



## Board of Governors of the City of London Freemen's School

**Date:** MONDAY, 29 APRIL 2013  
**Time:** 11.00 am  
**Venue:** CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,  
KT21 1ET

**\*\* MEMBERSHIP SUBJECT TO APPROVAL AT THE COURT OF COMMON COUNCIL  
ON THURSDAY, 25<sup>TH</sup> APRIL 2013 \*\***

**Members:**

Deputy John Bennett (Chairman)	Douglas Mobsby (co-opted)
Michael Bramwell (co-opted)	Hugh Morris
Deputy Robin Eve	Sylvia Moys (ex-officio)
Stuart Fraser	Elizabeth Rogula
Brian Harris	Deputy Dr Giles Shilson (ex-officio)
Alderman Peter Hewitt	Chris Townsend (co-opted)
Michael Hudson	Graham Packham
Vivienne Littlechild	Alderman Dr Andrew Parmley
Sir Clive Martin (co-opted)	Judith Pleasance

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

**Lunch will be served at the conclusion of the Board meeting**

**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. **ORDER OF COMMON COUNCIL**  
Order of the Common Council of 25 April 2013, appointing, the Board and setting its terms of reference (TO BE TABLED).  

**For Information**
4. **ELECTION OF CHAIRMAN**  
To elect a Chairman pursuant to Standing Order No. 29.  

**For Decision**
5. **ELECTION OF DEPUTY CHAIRMAN**  
To elect a Deputy Chairman pursuant to Standing Order No. 30.  

**For Decision**
6. **MINUTES**  
To agree the public minutes and summary of the meeting held on 21 January 2013 (copy attached).  

**For Decision**  
(Pages 1 - 6)
7. **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**  
To receive the public minutes and summary of the meeting held on 4 March 2013 (copy attached).  

**For Information**  
(Pages 7 - 10)
8. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**  
To receive the public minutes and summary of the meeting held on 4 March 2013 (copy attached).  

**For Information**  
(Pages 11 - 14)

9. **APPOINTMENT OF BURSARY AND SUB COMMITTEES**

Report of the Town Clerk (copy attached).

**For Decision**  
(Pages 15 - 20)

10. **TO APPOINT A REPRESENTATIVE TO THE ASSOCIATION OF GOVERNING BODIES OF INDEPENDENT SCHOOLS FOR THE ENSUING YEAR.**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

**For Decision**

11. **APPOINTMENT OF CO-OPTED GOVERNORS**

Report of the Town Clerk (copy attached).

**For Decision**  
(Pages 21 - 26)

12. **EDUCATIONAL TRIPS AND VISITS POLICY**

To approve the Educational Trips and Visits Policy (copy attached).

**For Decision**  
(Pages 27 - 38)

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

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

15. **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 Section 12A if the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
16	1, 2, 3 & 4
17	1, 3 & 4
18	3 & 4
19	1 & 3
20	3
21	2, 3 & 4
22	1, 2, 3 & 4
23	3
24	1 & 3
25	-
26	-

**Part 2 - Non-Public Agenda**

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 21 January 2013 (copy attached).

**For Decision**  
(Pages 39 - 46)

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

To receive the non-public minutes and summary of the meeting held on 4 March 2013 (copy attached).

**For Information**  
(Pages 47 - 54)

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

To receive the non-public minutes of the meeting held on 4 March 2013 (copy attached).

**For Information**  
(Pages 55 - 58)

19. **FOUNDATION SCHOLARSHIP APPLICATION**

Report of the Chamberlain (copy attached).

**For Decision**  
(Pages 59 - 64)

20. **CITY SUPPORT**

Report of the Chamberlain (copy attached).

**For Information**  
(Pages 65 - 70)

21. **ISSUE REPORT - PROJECT PROGRESS / REQUEST FOR ADDITIONAL FUNDING BOARDING HOUSE, MUSIC SCHOOL AND SPORTS HALL EXTENSION WORKS**

Joint report of the Headmaster of the City of London Freemen's School and the City Surveyor (TO FOLLOW).

**For Decision**

22. **BURSARY UPDATE**

Report of the Bursar of the City of London Freemen's School (copy attached).

**For Information**  
(Pages 71 - 88)

23. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School (copy attached).

**For Information**  
(Pages 89 - 94)

24. **HEADMASTER'S REPORT**

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

**For Information**  
(Pages 95 - 160)

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

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

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# Agenda Item 6

## BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Monday, 21 January 2013

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 21 January 2013 at 11.00 am

### Present

#### Members:

Deputy John Bennett (Chairman)	Douglas Mobsby
Stuart Fraser	Sylvia Moys
Alderman Alison Gowman	Deputy Dr Giles Shilson
Michael Hudson	John Spanner
Vivienne Littlechild	Chris Townsend
Anthony Llewelyn-Davies	Alderman Alan Yarrow
Sir Clive Martin	

#### Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Anne Pietsch	- Comptroller & City Solicitor's Department
Mark Lowman	- City Surveyor's Department
Libby Grant	- Head of Strategic HR Services
Philip Macdonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

The Chairman began by apologising for his absence at the last Board meeting and gave thanks to the immediate past Chairman, Deputy Robin Eve for taking the Chair in his absence.

He went on to welcome Stuart Fraser to his first meeting of the Board following his successful election as a Governor at the Court of Common Council last week. The Chairman also welcomed Mrs Moys who was currently 'acting up' as Chairman of the Board of Governors of the City of London School for Girls and was therefore attending this meeting as an ex-officio Governor.

The Chairman also introduced the Board to the School's recently appointed Bursar, Sue Williams who had now taken up her post. He explained that she had previously worked at the Guildhall School of Music and Drama for a period of 13 years and was therefore not totally unfamiliar with the City's processes.

Finally, the Chairman wished to record his thanks to Angela Starling who had recently retired from the Board due to increasing commitments to other City

bodies. He added that he had written to her on behalf of the Board to thank her for her service and contributions.

1. **APOLOGIES**

Apologies for absence were received from Roger Chadwick (Deputy Chairman), Michael Bramwell (co-opted), John Brewster, Deputy Robin Eve and Brian Harris.

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

Councillor Chris Townsend declared a non-pecuniary interest stating 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 meeting held on 30 November 2012 were approved and agreed as a correct record.

**MATTERS ARISING**

**OFA Discussions re: OFA Clubhouse** (page 3) – The Chairman highlighted that the lease for the existing Clubhouse had been renewed in March 2012 for a further 5 years and would not, therefore, be reviewed in March 2013 as reported at the last meeting.

**Criminal Records Bureau Checks for Members** (page 3) – The Chairman informed the Board that a report regarding the new proposals for CRB checks for Board Members had been approved by the Court of Common Council at their meeting last week.

4. **TERMS OF REFERENCE**

The Board took the opportunity to review their terms of reference prior to their submission to the Court of Common Council at its meeting in April 2013.

In terms of membership, the Chairman drew the Board's attention to the two remaining co-opted Governor vacancies. He reported that the Headmaster was currently approaching the parent of a former CLFS pupil regarding one of these vacancies and it was hoped that an individual with experience of either Secondary or Tertiary education could be found to fill the second vacancy. The Chairman stated that he would welcome suggestions from Governors as to suitable individuals who might be able to fill this position.

**RESOLVED** – That, the Board approve their existing Terms of Reference for submission to the Court of Common Council in April 2013.

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

The Board received an Order of the Court of Common Council of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements, particularly those matters which were of direct relevance to them.



The Board noted that it had been decided that no action was to be taken to limit the number of Governors who can serve on each Board. The Chairman reported that Mrs Moys was now the first Governor to be appointed on to more than one City School Board following her successful election to the Board of Governors of the City of London School at last week's Court of Common Council meeting.

The Town Clerk reported that the Court had also ruled that the rule whereby Members are not able to seek election as Chairman of a Ward or non-Ward Committee unless they have served on that Committee in any capacity in the previous year be dispensed with and that Standing Order No. 29 (3)(a) be deleted.

**RECEIVED.**

**6. RE-APPOINTMENT OF CO-OPTED GOVERNOR**  
**\*\* SIR CLIVE MARTIN WITHDREW FROM THE MEETING WHILST ITEM 6**  
**WAS CONSIDERED \*\***

The Board considered a report of the Town Clerk requesting that Governors consider the re-appointment of Sir Clive Martin as a co-opted Governor of the Board for a further three year term.

The Chairman underlined that Sir Clive had both his and the Headmaster's support in standing for re-appointment. He also referred to the fact that he had presided over the 2012 Prize Day in the absence of either the Lord Mayor or a Lord Mayor Locum Tenens.

**RESOLVED** – That, Governors agree the re-appointment of Sir Clive Martin, onto the Board for a further term of three years.

**7. REGULATIONS FOR THE ADMISSION AND MAINTENANCE OF FOUNDATION SCHOLARS**

The Board considered a report of the Chamberlain proposing that authority to approve Foundation Scholarships is delegated by the Court of Common Council to the Board of Governors of the City of London Freeman's School.

The Chairman reported that the most recent Foundation Scholarship application had been approved by the Court of Common Council at their meeting last week. He stated that the Board were now seeking delegated authority to deal with these matters in their entirety and that, if the Court were to agree to this, no changes to the School's current terms of reference would be necessary.

A Governor questioned the use of the word 'Freewoman' in the appended 'Regulations for admission'. Others agreed that there was no such thing and pointed out that all who were granted the Freedom of the City were termed 'Freemen' regardless of gender.

The Comptroller and City Solicitor highlighted that this had been the wording approved by the Court of Common Council in 1960. It was agreed that the Court's approval to remove the term 'Freewoman' from this document should therefore also be sought. As this was to be a public document it was suggested that a footnote clarifying that a Freeman could be male or female/ a mother or a father be added to the document.

A Governor went on to question the wording at paragraph 2 (a) entitled 'Maintenance in the School', stating that those applying for Foundation Scholarship were most likely to be Day pupils. It was agreed that the officers should also take this opportunity to clarify this point.

The Headmaster added that, under the heading 'Eligibility', paragraph 1 (c) (ii), it was no longer necessary for the School Doctor to certify to the Board that an applicant was physically fit to enter the School as a Boarder.

The Board granted delegated authority to the Chairman and Deputy Chairman, in consultation with the Chamberlain, the Comptroller and City Solicitor and the Town Clerk, to approve the final wording of the regulations before their submission to the Court of Common Council in March.

**RESOLVED – That,**

- the Board seek the approval of the Court of Common Council to delegate authority to approve Foundation Scholarships to the Board of Governors of the City of London Freeman's School; and
- the Board grant the Chairman and Deputy Chairman, in consultation with the Chamberlain, the Comptroller and City Solicitor and the Town Clerk, delegated authority to approve the final wording of the regulations before their submission to the Court of Common Council for final approval in March.

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

There were no questions.

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

There were no additional, urgent items of business for consideration.

**10. 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 Section 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
11	1, 2, 3 & 4
12	3
13	3
14	1 & 3
15	1
16	1
17	2, 3 & 4

18  
19

-  
-

**11. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 30 November 2012 were approved and agreed as a correct record.

**12. CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

The Board received a report of the Comptroller & City Solicitor summarising the advice of the Charity Commission regarding awards to persons connected with members of the Board of Governors of the relevant School and made from the City of London's independent School's Bursary Fund charities.

**13. MASTER PLAN - HEADLINE PROGRESS REPORT**

The Board received a late, separately circulated 'Headline Progress Report from the City Surveyor.

**14. ARREARS OF FEES**

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

**15. HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

**16. 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, Marketing, Staffing Matters and Oxbridge.

**17. 2013 TEACHING STAFF PAY CLAIM**

The Board considered and approved a late, separately circulated, report of the Director of Human Resources relative to the 2013 Pay Claim for Teaching Staff.

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

There were no questions raised in the non-public session.

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

The Headmaster informed Governors of a forthcoming Conference and the Chairman commented on this being his last meeting in this position.

**The meeting ended at 12.35 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1427**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**



**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE  
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Monday, 4 March 2013**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 4 March 2013 at 11.30 am

**Present**

**Members:**

Deputy John Bennett (Chairman)  
Roger Chadwick (Deputy Chairman)  
Anthony Llewelyn-Davies  
Douglas Mobsby

**In Attendance:**

Stuart Fraser

**Officers:**

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor
Philip Macdonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Sixth Form, City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

The Chairman opened the meeting by welcoming Stuart Fraser to his first F,GP&E Sub Committee. He went on to announce that this would be Mr. Llewelyn-Davis' last meeting as he had taken the decision not to stand for re-election to the Court of Common Council later this month. The Chairman thanked Mr Llewelyn-Davis for his contributions to the School and to these meetings over the past few years.

**1. APOLOGIES**

Apologies for absence were received from Brian Harris and Vivienne Littlechild.

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

There were no declarations.

**3. MINUTES**

The public minutes and summary of the meeting held on 7 November 2012 were approved and agreed as a correct record.

#### **MATTERS ARISING**

**OFA Discussions re: OFA Clubhouse** (page 1) – The Chairman reported that he had recently received a letter from Rob Austen (a member of the OFA Committee) advising that the OFA would be making an application to Mole Valley District Council (MVDC) to extend planning permission for a new Clubhouse on the current site for a further three years. The Chairman reminded Governors that the current permission was set to expire later this month. He stated that neither the School nor the City Corporation had any objections to this.

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 were no additional, urgent items of business for consideration.

6. **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.

<b>Item No</b>	<b>Exempt Paragraph(s)</b>
7	1, 2, 3 & 4
8	3
9	3
10	1 & 3
11	3
12	-
13	-

7. **MINUTES**

The non-public minutes of the meeting held on 7 November 2012 were approved and agreed as a correct record.

8. **CITY OF LONDON FREEMEN'S SCHOOL - CITY SUPPORT**

The Sub Committee received a late, separately circulated report of the Chamberlain relative to the City of London's financial contribution to the City of London Freemen's School.

9. **MASTER PLAN UPDATE**

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

10. **ARREARS OF FEES**

The Sub Committee considered and approved a report of the Bursar which provided Governors with an update on the current fee debt and recommended the write off of two outstanding debts.

**11. FINANCIAL PERFORMANCE/SUMMARY**

The Sub Committee received a report of the Bursar providing Governors with an update on the financial performance of the School as at 31<sup>st</sup> January 2013.

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

There were no questions in the non-public session.

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

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

**The meeting ended at 12.45 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1427**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**

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# Agenda Item 8

**ACADEMIC & EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Monday, 4 March 2013**

Minutes of the meeting of the Academic & Education Sub Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 4 March 2013 at 2.00 pm

**Present**

**Members:**

Deputy John Bennett (Chairman)  
Roger Chadwick (Deputy Chairman)  
Alderman Alison Gowman  
Anthony Llewelyn-Davies  
Sir Clive Martin

**In Attendance:**

Stuart Fraser

**Officers:**

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Philip Macdonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Matthew Close	- Head of Sixth Form, City of London Freeman's School
Evelyn Guest	- Head of Upper School, City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School

**1. APOLOGIES**

There were no apologies for absence.

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

There were no declarations.

**3. MINUTES**

The public minutes and summary of the meeting held on 7 November 2012 were approved and agreed as a correct record.

## **MATTERS ARISING**

**Governor Training** (page 1) – The Chairman was pleased to report that the recent three City Schools joint Training Session had been hugely successful and very well received. He asked that his thanks be passed on to all involved.

### **4. CURRICULUM 2012 UPDATE**

The Deputy Head (Academic) provided Governors with a verbal update on 'Curriculum 2012' programme. The Sub Committee were reminded that the main aim of the programme was to widen the skills set of all pupils.

The Deputy Head (Academic) stated that, since the last meeting of this Sub Committee, a Committee had been set up to review the impact of the programme on both staff and pupils and to consider how it might be 'tweaked' if necessary. Governors were informed that feedback from parents had been very positive to date and that the new, hour long, lessons had been well received by all as it was felt that they made more effective use of the School day.

The Deputy Head (Academic) that one or two minor 'tweaks' were to be introduced to the programme in September including the introduction of the CCF, Duke of Edinburgh and 'Choir' as enrichment activities and altering the timings of assemblies. Consideration would also be given to altering the Friday afternoon sessions from one 2 hours slot to two 1 hour slots.

The Head of the Senior School reported that the programme was continuing to develop as was the expertise of the pupils. She presented the School newsletter as an example which had evolved from a relatively basic word document to something more sophisticated.

In response to a question, the Head of Sixth Form reported that a regular School newsletter was being considered for the future. The Head of the Senior School reported that, at present, the newsletter was handed out to pupils at School but not distributed any wider.

In response to questions regarding the School's use of social media, the Deputy Head (Academic) reported that the School did have a Twitter account and that some Departmental accounts were also in existence. He reported that tweets were posted by members of staff concerning relevant issues for students and other followers.

In response to further questions, the Head of Sixth Form reported that a Sixth Form Prefect account had also been set up on Facebook which was a very effective means of disseminating information quickly. The Head of the Senior School emphasised that clear rules were in place regarding the reputation of individuals and the School online.

The Chairman, on behalf of the Sub Committee, congratulated all staff on the success of the programme to date.

**RECEIVED.**

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There were no additional, urgent items of business for consideration.

7. **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>
8	1, 2 & 4
9	2
10	2
11	-
12	-

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 7 November 2012 were approved and agreed as a correct record.

9. **GOVERNOR REVIEW OF SCHOOL POLICIES**

The Sub Committee considered and approved the Policy on Educational Trips and Visits.

10. **CHILD PROTECTION UPDATE**

The Deputy Head provided the Sub Committee with a verbal update on Child Protection / Pupil Welfare matters.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions raised in the non-public session.

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

The Headmaster raised an item concerning the School's forthcoming 160<sup>th</sup> anniversary.

**The meeting ended at 3.10 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
**tel. no.: 020 7332 1427**  
**[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)**



<b>Committee:</b> Board of Governors of the City of London Freemen's School	<b>Date:</b> Monday 29 April 2013	<b>Item no.</b> <b>4</b>
<b>Subject:</b> Appointment of Bursary Committee, Finance, General Purposes and Estates Sub Committee and Academic and Education Sub Committee		
<b>Report of:</b> Town Clerk	<b>Public For Decision</b>	
<p style="text-align: center;"><b><u>Summary</u></b></p> <ol style="list-style-type: none"> <li>1. The purpose of this report is to consider the appointment of the Board's Bursary Committee and two sub-committees and to approve their composition and terms of reference.</li> <li>2. For ease, details of the composition and terms of reference of the Bursary Committee and the two sub-committees are set out in Appendix A.</li> </ol> <p><b><u>Recommendations</u></b></p> <ol style="list-style-type: none"> <li>3. It is recommended that:-           <ol style="list-style-type: none"> <li>a) consideration be given to the appointment, composition and terms of reference of the following for the ensuing year:-               <ul style="list-style-type: none"> <li>• City of London Freemen's School Bursary Committee</li> <li>• Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School</li> <li>• Academic and Education Sub-Committee of the Board of Governors of the City of London Freemen's School</li> </ul> </li> </ol> </li> </ol>		

### Main Report

4. This report considers the appointment, terms of reference and composition of the Board of Governors of the City of London Freemen's School's Bursary Committee and sub-committees.

5. Each of the Board's Committees and sub-committees are considered in turn below. Details of their terms of reference and proposed composition are set out in Appendix A of this report.

### **Bursary Committee**

6. There are a number of different awards which are provided to pupils at the City Schools, either at entry to the Schools or once the pupil is established. The Bursary Committee are concerned with applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three term's assistance).
7. The Current guidelines for assessing bursary applications were reviewed and approved by the Board of Governors in July 2012 and came into effect in the 2012/13 academic year. The amendments made were intended to ensure that the guidelines remain appropriate in light of recent experience and to ensure that the School are able to utilise the funds that they have set aside for the purpose.
8. Meetings precede Board meetings as and when an application for assistance is received.

### **Finance, General Purposes and Estates Sub-Committee**

9. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
10. It was intended that the Finance and General Purposes Sub Committee would primarily have a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board which would take any relevant decisions.
11. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

## **Academic and Education Sub-Committee**

12. The Board considered and approved the creation of this Sub Committee in June 2007 which took effect from September 2007. In October 2011, it was agreed that the membership be expanded from a total of five to six members so as to avoid the sub Committee being inquorate.
13. It was proposed that the Academic and Education Sub Committee would have an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by the Board. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
14. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

### **Contact:**

Gemma Stokley

Telephone: 020 7332 1427

Email: [gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)

**(A) Bursary Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

**Terms of Reference**

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

PROVIDED ALWAYS that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

**(B) Finance, General Purposes and Estates Sub-Committee**

**Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.



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

The sub committee should report to each Board of Governors' meeting.

### **Terms of Reference**

With power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters

To make recommendations for the Board's approval on the following matters:

- the annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

### **(C) Academic and Education Sub-Committee**

#### **Composition**

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).

The quorum shall be any three Governors.

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

The sub-committee should report to each Board of Governors' meeting.

### **Terms of Reference**

With power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to monitor general compliance with child protection requirements (not involving individual cases); and
- to make recommendations on any other issues which have been referred by the full Board.

<b>Committee(s):</b> Board of Governors of the City of London Freeman's School	<b>Date(s):</b> Monday 29 April 2013	<b>Item no.</b>
<b>Subject:</b> Appointment Of Co-Opted Governors		
<b>Report of:</b> Town Clerk	<b>Public</b>	
<b>Ward (if appropriate):</b>		
<p><b><u>Summary</u></b></p> <p>This report proposes that Andrew McMillan and Gillian Yarrow be considered as new co-opted Governors on the Board for a period of three years.</p> <p><b><u>Recommendation</u></b></p> <p>Governors are asked to agree the appointment of Andrew McMillan and Gillian Yarrow onto the Board, each for a term of three years, until Spring Term 2016.</p>		

## **Main Report**

### **Background**

1. The Board are permitted to appoint up to 6 co-opted Governors. There are currently up to two co-opted Governor vacancies.
2. It was agreed that the appointment of all co-opted Governors would be put to the full Board and would be for a period of 3 years. Candidates will then be given the opportunity to re-apply for their position on the Board if they so wish.
3. Following much discussion, Andrew McMillan and Gillian Yarrow have been identified by both the Chairman and Deputy Chairman as suitable candidates and their applications have the strong support of both.

4. Biographical details of both candidates are attached (see Annex A) to aide the Board's decision.

Contact:

Gemma Stokley

020 7332 1427

[gemma.stokley@cityoflondon.gov.uk](mailto:gemma.stokley@cityoflondon.gov.uk)

## **Andrew McMillan**

My two sons, James and Charles, were at CLFS between 1996 and 2009. Both completed the full 11 year stretch, both held scholarships for 10 years, both contributed significantly to the breadth of school life, both gained a great deal from the CLFS experience and each was treated as an individual from day one.

Now retired, I had a long banking career with a strong international flavour and the last 20 years were in client facing leadership roles leading the corporate and investment banking marketing efforts with the insurance sector. In this time I qualified as a Member and subsequently a Fellow of the Association of Corporate Treasurers and served on its council and as Chairman of its publication committee.

In the wider City I am a Past Master of the Guild of Mercers' Scholars and have enjoyed working with many of the schools in the Mercers' cluster as the Guild has an active apprentice scheme. I am currently Upper Warden elect of the Fletchers' Company and, until recently, chairman of the finance committee. The Fletchers were delighted to invite the CLFS jazz band to join our float in the 2011 Lord Mayor's Show.

Although now a widower, my wife used to work at Sutton Grammar School as Registrar and had several years as staff Governor so, by osmosis, my experience of the role of a governor started some years ago. In my own right (since 2011), I have been a Governor and Trustee of Prince's Mead School which is a highly successful co-educational 4-11 prep school near Winchester.

I have lived in Ashted since 2002 and most of my local involvement is through St Giles Church where I have been involved in several recent projects. Other interests include archery, orienteering, cross country skiing and managing a small area of woodland.

Andrew McMillan

6 February 2013

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## GILLIAN YARROW

Gillian Yarrow was born in 1950 and spent much of her childhood in the Far East – Sri Lanka, Hong Kong and Singapore. She attended boarding school in the UK from the age of nine and went on to Cardiff University, from where she graduated with a 2.1 Honours degree in History.

Having completed her PGCE at King's College, London, Gillian took up teaching in London. She ultimately became Head of the History Department at Lady Edridge School in Thornton Heath and Deputy Head of Sixth Form.

In 1982 Gillian left teaching in order to raise her two sons, one of whom has epilepsy and learning difficulties and needed a lot of support. However, her interest in education was sustained by her involvement as a School Governor at the local comprehensive, Southfields Community College, when she took on the role of Chair of the Exclusions Committee. She was also involved in a private preparatory school, Finton House in Wandsworth, attended by her special needs son. She became the Special Needs Governor in 1991 and went on to Chair the Board of Governors from 1993 to 1999.

Since 2000, Gillian has worked voluntarily for Mencap on a Special Events Committee, organising fund-raising events. She currently chairs that committee. These events have raised substantial sums for Mencap and have included balls at the Dorchester Hotel and the Hurlingham Club, literary luncheons, fashion shows and an annual carol service at St Bartholomew's in the City.

Gillian is a steadfast supporter of her husband, Alan Yarrow, as he seeks election to the Mayoralty in the City of London and is herself on the Court of the Feltmakers Livery.

January 2013

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## Educational trips and trips policy

### Introduction

The aims of the School are

- to provide an education of the highest quality in which each individual can reach his or her academic potential;
- to provide a 'whole person' education in which the academic, creative, physical, social and spiritual development of each pupils is promoted in a genuinely co-educational environment;
- to foster an atmosphere of self-respect and care for others in which pupils are confident, fulfilled and happy;
- to prepare pupils to identify and fulfil their role in society and to provide an education for life;
- to work in partnership with parents, governors, staff and former pupils to achieve the School's aims.

The trips and trips programme forms a vital part in fulfilling these aims and therefore staff should seek opportunities to organise such outings which enrich the curriculum.

Staff should be prepared to follow the procedures for organising and running trips in order to minimise the risks to pupils and themselves. A member of staff needs to act as a "prudent parent"<sup>1</sup> at all times when preparing and participating in a school trip. Much of what is written about school trips is advisory rather than statutory but following a rigorous procedure helps to minimise the problems.

The advice from DfE<sup>1</sup> is as follows;

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.

- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the guidance they need so they can keep themselves and children safe and manage risks effectively.

## Policy

1. Educational trips are central to the life of the School. Some trips are of direct relevance to the curriculum and form part of the teaching and learning in some subject areas. Other trips serve to enrich the school experience. They may relate to extra curricular activities, leadership training, physical recreation, self-development and other non-subject specific objectives.
2. It is the policy of the School to encourage educational trips and to ensure that they are properly organised and run in accordance with best practice and having full regard to health and safety and the School's duty of care to pupils. The School's Senior Management Team will maintain an overview of all educational trips and will monitor them closely to ensure that they are planned with due regard to all questions of health and safety.
3. The School retains ultimate responsibility for pupils at all times during school trips, even when activities are undertaken under instruction from outside providers. Teachers on school trips must do their best to ensure the health and safety of everyone in the group and act as a prudent parent would do in the same circumstances.

Attention is drawn to two documents that staff should read when planning a trip;

*Health and Safety: Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies*

*School trips and outdoor learning activities; tackling the health and safety myths.*

Both of these are available in the Guidance-Trips section of the Staff Handbook.

4. The Board of Governors should be notified in advance of all trips involving adventurous activities and all trips which involve pupils in leaving the country, including day trips abroad.

## The Law

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act ;

- The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children. **Page 28**

- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

## References

1. *Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (February 2012)*
2. *Health and Safety Executive – School trips and Outdoor learning Activities; tackling the health and safety myths (June 2011)*

## Procedures for Educational Trips

### Preparation, Application, Communication and Detailed Planning

#### Preparation

1. In planning any trip consideration should be given to the benefit to pupils. A trip to a place they could readily be taken to by parents is not really suitable – trips should offer unique experiences which might be difficult for the general public to access e.g. specialist talks by staff at zoos or companies, specific projects for which the stimulus material may be found in an Art Gallery or museum and the work is guided by staff.
2. The Deputy Head is the Educational Visits Coordinator for the School and scrutinises the arrangements for any trip leaving the school. Each trip must have a designated Trip Leader who communicates with parents, tour companies, the bursary, the Deputy Head and takes the lead on the trip itself. A Deputy Leader should also be appointed who is appropriately acquainted with the details of the trip to take over in the case of the Trip Leader being unavailable.
3. Staff must plan any trip at least a term in advance so that it can be included in the Calendar. As far as possible, trips should be scheduled to avoid clashes and competition between trips. Major trips, such as ski trips, sporting tours, music tours, adventure holidays, must be planned prior to the Annual Planner meeting which occurs early in the Summer Term. The proposal must have a clearly definable and educational purpose. Staffing must be carefully considered to avoid significant losses of contact time.
4. Whenever possible a preliminary visit should be made by the trip leader. If this is not possible, every effort should be made to acquire details from other sources. The costs of any preliminary trip must be included in the overall budget for the trip.
5. Some trips may be organised using external providers. Trip leaders must ensure that the provider holds a licence<sup>1</sup> as required by the Adventure Activities Licensing Regulations (2004). See [www.legislation.gov.uk/ukxi/2004/1309/contents/made](http://www.legislation.gov.uk/ukxi/2004/1309/contents/made) for further details
6. No trips may be publicised to pupils or financial commitments entered into until the trip has been discussed with the Deputy Head. In some cases interest in a trip has to be gauged before approval can be finalised.
7. A preliminary briefing meeting for parents must be held before pupils are asked to sign up for any trip which involves hazardous activities, remote locations or any other unusual factors. This meeting should provide parents with full information about the trip and an opportunity to ask questions. There should be booklets or brochures for the parents and pupils to take away. For more exotic locations, alternative plans must be made and publicised.
8. Staff should give consideration to the year group involved and the proximity of public examinations. Upper 5 and Upper 6 pupils should not go on trips in the Spring Term and careful consideration should be given to the advisability of taking Lower 6 pupils out during this term.

9. It has not been practice at CLFS for pupils to attend revision seminars or workshops and these should remain optional for students to undertake if they wish.
10. Departments should limit themselves to one outing per year group per term if curriculum time is going to be lost. Evenings events such as lectures and performances are not limited and the factors that need consideration are the lateness of the return and the age of the pupils.
11. Under no circumstances should non-CLFS children accompany CLFS trips.
12. It is not normally appropriate for staff to be accompanied by members of their family on trips and the written agreement of the Head is required before any exception can be made to this rule. If a member of staff is on a trip which also includes their own child they must make sure they consider the safety and well-being of the entire group.

### **Application**

13. Permission must be obtained from the Deputy Head. A form 'Approval for an Educational Trip' should be filled out. The completed forms should be sent to the Deputy Head for signature.
14. A risk assessment should be completed. There are many examples of this available and staff should not feel that this task is onerous. A risk assessment is simply good sense and the requirement is that it would be the response of a "prudent parent". Where an outside service provider is being engaged, for example a tour company or activity centre, that provider must supply a full risk assessment. Completed risk assessments should be given out to all adults accompanying the party and need to be read ahead of the trip.
15. A "Plan B" must be formulated in case the intended programme cannot be followed, – e.g. what to do in inclement weather.

### **Communication**

16. Communications with parents should include the fullest possible information about the purpose, destination, costs, insurance, requirements for spending money, the date after which deposits cannot be refunded and cancellation arrangements.
17. Parents should be aware of the level of insurance cover which is provided. If additional or special insurance is being obtained through a tour operator, provider of services for the trip (e.g. Ski insurance) or the City of London Corporation, details of this cover must also be given. Letters should also contain a statement to the effect that parents may wish to consider the adequacy of their family 'all-risks' insurance provision. Parents must be fully informed of all details relating to cancellation and withdrawal of their children from a trip, including information about possible loss of deposits.
18. Parents must be encouraged to be honest about pupil medical conditions which will compromise insurance cover. If necessary, separate insurance might be necessary for pupils suffering long term and medicated conditions such as depression. The expense of such a policy would need to be met by the parents.

19. The Deputy Head may require potential participants in a trip to undergo a medical examination to determine whether they are fit to take part. This examination should be carried out by the pupil's GP and a letter confirming fitness sent to the trip leader.
20. A briefing meeting for parents must be held for all overseas trips and all with overnight stays.
21. The Deputy Head reserves the right to exclude any pupil from a trip on medical grounds or if there are concerns about his/her behaviour.

### **Detailed Planning**

22. All coaches booked for school trips must have seat belts. When booking a coach abroad, organisers must get written confirmation that seat belts will be provided. If seatbelts cannot be guaranteed by coach companies abroad in countries where they are not compulsory, the member of staff organising the trip must consult the Deputy Head at the earliest possible stage of organisation.
23. Drivers of a School minibus must have a current MIDAS certificate or equivalent. School minibuses may not be used for trips outside mainland UK.
24. Normal school expectations of pupil behaviour apply on all school trips. Pupils and their parents may be required to sign a copy of a Code of Conduct for Educational Trips before they are accepted on a trip. It is important all adults accompanying a trip are aware of the policy on alcohol consumption by both staff and pupils and that this is implemented without exception.
25. No pupil will be permitted to take part in a trip unless the Annual Parental Consent Form, Medical Information Form and any other documentation required for the trip has been filled in and signed. As a last resort, emailed consent will be accepted for a day trip but not for a residential trip. For residential trips and any trip involving hazardous activities such as rock climbing, mountaineering and winter walking, mountaineering and summer walking, sailing, windsurfing, skiing, canoeing or farm trips, an additional Parental Consent form must be completed

### **Staffing of Trips**

1. Ratios: factors to be considered:

It is important to have a high enough ratio of adult supervisors to pupils for any trip. The factors to take into consideration include:

- a. Sex, age and ability of group;
- b. Pupils with special educational or medical needs;
- c. Nature of activities
- d. Experience of adults in off-site supervision;
- e. Duration and nature of journey;
- f. Type of any accommodation;
- g. Competence of staff, both general and on specific activities;
- h. Requirements of the organisation/location to be visited;
- i. Competence and behaviour of pupils;
- j. First aid cover.

2. Ratios of staff to pupils are:

Years 4 - 13	1 adult for every 10 - 15 pupils for trips in the UK 1 adult to every 10 pupils for trips outside the UK
Year 3	1 adult to every 6 pupils for all trips.

There should be 2 teachers with a trip. Exceptions to this would be small groups of 6<sup>th</sup> Formers. The ratios stated are guidelines and lower ratios (e.g. 1 to 15) would be permissible for low-risk trips whereas higher risk activities to be undertaken may require a higher ratio e.g. 1 to 10. Gap students, support staff and parents count as adults but should not be totally responsible for groups of pupils.

3. In a mixed party, the supervisors, including residential staff, should include at least one man and one woman if the pupils are under 16. Over 16 this is not a requirement but is desirable if possible.
4. For trips abroad, at least 3 adults must accompany the party unless the number of pupils is less than 10, in which case there should be 2 teachers. Mixed parties must be accompanied by at least one adult of each sex.
5. Supervision arrangements for trips involving home-to-home exchanges will need to be considered individually. At least one teacher should have a basic knowledge of the area to be visited e.g. local medical services, bye-laws. It is advisable to have a 'basic knowledge' of the language of the country to be visited.
6. All CLFS staff have enhanced CRB checks. Any other adults must be CRB checked if the trip is residential although this is not essential for day or evening trips. Any volunteer (e.g. a parent) should be CRB checked if they are regularly going to help with trips (i.e. more than 3 times in a term). Non-teachers accompanying trips must be clear as to their responsibilities, be briefed and meet the pupils before the trip/journey and possibly receive training. They should not be left (without a teacher present) in charge of a large group or in a place with a potential hazard.
7. On residential trips, there should be a staff rota to allow each teacher some periods of relaxation without being first on call.
8. On all trips there should be a member of staff who has a First Aid qualification.
9. The staff on the trip must be mindful of the rules about alcohol consumption by staff and pupils and must adhere to them without exception. (Policies P3 and P4)
10. Special arrangements for supervision are made when pupils of the School undertake expeditions and other exercises for the Duke of Edinburgh's Award Scheme. Elements of the Duke of Edinburgh's Award Scheme require participants to take part in unaccompanied activities.

### **Active Supervision: recommendations**

1. Group size: small groups are easier to count and chase than large groups. Head count many times.
2. "Down-time" arrangements are often the most hazardous part of a trip (e.g. motorway service station, free time in a town). Pupils should go round in small

groups (groups of 3 or 4), have clearly defined meeting points and mobile phone numbers to use in emergencies.

3. Check the weather, suitable clothing and provisions. Have emergency procedures in place.
4. Be aware of water
  - i.* Activities near water such as a walk along a river bank or seashore, collecting samples from ponds or streams, paddling or walking in gentle shallow water. Tides and the time of high water should be checked for any seashore trip.
  - ii.* Swimming in the sea or other natural water should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have qualified lifeguard cover. Pupils should always be in sight of their supervisors.
  - iii.* Swimming pools: there must be constant supervision by a sufficient number of qualified lifeguards;
5. Staffing must take into account having to send a pupil home accompanied. This contingency must be included in a Plan B.

### **Illness/accidents and medical issues**

**Wherever possible, a pupil's medical conditions should not prevent them from taking a full part in trips organised by the School.**

Trip organisers should be fully aware of all the medical issues of pupils on the trip. Details will be supplied in the trip information pack

Where pupils require epipens or other medication the trip organiser must make sure they are confident about the use of medications and have read the written guidance issued from the Medical Centre where appropriate (e.g. the correct use of an epipen)

Should any pupil become seriously unwell or be involved in an accident, the pupil's parents must be informed. If the illness requires medical assistance (doctor/hospital) the duty member of SMT must be informed.

### **Insurance**

1. Appropriate Insurance Cover must be taken out to protect all those taking part in the trip. In the case of journeys abroad, the policy must also cover charges for any form of medical treatment provided for pupils and adults in the party, including necessary incidental expenses.
2. Some journeys are covered by inclusive terms, while others are not. It is important to be sure that the journey is adequately covered either by the inclusive terms offered by the travel association or under the City of London Corporation's insurance. Where cover is provided, other than by the City of London Corporation, details of the Insurance Policy must be passed to the Bursar's Secretary
3. To take advantage of the City of London Corporation's policy, details of the trip will need to be provided by the trip organiser to the Bursar's Secretary who will liaise with the City of London Corporation's Insurance Section.



5. The City of London Corporation's policy covers teachers and pupils for personal accidents leading to some form of permanent disability or death, medical and emergency travel expenses, loss of personal baggage, loss of cash including travellers' cheques, credit cards or travel tickets, cancellation, curtailment and change of itinerary. To provide cover for 'volunteers', the trip organizer is to contact the Bursar's Secretary to arrange cover.
6. The Personal Accident insurance policy (Chartis Europe LTD), covers all pupils and staff at CLFS for compensation for serious injuries leading to some form of permanent disability or death, world wide throughout the year. It does not cover medical expenses, personal effects and money, cancellation and hijack.
7. For trips to European Community countries, pupils and staff must possess and take a European Health Insurance Card. The Trip Leader must have photocopies of these on the trip.
8. Claims for expenses incurred should be made to the insurance company at the earliest possible opportunity.

### **Passports and Visas**

1. For trips abroad remind parents to check that passports must be current (6 months beyond the return date is required by some countries). Pupils with non-EU passports will need to check if a visa is required. Non-EU nationals can travel to EU countries with a visa exemption form (see Junior School Secretary or Senior School Receptionist). Visas may be required for trips beyond Europe.
2. The Trip Leader must arrange for a photocopy of the back pages of the passport and a copy of the visa application (if applicable) for every pupil on a trip.
3. It is often advisable for the trip leader to carry a document listing the names of all in the party printed on official headed paper and signed by the Head.

### **Being a Host**

The NSPCC has published the following guidelines in respect to the hosting of young athletes/games players on tour:

1. Players should be placed with families where there is a player of a similar age and where possible of the same sex. If the players are of different sexes, there must be both sexes in the household.
2. It is preferable for the visiting player to have his/her own bedroom, but acceptable for them to share a bedroom with another person of similar age and of the same sex.
3. Host families should be informed of players' special medical, dietary or cultural needs. Host families must indicate, in writing, that they understand the issues (e.g. a pupil needing an epipen) and are willing and able to provide support as needed.

4. If the visiting group includes people with disabilities, the host families must be made aware of any special requirements and arrangements such as size of room and access to bathroom facilities. These must be appropriate for the player.
5. Hosts must be made aware of the arrangements for collecting and transporting guest players throughout the trip.
6. Guest players should have ready access to the staff on the trip, usually by telephone.
7. Hosts must be aware of the school's position on the consumption of alcohol (policy P3)
8. The School should avoid using companies that place pupils in host families who are being paid to provide accommodation

### **Financing of Educational Trips**

1. All trips must be self- financing.
2. The member of staff organising the trip is responsible for keeping precise and clear records of all income and expenditure relating to the trip. Details of the required records will be issued by the Finance Office.
3. All income received and payments of invoices must be processed through the Finance Office in the Bursar's Department.
4. All income from parents must have been received and cleared before the trip commences.
5. No payments, including deposits, may be made until Approval in Principle has been given by the Deputy Head. A signed copy of this approval form must be forwarded to the Finance Manager with the Preliminary Budget Estimate form before requesting first payments.
6. If the organiser of a trip intends to approach any outside body to sponsor or subsidise the trip they are planning, they must have the written agreement of the Head and the Bursar in advance.
7. The financing of staff places over and above the normal pupil/staff ratio on all school trips must be approved by the Bursar.
8. The Bursar should be consulted about any pupil who might qualify for financial assistance. No parent or pupil must ever be led to believe that they might be eligible for financial assistance without the explicit authority of the Bursar.
9. Cost of mobile phone hire and calls must be included in the Preliminary Budget Estimate.

### **CLFS Financial Procedures**

Arrangements for the collection of money using the School's accounting system will be necessary. The organiser should check that all income and expenditure has been credited/debited to the trip holding account. Any variations should be reconciled initially with the Finance Office. All monies (cash or cheques) collected must be given to the

Finance Officer immediately for safekeeping, including a consolidated list of cheques. All bills must be paid by the School and not directly from monies collected. V.A.T. receipts must be obtained to enable the School to reclaim the tax. **N.B. Money must not be held in a member of staff's personal account.**

## CLFS Financial Arrangements

Payments may be made by instalments prior to the trip/journey. Collection of income must be scheduled so that sufficient funds are available to cover the payments. A careful record must be kept of all such payments and a payment receipt voucher is to be issued to the pupil or parent for any instalment received. Payments to centres, tour or coach operators, or other organising agencies must be made via the School's accounting system. Arrangements for drawing cash when abroad are made through the School's accounting system. Cash carried on the trip is to be limited to £1,000 or currency equivalent. Arrangements can be made for currency cards.

Collection of money via School fees: please contact the Finance Office to discuss this option.

## Guidance on the Financial Management of Major Trips

There must be regular internal checks and monitoring of all financial transactions and account records for major trips and trips. The aim is to protect the interests of the staff involved, whilst at the same time providing a high level of probity and security for the school trip's funds. All such accounts must be reviewed by an appointed member of the Bursar's staff on a regular monthly basis and may be subject to Internal Audit by the Corporation within four weeks of the completion of a trip. The final account summary together with all supporting accounting records must be submitted to the Bursar within one month of the completion of the trip.

## Important Guidelines which cannot be adjusted

1. The Trip Leader is ultimately responsible for the financial management of the accounts, together with the designated deputy.
2. All monies paid into the trip account by the member of staff will be acknowledged by a receipt at the time from the Finance Officer.
3. All cash received at any fund raising event must be counted by two members of staff in attendance at the time and a cash receipt sheet must be signed by both members of staff.
4. All foreign currency must be ordered at least two weeks in advance.
5. All transactions/expenditure and incidental expenses for whatever purpose involving cash must have an appropriate receipt issued at the time for accounting purposes. In those exceptional circumstances where, for example, refreshments for pupils have been purchased from street vendors who do not issue receipts, it will be acceptable for the trip leader to write and sign a note, detailing the cost of such refreshments and countersigned by another member of staff on the trip.
6. All expenditure on invoices must be paid out through the Finance Office with appropriate authorising signatures (i.e. Headmaster, Bursar, Finance Manager).

7. All returned currency/monies must be forwarded immediately at the completion of the trip to the Finance Officer. A full financial statement is to be provided together with supporting accounting records, within one month of the trip's completion.
8. The overall leader and the designated deputy for each trip must both sign off the final account summary form before submission to the Bursar's Office.
9. The Finance Office will maintain a central record of all planned trips to enable the Bursar's staff to ascertain when trips are due to end so that they can pursue any late returns of unused currency and trip documentatio

**Reviewed by YMD, PGM and VEB August 2012**  
**Reviewed by Governors February 2013**  
**For review by VEB, PGM and Bursar September 2013**

# Agenda Item 16

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 17

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

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# Agenda Item 18

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

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# Agenda Item 19

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

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# Agenda Item 20

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

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# Agenda Item 22

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 23

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

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# Agenda Item 24

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