



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

**Date:** THURSDAY, 26 JUNE 2014

**Time:** 11.00 am

**Venue:** CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,  
KT21 1ET

**Members:**

Stuart Fraser	Hugh Morris
Deputy John Bennett	Graham Packham
Michael Bramwell, (co-opted) (External Member)	Alderman Dr Andrew Parmley
Roger Chadwick	Judith Pleasance
Brian Harris	Elizabeth Rogula
Alderman Peter Hewitt	Deputy Dr Giles Shilson, (ex-officio) (Ex- Officio Member)
Michael Hudson	Sir Michael Snyder, (ex-officio) (Ex- Officio Member)
Vivienne Littlechild	Councillor Chris Townsend, (co-opted) (Ex-Officio Member)
Sir Clive Martin, (co-opted) (External Member)	Philip Woodhouse
Andrew McMillan, (co-opted) (External Member)	Gillian Yarrow, (co-opted) (External Member)
Douglas Mobsby, (co-opted) (External Member)	

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**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 THE COURT OF COMMON COUNCIL**

Order of the Court of Common Council of 1 May 2014, appointing, the Board and setting its terms of reference.

**For Information**  
(Pages 1 - 2)

4. **MINUTES**

To agree the public minutes and summary of the meeting held on 30 April 2014.

**For Decision**  
(Pages 3 - 8)

5. **MINUTES OF THE FINANCE, GENERAL PURPOSE AND ESTATES SUB COMMITTEE**

To receive the public minutes and summary of the meeting held on 22 May 2014.

**For Information**  
(Pages 9 - 12)

6. **MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**

To receive the public minutes and summary of the meeting held on 22 May 2014.

**For Information**  
(Pages 13 - 16)

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

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

9. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

## Part 2 - Non-Public Agenda

### 10. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 30 April 2014.

**For Decision**  
(Pages 17 - 22)

### 11. NON PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSE AND ESTATES SUB COMMITTEE

To receive the non-public minutes of the meeting held on 22 May 2014.

**For Information**  
(Pages 23 - 26)

### 12. NON PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE

To receive the non-public minutes of the meeting held on 22 May 2014.

**For Information**  
(Pages 27 - 30)

### 13. BURSAR'S REPORT

Report of the Bursar of the City of London Freemen's School.

**For Information**  
(Pages 31 - 36)

- a) Annex 1: Summary of the 2014/15 budget and forecast out-turn (Pages 37 - 38)
- b) Annex 2: Arrears of Fees June 2014 (Pages 39 - 42)
- c) Annex 3: Number of FTE working days lost per employee (Pages 43 - 44)
- d) Annex 4: Media coverage (Pages 45 - 64)
- e) Annex 5: Study Timetable (Pages 65 - 66)

### 14. REVIEW OF ASSISTANCE FOR FOUNDATION BURSARIES

Report of the Headmaster and the Chamberlain.

**For Information**  
(Pages 67 - 76)

### 15. HEADMASTER'S REPORT

Report of the Headmaster of the City of London Freemen's School.

**For Information**

(Pages 77 - 82)

- a) Appendix 1: The School Roll September 2014 (Pages 83 - 84)
- b) Appendix 2: Safeguarding Annual Report and Safeguarding Policy (Pages 85 - 106)
- c) Appendix 3: Prize Day 2014 (Pages 107 - 108)
- d) Appendix 4: Recent and Forthcoming Events (Pages 109 - 112)
- e) Appendix 5: School Development Plan 2014-2015 (Pages 113 - 142)

16. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School.

**For Decision**  
(Pages 143 - 148)

17. **CITY OF LONDON FREEMEN'S SCHOOL MASTERPLAN**

Report of the Headmaster of the City of London Freemen's School and the City Surveyor regarding the City of London Freemen's School;

- Main House (Masterplan Phase 2) and;
- Swimming Pool replacement (Phase 2a) and;
- Funding Evaluation Update.

Report to follow.

**For Decision**

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

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

WOOLF, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 1st May 2014, doth hereby appoint the following Committee until the first meeting of the Court in April, 2015.
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## BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**  
A Non-Ward Committee consisting of,
- up to two Aldermen nominated by the Court of Aldermen
  - up to 12 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
    - the Chairman of the Board of Governors of City of London School for Girls
  - up to six 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 2014/15**

**ALDERMEN**

- 2 Dr Andrew Charles Parmley, Mus.M., Hon. F.S.G.
- 2 Peter Hewitt

**COMMONERS**

- 10 (4) John Alfred Bennett, Deputy
- 6 (4) Michael Hudson
- 2 (2) Judith Lindsay Pleasance (*for two years*)
- 3 (3) Stuart John Fraser, C.B.E.
- 2 (2) Graham David Packham (*for three years*)
- 11 (2) Roger Arthur Holden Chadwick
- 6 (2) Vivienne Littlechild
- 2 (2) Hugh Fenton Morris
- 9 (1) Brian Nicholas Harris
- 6 (1) Elizabeth Rogula
- 2 (1) Philip John Woodhouse

together with :-

- Mr F. M. Bramwell
- Sir Clive Martin O.B.E., T.D., D.L.
- Mr Douglas Mobsby M.B.E.
- Mr C. Townsend
- Mrs G Yarrow
- Mr A McMillan

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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**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Wednesday, 30 April 2014**

Minutes of the meeting 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 Wednesday, 30 April 2014 at 11.00 am

**Present**

**Members:**

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Douglas Mobsby (External Member)
Roger Chadwick	Hugh Morris
Brian Harris	Graham Packham
Michael Hudson	Judith Pleasance
Vivienne Littlechild	Elizabeth Rogula
Sir Clive Martin (External Member)	Sir Michael Snyder (Ex-Officio Member)

**Officers:**

Philip MacDonald	- Headmaster
Vicky Buckman	- Deputy Head
Richard Alton	- Deputy Head (Academic)
Mark Beach	- Head of Junior School
Susan Williams	- Bursar
Chrissie Morgan	- Director of HR, Town Clerk's
Mark Lowman	- Assistant Director Major Projects, City Surveyor's
Sarah Port	- Senior Accountant, Chamberlain's

**1. APOLOGIES**

Apologies for absence were received from Alderman Hewitt, Alderman Parmley, Councillor Townsend and Gillian Yarrow.

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

There were no declarations.

**3. MINUTES**

The public minutes of the meeting held on 28 January 2014 were considered and approved as a correct record.

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

The public minutes of the City of London Freeman's School Finance, General Purposes and Estates Sub-Committee were noted.

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

The public minutes of the City of London Freeman's Academic and Education Sub-Committee were noted.

**6. SCHOOL MINIBUSES POLICY**

The Board of Governors considered the City of London Freeman's School Minibus Policy.

A Member of the Board asked for clarification with regards to the procedure for driver's health checks, particularly for drivers who are required to take medication. The Bursar explained that School drivers were required to notify the Bursary or the Medical Centre if they are required to take medication.

Following this a Member asked for further clarification with regards to the requirement for all drivers to have a 'clean' driving licence. The Bursar explained that a 'clean' driving licence is required by all school drivers' however the status of driving licences can be reviewed on a discretionary basis if appropriate. The Bursar also clarified that the Policy covered the use of the school car.

**RESOLVED:** That the Board approve the City of London Freeman's School, School Minibuses Policy.

**7. CITY OF LONDON FREEMEN'S SCHOOL SAFEGUARDING POLICY**

The Board received for consideration the City of London Freeman's School Safeguarding Policy. The Headmaster explained that new safeguarding guidance was received over the Easter Holiday from the Department of Education. The new guidance had yet to be incorporated into the Freeman's School policy and the Headmaster asked the Board to approve the withdrawal of the item from the meeting. It was proposed that a revised version of the safeguarding policy (which would take into consideration the new guidance) be seen for approval at the June 2014 meeting of the Board of Governors. The Board accepted the request.

Following the withdrawal of the item a Member asked the Headmaster whether all three City of London Schools used the same safeguarding policy. The Headmaster answered that due to certain particularities of individual Schools each School had a different policy, but each policy would incorporate the Department of Education's new guidance. As an example the Headmaster explained that unlike the other two City Schools the Freeman's School worked with Surrey Council Children's Services.

**RESOLVED:** That the City of London School Freeman's Safeguarding Policy be withdrawn from the agenda of the 30 April 2014 meeting.

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

A Member queried the OFA lease and the Bursar clarified that the City had the right to break the lease any time after its expiry under the Landlord and Tenant Act 1954.



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

There was no urgent business for consideration.

10. **EXCLUSION OF THE PUBLIC  
RESOLVED:**

That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.	Exemption Paragraph(s)
11	1, 2, & 3
12	2, 3 & 4
13	2 & 4
14	3
16	1
17	2, 3 & 4
18	1
19	1
20	4

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 28 January 2014 were considered and approved as a correct record.

12. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 1 April 2014 was considered and approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The Board noted the non-public minutes of the Academic and Education Sub-Committee held on 1 April 2014.

14. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Board noted a report of the Town Clerk detailing an action taken under Urgency Procedures (Standing Order No. 41(a)) since the meeting on 28 January 2014.

15. **MASTER PLAN UPDATE**

The Board heard a verbal update from the City Surveyor regarding the Master Plan.

**RESOLVED:** That the Board note the Master Plan update.

16. **FEES STRATEGY 2015/16 - 2019/20**

The Board received a report of the Headmaster of the City of London Freemen's School regarding the 2015/16 – 2019/20 Fee Strategy.

**RESOLVED:** That the Board note the 2015/16 – 2019/20 Fee Strategy.

17. **BURSAR'S REPORT**

The Board received a report of the Bursar of the City of London Freemen's School.

**RESOLVED:** That the Board note the report of the Bursar of the City of London Freemen's School.

18. **HEADMASTER'S REPORT**

The Headmaster provided the Board with further information regarding staff changes since writing the Headmaster's report.

**RESOLVED:** That the Board note the Headmaster of the City of London Freemen's School update.

19. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of Junior School.

**RESOLVED:** That the Board note the Head of Junior School report.

20. **TEACHING STAFF PAY AWARD 2014/15**

The Board of Governors received a report tabled by the Director of HR regarding Teaching Staff Pay Awards.

**RESOLVED:** That the Board agree the recommendations of the Director of HR regarding Teaching Staff Pay Awards.

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

There were no non-public questions.

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

There was no other business.

**The meeting ended at 13.26**

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Chairman

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**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE  
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Thursday, 22 May 2014**

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 Thursday, 22 May 2014 at 10.40 am

**Present**

**Members:**

Stuart Fraser (Chairman)  
Vivienne Littlechild  
Douglas Mobsby (External Member)

**Officers:**

Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Steve Telling	- Chamberlain's Department
Mark Lowman	- Assistant Director Major Projects, City Surveyor

**1. APOLOGIES**

Apologies were received from Deputy John Bennett and Brian Harris.

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

There were no declarations of interest under the Code of Conduct.

**3. MINUTES**

The public minutes of the meeting held on 1 April 2014 were considered and approved as an accurate record.

**4. INTERNAL AUDIT REPORT - SCHOOL TEACHING AND NON-TEACHING STAFF RECRUITMENT (INCLUDING TEMPORARY STAFF)**

The Sub-Committee received for information an internal audit report of the Chamberlain. The report provided members with a briefing on the outcomes of an internal audit review of School Teaching and non-teaching staff recruitment. The audit review found there to be substantial assurance over School Teaching and Non-Teaching Staff (including temporary staff).

Members of the Sub-Committee questioned when the Chairman received the outcome of internal audit reviews. The Chief Accountant said that at the time of sign-off the Chairman received a copy; the reviews were then circulated to all Members of the Sub-Committee.

**RESOLVED:** That the Sub-Committee note the outcomes of the internal audit report.

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

There were no questions on matters relating to the work of the Sub-Committee.

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

There was no urgent business.

7. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.	Exempt Paragraph(s)
8	3
9	3 & 4

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 1 April 2014 were considered and approved as a correct record.

9. **BURSAR'S REPORT**

The Sub Committee received a report of the Bursar of the City of London Freeman's School updating Governors on matters such as arrears of fees and the School's financial position.

**RESOLVED:** That the Sub-Committee note the Bursars update.

10. **MASTERPLAN UPDATE**

The Sub-Committee heard from the Assistant Director Major Projects, City Surveyors regarding the City of London Freeman's School Master Plan.

**RESOLVED:** That the Sub-Committee note the City Survey Master Plan update.

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

There were no non-public questions relating to the work of the Sub-Committee.

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

There was no other business.

**The meeting ended at 11.32 am**

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Chairman

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**ACADEMIC & EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Thursday, 22 May 2014**

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 Thursday, 22 May 2014 at 11.30 am

**Present**

**Members:**

Stuart Fraser (Chairman)  
Vivienne Littlechild  
Sir Clive Martin (External Member)  
Gillian Yarrow (External Member)

**Officers:**

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
Mark Beach	- Head of Junior School, City of London Freeman's School
Steve Telling	- Chief Accountant, Chamberlain's Department
Georgina Denis	- Committee and Member Services Officer

**1. APOLOGIES**

There were no apologies.

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

There were no declarations of interest under the Code of Conduct relating to items on the agenda.

**3. MINUTES**

**RESOLVED:** That public the minutes of the Academic and Education Sub-Committee meeting held on 1 April 2014 be approved as an accurate record.

**4. SAFEGUARDING POLICY**

The Sub-Committee received the draft version City of London Freeman's School Safeguarding Policy. The Headmaster informed the sub-committee that Department of Education regulations regarding safeguarding changed on 2 April 2014 and subsequently the policy had been updated. The Sub-Committee were asked to review the draft policy and recommend improvements to be made before the full Board of Governors met to approve the final policy. The Headmaster informed the Sub-Committee that the full Board of Governors

would also be asked to approve the appointment of the Deputy Head as Designated Child Protection Officer and to approve the roles job description.

The Headmaster asked the Sub-Committee to note that the Board of Governors also had to nominate a member of School Staff to be responsible for liaising with Social Services regarding the actions of the Headmaster in dealing with Safeguarding issues. The Headmaster told the Sub-Committee that a separate member of staff had to be appointed because a member of staff in the Deputy Head position would not be appropriate.

Regarding the changes to the policy the Chairman stated that the new policy would result in the safeguarding team having a duty to follow up cases reported to the Social Service, with the Governors having overall responsibility for cases being further investigated by officers. Due to the changes the Headmaster suggested that safeguarding become a standing item on the Board of Governors meeting agenda.

The Sub-Committee questioned what procedures were in place for staff whistle-blowing of child protection issues and were informed that the School worked within the City of London Corporation Whistle-Blowing Policy. The Sub-Committee also asked what the correct procedure was if a member of staff felt the Head was not taking appropriate action. The Deputy Head said that the member of staff would be encouraged to refer the issue to the School Governor responsible for safeguarding. The Sub-Committee also suggested that it would be sensible to train a second Governor in case of instances when the primary Governor is not available. The Sub-Committee also proposed that all Governors should be required to attend safeguarding training. The Deputy Head said that there are a number of courses provided and it would be most appropriate for Governors who were not designated safeguarding leads to take only a foundation course in child protection.

A Member queried the wording on page 6 part 2.5 of the Policy. He suggested that it would be best if the wording emphasised the City of London Corporations responsibility to ensure that all Members have the opportunity to receive relevant and also emphasised the Corporations responsibility to ensure all Members attended relevant training.

**RESOLVED:** That the Sub-Committee recommend the Board of Governors,

- approve the Designated Child Protection Officer job description
- appoint the Deputy Head as the Designated Child Protection Officer
- consider the appointment of a second governor of the Board to be responsible for safeguarding
- consider providing all Board Members with child protection training
- and that all Board Members receive and attend child protection training within 6 months of appointment.
- consider including safeguarding as a regular agenda item

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

There were no other questions relating to the work of the Sub-Committee.

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

There was no other business.

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.

Item No. Paragraph(s)	Exempt
8	2, 4
9	3

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 22 May 2014 were considered and approved as an accurate record.

9. **CURRICULUM AND ENRICHMENT UPDATE**

The Sub-Committee received a report of the Deputy Head (Academic) which provided a summary of changes to public examinations and an update on the September 2012 curriculum review.

10. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no non-public questions relating to the work of the Sub-Committee.

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

There was no urgent business.

**The meeting ended at 12:35**

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Chairman

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