



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

Date: TUESDAY, 25 NOVEMBER 2014

Time: 11.00 am

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

Members:

Stuart Fraser (Chairman)	Hugh Morris
Deputy John Bennett	Graham Packham
Michael Bramwell, (co-opted) (External Member)	Sheriff & Alderman Dr Andrew Parmley
Roger Chadwick (Deputy Chairman)	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)	Adam Richardson

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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. **MINUTES**

To consider the public minutes and summary of the meeting held on 7 October 2014.

For Decision

(Pages 1 - 4)

4. **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

To receive the draft minutes of the meeting held on 10th November 2014 (*to follow*).

5. **MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

To receive the draft minutes of the meeting held on 10 November 2014 (*to follow*).

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

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

8. **EXCLUSION OF THE PUBLIC**

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

For Decision

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**

To consider the non-public minutes of the meeting held on 7 October 2014.

For Decision

(Pages 5 - 8)

10. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON'S FREEMEN'S SCHOOL**

To receive the draft minutes of 10th November 2014 (*to follow*).

11. **NON PUBLIC MINUTES OF THE EDUCATION AND ACADEMIC SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**
To receive the draft minutes of the meeting held on 10th November (*to follow*).
12. **HEADMASTER'S REPORT**
Report of the Headmaster.
For Decision
(Pages 9 - 36)
13. **BURSAR'S REPORT**
Report of the Headmaster.
For Information
(Pages 37 - 40)
14. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School.
For Decision
(Pages 41 - 46)
15. **PRE-PREP SCHOOL**
Report of the Headmaster.
For Information
(Pages 47 - 114)
16. **PUBLIC BENEFIT AND OUTREACH REPORT**
Joint report of the Headmaster and the Chaplain.
For Information
(Pages 115 - 120)
17. **SERVICE BASED REVIEW**
Report of the Headmaster.
For Information
(Pages 121 - 122)
18. **ACTION TAKEN UNDER URGENCY PROCEDURES**
Report of the Town Clerk.
For Information
(Pages 123 - 124)
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Tuesday, 7 October 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 Tuesday, 7 October 2014 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Douglas Mobsby (External Member)
Michael Bramwell (External Member)	Graham Packham
Roger Chadwick (Deputy Chairman)	Judith Pleasance
Brian Harris	Elizabeth Rogula
Michael Hudson	Councillor Chris Townsend (Ex-Officio Member)
Sir Clive Martin (External Member)	Gillian Yarrow (External Member)
Andrew McMillan (External Member)	

Officers:

Steve Telling	Chamberlain's Department
Chrissie Morgan	Director of Human Resources
Philip MacDonald	Headmaster, City of London Freeman's School
Mark Lowman	City Surveyor
Sue Williams	Bursar, City of London Freeman's School
Vicky Buckman	Deputy Head, City of London Freeman's School
Richard Alton	Deputy Head, City of London Freeman's School
Julie Mayer	Committee and Member Services Officer

1. **APOLOGIES**

Apologies were received from Roger Chadwick, Deputy John Bennett, Alderman Peter Hewitt, Vivienne Littlechild, Hugh Morris, Alderman Dr Andrew Parmley; Deputy Dr Giles Shilson, Sir Michael Snyder and Philip Woodhouse.

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

Councillor Chris Townsend declared a standard, non-pecuniary interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. **MINUTES**

RESOLVED, that:

The public minutes and summary of the Board of Governors' Meeting held on 26th June 2014 be approved subject to an amendment to Brian Harris's status as a Member (of the City of London Corporation) and not an external member.

4. **REVENUE OUTTURN 2013/14**

The Board received a joint report of the Chamberlain and Headmaster, setting out the latest revenue outturn position for 2013/14. Governors were pleased to note a good position and, particularly, only a small drawdown on the loan facility for the Masterplan Phase 1.

RESOLVED, that:

The Revenue Outturn report for 2013/14 be noted

5. **CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL - 2013/14 - REPORT AND FINANCIAL STATEMENTS**

The Board considered a report of the Chamberlain, which provided Governors with the 2013/14 Report and Financial Statements for the Charities Administered in Connection with (ICW) the City of London Freeman's School (Charity No 312120). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool.

RESOLVED, that:

1. The report be noted.

2. £50,000 be invested into the City of London Charities Pool.

6. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - 2013/14 REPORT AND FINANCIAL STATEMENTS**

The Board considered a report of the Chamberlain, which provided Governors with the 2013/14 Report and Financial Statements for the City of London Freeman's School Bursary Fund (Charity No 284769). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool. An investment of £50,000 was initially suggested but Governors considered that, given the level of investment income being achieved, an investment of £85,000 should leave still sufficient cash to meet ongoing expenditure requirements.

RESOLVED, that:

1. The report be noted.

2. £85,000 be invested into the City of London Charities Pool.

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

There were no questions.

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

There were no items of urgent business.

9. **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 nos	Para no
10 – 17	3
20	1 & 2

10. **NON-PUBLIC MINUTES**

RESOLVED, that:

The non-public minutes of the meeting held on 26 June 2014 be approved.

11. **MASTERPLAN PHASE 1 UPDATE**

The City Surveyor was heard in respect of Masterplan Phase 1.

12. **MASTERPLAN PHASE 2 (MAIN HOUSE AND SWIMMING POOL)**

The Board received a presentation in respect of Masterplan Phase 2.

13. **HEADMASTER'S REPORT**

The Board received the Headmaster's report on developments at the school since the last meeting on 26 June 2014.

14. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School, which provided an overview of events in the Junior School since the last meeting on 26th June 2014.

15. **BURSAR'S REPORT**

The Board considered the Bursar's report.

16. **SERVICE BASED REVIEW PROPOSALS - CITY OF LONDON FREEMEN'S SCHOOL**

The Board considered a joint report of the Chamberlain and the Headmaster, which set out the Service Based Review requirements for the City of London Freeman's School.

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

The Board received a report of the Town Clerk, setting out the details of two decisions taken under urgency provision, since the last meeting.

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

There were no questions.

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

Governors received an urgent item of business from the Director of Human Resources of the City of London Corporation.

The meeting ended at 1.00 pm

Chairman

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of the Local Government Act 1972.

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