparatus
 - b) move away from all the windows immediately
 - c) leave bags etc. behind and move into the corridor
 - d) move in silence to the SE staircase or as directed by teachers
 - e) keep away from glass areas as far as possible
 - f) assemble in designated places of relative safety as listed above.

6. Search Teams are to act as 'evacuation marshals' and are responsible for ensuring that their areas are clear and should be the last to leave their respective levels. They should report to the Security Co-ordinator, who is the Second Master, in Reception and confirm that everyone has been evacuated. They should then await further instructions.
7. The following additional, specific tasks are to be carried out as soon as the security alert signal is heard:
 - a) AV Technician - close the Great Hall window blinds and switch on the microphone, then go to Reception.
 - b) The Duty Keepers – are to take megaphones to the Great Hall, Theatre and Reception.
 - c) The SIMS Administrator should print out lists of those registered that day.
8. If the School has subsequently to be evacuated, it is likely that the means of exit will be through the main doors onto the riverside footpath. The main entrance double doors are to be opened by the Duty Keeper.
9. Those in the Theatre will leave first and should proceed along the riverside footpath as directed by the Security Co-ordinator or the police. They will be under the control of the Heads of the First Form and Second Form or the most senior member of staff and their tutors. The Assistant Headmaster will lead this evacuation.
10. Those in the Great Hall will follow when instructed to do so by the Headmaster on the advice of the Second Master or the most senior member of staff. The Director of Admissions will lead this evacuation.
11. If **EXTERNAL** evacuation is ordered the Security Co-ordinator or the Police will initiate appropriate action.
12. Please see separate evacuation procedures below which were revised in May 2011.
13. **PLEASE NOTE: NO-ONE SHOULD LEAVE THE ASSEMBLY AREAS UNTIL CLEARED TO DO SO BY THE SECURITY CO-ORDINATOR OR THE POLICE.**
14. Once the evacuation is complete the Security Co-ordinator will be responsible for deciding when the building should be reoccupied. He will have to satisfy himself that it is safe to do so, and it may therefore be necessary to carry out a further search and consequently it may be some time before reoccupation will be possible.
15. Where the police have ordered the evacuation of the building, they will remain in control and they will declare the building safe for reoccupation.

16. Both internal and external evacuations will be practised at least once a year, normally in the Autumn Term

Procedures for External Evacuation in the Event of a Security Alert

Stage 1 (Internal Evacuation)

In the first instance, the usual **internal evacuation** would be carried out:

- OG, 1sts and 2nds, plus their tutors, to the Theatre (along with any class already there). The Assistant Headmaster and Director of Studies go here too
- Prefects assemble outside John Carpenter Bookshop
- Everyone else to the Great Hall.

Stage 2 (Decision Making and Announcements)

- If it is decided (by SMT and/or Police) that it is necessary to evacuate the building, this will be announced to those in the Great Hall by the Headmaster (or, in his absence, the Second Master) and to those in the Theatre by the Assistant Headmaster (or, in his absence, the Director of Studies).
- The location to which the School will go will be one of those determined by the circumstances and this will be announced.
- The Director of ICT will place a message on the website/answer phone that the School has evacuated. She will go to the Theatre Control Room where the IT staff will assemble with her.
- The Receptionist will inform Guildhall.

Stage 3 (Evacuation from CLS)

- The Assistant Headmaster will lead the evacuation with the Prefects from the Theatre, via Reception, when informed by the Second Master.
- The Theatre will be evacuated row by row, boys being supervised by the Year Heads and Tutors. The Director of Studies will be at the end of the line.
- The Great Hall will be evacuated via the South West Exit and Staircase down to Level 1, using the emergency exit door. The Director of Admissions will lead this evacuation, when informed by the Second Master. Boys will leave a row at a time, interspersed by Tutors and Year Heads. Non-tutors will be asked to accompany boys to assist an orderly departure and walk to the chosen location. Any remaining Staff will then leave the Hall. The Headmaster will be at the end of the line.
- The Keepers will be instructed by the Deputy Facilities Manager to take registers both electronic print outs and laminated cards to the chosen location. They will be accompanied by the Nurse and the Deputy Facilities Manager. They will provide each of: the Assistant Headmaster, Second Master, Director of Admissions and Head of Sixth Form with a megaphone.
- The Facilities Manager, Finance Director and the Second Master will be the last to leave, having contacted the ICT staff in the Theatre Control Room.

- In the event of a drill, the Facilities Manager, Finance Director and Receptionist will remain in Reception to deal with any boys who are arriving late and any guests to the School. The Catering Staff may remain in the kitchen.

Stage 4 (Assembly Point)

- The Assistant Headmaster will direct boys as to where they should line up, each Prefect indicating a form below the Sixth Form by holding up a register card which will be clearly labelled.
- At the chosen location, boys will line up in tutor groups, as for a Fire Assembly Point, with OG the farthest away and the Sixth Form nearest.
- Tutors will then register their forms and similar reporting procedures will be followed to those in a fire drill (however, form runners report attendance to the School Nurse). Tutors will retain the register cards. Non-teaching staff report to the HR Officer.
- The Director of Studies may need to use some of the non-tutors, if tutors are absent, to help with this process.
- Tutors stay with their Forms.
- Once a Tutor has arrived by their form, the Prefect can report to his own Tutor.

Stage 5 (Returning to School)

- Only when the Second Master is satisfied that it is safe to return to the building, will the School leave the assembly point. (The Facilities Manager, Assistant Facilities Manager and Keepers will be the first to return).
- The Second Master will then inform the Head of Sixth Form, who will arrange for Sixth Form tutor groups to return first.
- Then the Second Master will arrange for the rest of the School to return, Fifth Form first, OG last, led by the Director of Admissions. The Second Master will accompany the last set of boys back to the School.
- Finally, any remaining staff (teaching or non-teaching) will return.
- The Director of ICT will change the message on the website/answer phone
- The Receptionist will inform Guildhall.
- Once back at School, boys should collect their belongings from the classroom vacated during the emergency and then Forms will be registered again, in their Tutorial Rooms.

NB If the perceived danger is south of the School, it may be necessary to evacuate via the **Sports Exit** rather than the River Front exits.

G.S. Griffin
Second Master
Updated 12/05/2011
And Adjusted February 2013

Report from the Learning Support Department – February 2013

a) How many boys are on the LS register?

There are currently 108 boys on the Special Educational Needs (SEN) or Learning Support Register, around 12% of the School overall. The numbers tend to increase higher up the School so there are only 22 boys in OG- 3rd Form but from 4th Form up the numbers increase to around 20 per year, so the percentage increases to between 13% and 25% in the Senior School.

b) What are the main categories of needs/ learning difficulties?

The majority of the boys on the register have dyslexia, dyspraxia and/ or memory, processing or handwriting difficulties. Handwriting difficulties are common and may be associated with visuo-spatial difficulties, dysgraphia or joint hypermobility syndrome. A small number have ADHD (5%) or Asperger' Syndrome/ Autistic Spectrum Disorder (7%) but Dyslexia accounts for 20% (20 boys). Another 9 boys have medical problems ranging from Hydrocephalus to Pierre Robin's Syndrome, visual impairment or hearing difficulties. 2 boys have stammers and one has Tourettes. There are currently 7 boys who experience difficulties associated with EAL and these boys are all looked after by the Head of EAL, Susy Ralph. This number is rising. There is a great deal of crossover in terms of learning difficulties and many boys are affected by more than one specific learning difficulty.

(Dyspraxia 19 (18%), Asperger's 8 (7%) Colour blind 1 Dysgraphia 3 EAL 7 (6%) Handwriting 2 Joint Hmob 6, Processing 20, Memory 20 Motor Skills 12 Stammer 2 Tourettes 1) Medical : 9 (Minor injury 1, Connective Tissue Disorder 1, Pierre- Robin Syndrome 1, Epilepsy 1, Neonatal difficulties 1, Hydrocephalus 1, Hearing Impairment 2 Visual Impairment 1)

c) The effect of new legislation and changes in exam board regulations

New JCQ exam board regulations require a score in one area of function (reading, reading speed, processing, handwriting etc.) to be more than one standard deviation below a national norm. This means that the deficit model has been removed which used to favour our boys and some are no longer eligible unless the school can provide a strong body of evidence to the contrary. The impact, in terms of admin is huge as we now have to collate far more paper evidence on boys' performance throughout the school. However, the majority of boys who really need the extra time do seem to be eligible. Other boys who perhaps needed extra time because of a slow writing speed are now encouraged to move to typing their exams as this usually means a faster typing than writing speed which compensates for the loss of extra time.

At present the legislation is in flux: the coalition Green Paper proceeded to White Paper only recently and we are awaiting a new Code of Practice for SEN, promised this spring. In the meantime there have been minor changes to legislation embodied in the Equality Act of 2010 which mean schools are now obligated to pay for Reasonable Adjustments and must be fully aware of Equality law with regard to pupils and staff with SEN. This awareness must be incorporated into the School's Accessibility Plan or written into an Equality Plan.

The legislation also extends to Admissions and increasing Accessibility means that we have more successful applicants with more complex difficulties which represent a challenge! There is now a greater emphasis on whole school SEN responsibility, the new mantra being 'every teacher is a teacher of SEN'. Therefore, as a department we are also responsible for raising staff awareness of all types of specific learning difficulty and appropriate teaching methods.

Needless to say, the new regulations and legislative changes have led to a massive increase in the administrative load as evidence has to be updated frequently in readiness for public exam Access Arrangements, exam inspection, and school inspection and for boys changing schools or applying to universities, some of whom require an application for the Disabled Students' Allowance. Due to the steep increase in fees in the UK many boys are making applications to American or European universities which require comprehensive evidence of SEN in order to facilitate exam arrangements and continuing support at university.

d) Access Report (July 2012) and Updating our Accessibility Plan (this summer)

In July 2012 Access Advisers from the Corporation's Department of the Built Environment audited the School building and in October 2012 they audited Grove Park, to ensure that the School provides people with disability or learning difficulties equal access to the building and facilities. Their Key Recommendations (5 pages for the School and one page for the Playing Fields) were prioritised and the Facilities Team is currently working through them, as and when time and finance permits. The Recommendations range from general house-keeping and refurbishment to new furniture and safety arrangements. This will take several years and major funding.

The Second Master, who line manages the Head of Learning Support and the Facilities Manager, is also updating the School's Accessibility Plan with their help and a new Plan will emerge this summer for the new edition of the Staff handbook. This is a work in progress and takes into account new legislation, the needs of the boys and the advice of the specialists in this area.

e) Change in personnel in the Learning Support Dept.

As of September 2013 we will have 2 full-time teachers and one part-time on 2/3 days per week. The new teacher is fully qualified to carry out diagnostic assessments but also comes with experience of teaching Physics which will be of enormous benefit to the department, increasing the range of support we can offer. We currently have two teaching rooms available but as of September we will have access to a third to maximise our teaching potential.

The Department's structure will revert to one Head of Department and two assistant members as opposed to having one Head specialise in the younger age group and one in the older. In this way there will be greater consistency of approach.

Amanda Ross Scott and Gary Griffin

Agenda Item 7

Committee(s): Board of Governors of the City of London School	Date(s): 22 March 2013	Item no.
Subject: School Fees, Bursaries and Scholarships	Public	
Report of: The Headmaster	For Information	
Summary		
<p>The School is fortunate to have a number of sources of funding for bursaries and scholarships. The purpose of this paper is to set out the main sources of this funding and to detail the respective levels of funding provided for the 2012/13 academic year. This information is provided for reference purposes and further information could be provided if requested.</p>		
Recommendation		
<p>Governors are asked to note the contents of this report.</p>		

Background

1. The main types of award are (i) scholarships which are awarded on the basis of academic ability and (ii) bursaries which are awarded on the basis of financial need.
2. In the 2012/13 academic year 209 (23%) pupils are in receipt of academic scholarships. The total value of such scholarships is £643,000. Therefore, the average award is £3,078 which represents 23% of the full school tuition fees for the year of £13,401.
3. In the 2012/13 academic year 127 (14%) pupils are in receipt of means tested bursaries. The total value of such awards is £1,343,000. Therefore, the average award is £10,575 which represents 79% of the full school tuition fees. A total of 90 pupils receive awards which cover all of their school tuition fees.

Sources of funding for payment of school tuition fees for the 2012/13 academic year

4. The sources of funding for payment of school tuition fees for the 2012/13 academic year are set out on Annex 1.

5. **City of London Corporation Academic Scholarships** account for £643,000 which equates to 5.2% of total tuition fee income. The City provides the equivalent of 48 full tuition fees for scholarships each year. These awards are made on the basis of academic, musical and sporting ability. These awards are necessary to attract some very able pupils in the highly competitive London independent day school sector. In practice a significant proportion of these awards are made to pupils whose parents are of relatively modest means but who do not qualify for a bursary. Without such awards these parents would not be able to finance a place at the School for their sons.
6. **Headmaster's Sponsored Bursary Scheme** accounts for £542,000 which equates to 4.4% of total tuition fee income. The Scheme has been extremely successful since its launch in November 2000 and a total of 177 awards covering full fees have been made to date. Contributions to the Scheme are matched either by the City of London or from the School's Self-Funded Bursary Scheme. The Scheme is supported by a wide range of companies, former pupils, parents and other individuals.
7. **City of London School Self-Funded Bursary Fund** accounts for £384,000 which equates to 3.1% of total tuition fee income. The majority of this is used to match contributions to the Headmaster's Sponsored Bursary Scheme.
8. **City of London Corporation Match Funding** accounts for £309,000 which equates to 2.5% of total tuition fee income. The City provides 2.5% of total tuition fee income each year to match contributions to the Headmaster's Sponsored Bursary Scheme. This matching makes contributing to the Scheme more attractive for its various supporters and is an essential element of the Scheme's success.
9. **Choral Foundations** – i.e. the Chapel Royal and the Temple Church – provide bursaries to their choristers who attend the School. In the 2012/13 academic year these amount to £163,000 which equates to 1.3% of total tuition fee income.
10. The School values its links with a number of **livery companies**. In the 2012/13 academic year these companies contributed £68,000 towards the tuition fees of various pupils whose parents are suffering financial hardship; this equates to 0.6% of total tuition fee income.

11. **Staff and sibling discounts** amount to £46,000 for the 2012/13 academic year which equates to 0.4% of total tuition fee income.
12. **There are two charities of which the City of London Corporation is trustee** which contribute to the school tuition fees of a number of pupils whose parents are suffering financial hardship. A total of £40,000 was paid in the academic year 2012/13 which equates to 0.3% of total fee income.

Conclusion

13. The School is fortunate to have a number of sources of funding for scholarships and bursaries. These contributed a total of 17.8% of total school tuition fees in the 2012/13 academic year with the remaining 82.2% being paid by pupils' parents. The majority of these awards are made on the basis of financial need.

Contact

Phillip Everett
Director of Finance, City of London School
Tel. 020 7489 4704
Email. Phillip.Everett@clsb.org.uk

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Source of funding for payment of school tuition fees	Amount for academic year 2012/13	Percentage of total tuition fees	Basis of award
	£000	%	
City of London Corporation Academic Scholarships	643	5.2	Academic Ability
Headmaster's Sponsored Bursary Scheme	542	4.4	Financial Need
City of London School Self Funded Bursary Fund	384	3.1	Financial Need
City of London Corporation Match Funding	309	2.5	Financial Need
Choral Foundations	163	1.3	Bursaries for Choristers of Temple Church and Chapel Royal
Livery Companies	68	0.6	Financial Need
Staff and Sibling Discounts	46	0.4	Entitlement
Other Charities of which the City of London Corporation is Trustee	40	0.3	Financial Need
	2195	17.8	
Paid by parents	10148	82.2	
Total	12343	100.0	

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Committee(s): Board of Governors of the City of London School	Date(s): 22 March 2013	Item no.
Subject: Letting of School Facilities	Public	
Report of: The Headmaster	For Decision	
Summary		
<p>An updated policy on school lettings is set out below for Governors consideration. It is recommended that in future lettings are limited to a selected number of known and trusted non-profit making organisations in accordance with the School’s Outreach programme.</p> <p>Recommendation It is recommended that Governors note the rationale for the School’s revised lettings policy and authorise the Headmaster to decide on future lettings and the charging rates for each letting.</p>		

1. Introduction

The School derives a small amount of income from lettings – for the current financial year income of £13,000 is estimated - of both the main building and playing fields, but on the whole commercial lettings are not seen as desirable or particularly profitable.

There are a large number of “out of school hours” activities which take place during term time – e.g. student conferences, pupil clubs, sports fixtures etc. - and facilities are only made available for lettings during term time when these are not taking place. All substantial building works are undertaken during the school holidays – e.g. the Winterflood Theatre project & laboratory refurbishment – which limits the possibilities for letting facilities at these times.

Moreover, the cost of opening the building – heating, lighting, catering and overtime of support staff – is often prohibitive to widening access to the building to external organisations. There are also considerable repercussions for the School with regard to security, health and safety, staffing levels and possible damage to facilities and the fabric of the building.

2. Lettings Categories

Nonetheless, in the past, the School's facilities have been let out on a number of occasions and these lettings fall into two categories:

- a) lettings where charges are made only to recover the costs incurred by the school – principally staff overtime. Examples of such lettings are those to non-profit making bodies, charities and organisations which are connected with education, primarily in the maintained sector. In that way we are contributing to our "Outreach" programme. Indeed, bookings to use the Theatre are encouraged as long as do not clash with the School's own activities.
- b) lettings which are made at a commercial rate in order to generate income for the School. These are relatively small in number and we would not wish to extend provision. Indeed, the restrictions mentioned in (1) above mean that we cannot make the facilities available very often.

Where catering is supplied this is recharged to hirers on the same basis as the rents levied.

3. The Future

Given the restrictions above and the need to comply with health and safety regulations and security arrangements, it is the School's intention to limit lettings in the future to a selected number of known and trusted non-profit making organisations in accordance with the School's Outreach programme. All applications need to be filtered through the Headmaster. Only if he gives approval for the letting to take place should a booking be made and confirmed. If a booking is allowed, the exact requirements of the organisers need to be finalised well in advance of the letting take place.

4. Conclusion

It is recommended that Governors note the rationale for the School's revised lettings policy and authorise the Headmaster to decide on future lettings and the charging rates for each letting.

Agenda Item 12

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 13

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Agenda Item 14

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Agenda Item 15

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Agenda Item 16

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