

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 30 April 2012

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 Monday, 30 April 2012 at 11.00 am

Present

Members:

Deputy John Bennett	Anthony Llewelyn-Davies
Michael Bramwell	Sir Clive Martin
John Brewster	Douglas Mobsby
Roger Chadwick	Sylvia Moys
Deputy Robin Eve	John Spanner
Alderman Alison Gowman (in the Chair)	Angela Starling
Brian Harris	Cllr Chris Townsend
Vivienne Littlechild	

Officers:

Gemma Goulding	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Steve Telling	- Chamberlain's Department
Murray Craig	- Clerk, Chamberlain's Court
Peter Snowdon	- Projects Director, City Surveyor's Department
Mark Lowman	- City Surveyor
Philip Macdonald	- Headmaster, City of London Freeman's School
Richard Alton	- Second Deputy, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Yvette Dunne	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Alderman & Sheriff Alan Yarrow, Deputy the Reverend Stephen Haines (ex-officio), Michael Hudson and Elizabeth Rogula.

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

Deputy Robin Eve declared a personal but non-prejudicial interest on the basis of his membership of and connections with the Old Freemen's School Association (OFA).

Councillor Chris Townsend declared a personal but non-prejudicial interest in relation to agenda item 16 stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. **ORDER OF COMMON COUNCIL**

Governors received the Order of the Court of Common Council, 19 April 2012, appointing the Board of Governors of the City of London Freemen's School for 2012/13 and setting its Terms of Reference.

RECEIVED.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk reminded Governors that their immediate past Chairman, Deputy John Bennett, had received the approval of the Court of Common Council (8 March 2012) to stand for election as Chairman of this Board for a fourth and final year and went on to read a list of those Governors eligible to stand. Deputy John Bennett, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk read a list of those Governors eligible to stand and Roger Chadwick, being the only Governor expressing a willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

6. **MINUTES**

The public minutes and summary of the meeting held on 30 January 2012 were approved and agreed as a correct record.

MATTERS ARISING

Member Criminal Record Bureau Checks (page 2) – In response to a question, the Director of HR reported that staff were currently looking at whether or not potential legislative changes would now overtake this report and, as such, the matter had now been deferred for the time being.

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

The Board considered a report of the Town Clerk relative to the appointment of the Board's Bursary Committee and two sub-committees, their composition and terms of reference.

RESOLVED – That, the composition and terms of reference of the Board's Bursary and two sub Committees be approved and that they be appointed as follows for 2012/13:

Bursary Committee

Deputy John Bennett (as Chairman)
Roger Chadwick (as Deputy Chairman)
Michael Bramwell (co-opted)
Deputy Robin Eve
Vivienne Littlechild
Anthony Llewelyn-Davies
Douglas Mobsby (co-opted)

Finance, General Purposes and Estates Sub Committee:

Deputy John Bennett (as Chairman)
Roger Chadwick (as Deputy Chairman)
Brian Harris
Vivienne Littlechild
Anthony Llewelyn-Davies
Douglas Mobsby (co-opted)

Academic and Education Sub Committee:

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

8. **APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for the ensuing year.

RESOLVED – That, as the only Governor expressing an interest in serving in this capacity, Mr Douglas Mobsby be re-appointed as the Board's AGBIS representative for the ensuing year.

9. **REVIEW OF FREEDOM FEES**

The Board received a report of the Chamberlain relative to a review of current Freedom fees.

In introducing the report, and in response to a question raised in advance of this meeting, the Chamberlain reported that the Comptroller and City Solicitor

had advised, unequivocally, that it was perfectly legal for the City Corporation to charge a separate administration fee in addition to the standard freedom fees.

Governors went on to discuss the report at length and were disappointed to see no substantial increase in the fees due to the City of London Freeman's School, given that these had not been reviewed for some 18 years. Many Governors were of the view that the large majority of any proposed increase should, morally, be retained by the School's Foundation Scholarship Fund.

Governors went on to refer to the huge publicity generated by various high-profile/'celebrity' Freedom ceremonies in past years and highlighted the advantages for the City of London Corporation as a result of these. It was felt that an increase in fees solely to cover administration would be counter-productive.

In response to questions, the Clerk to the Chamberlain's Court stated that he felt that the proposed level of increase to the freedom fees was relatively modest and that, as such, he did not feel that this would deter people from applying for the Freedom of the City in similar numbers in future years.

Governors suggested that the 'separating out' of the freedom fees and an additional administration fee would be 'bemusing' to applicants and stated that, instead, just one figure should be shown to those applying, with the Chamberlain then claiming a certain amount back from the School as a 'recharge' each year. The point was also made that all future literature and freedom application forms would have to be amended to highlight the fact that the full fee was no longer donated to the Freeman's Foundation Scholars and that there was now a separate administration charge.

The Deputy Chairman stated that the School would receive an additional £3,400 per annum from the proposed increases and also reminded Governors of the contribution made to the School by the City of London each year which was in the order of £1.5 million. He highlighted that what was being proposed by the Chamberlain was not a saving but rather a recovery of costs. He agreed that presenting just one figure to future applicants with the Chamberlain then 'recharging' the School for costs incurred in the administration of future ceremonies would be a better approach.

The Board noted that, whilst the proposed increase would have some benefit for the School, it was disappointing that more could not have been allocated to the Foundation Scholarship Fund. It was therefore proposed that the Finance Committee be asked to consider 'rounding up' the proposed freedom fee increase from £42 to £45 for redemption through a company, patrimony through or without a company and servitude through or without a Company with this additional £3 all attributed to the City of London Freeman's School.

The Board wished to place on record their disappointment with this report and the proposed minimal increase to the City of London Freeman's School.

10. **CO-OPTED GOVERNOR VACANCIES**

The Chairman was heard relative to the two co-opted Governor vacancies on the Board.

Governors were informed that, to date, the Headmaster and the Chairman had been unable to identify a replacement for Rodney Fox on the Board and stated that they were, ideally, seeking someone with an academic background with experience of either secondary or tertiary education. The Chairman wished to thank Sir Clive Martin for his suggestions regarding suitable candidates to date.

The Headmaster stated that he had approached HMC colleagues who were due to retire but reported that time, distance and the increasing commitment required from Governors was proving to be a difficulty.

The Headmaster reported that a local HMC Head teacher was a future possibility as was the parent of a past pupil who also had strong City and Livery links.

A Governor suggested that Old Freemen might be approached. Another Governor commented that they would like to see an increase in female representatives on the Board and also suggested that the Guild of Educators also be approached for potential co-opted Governors.

The Chairman concluded by saying that he and the Headmaster would continue in their efforts to identify suitable replacement candidates and would report back to the Board on this matter in due course.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
Leavers' Bibles

A Governor commented that he was surprised to learn that pupils leaving the School in the Upper Fifth and choosing not to stay on at Sixth Form were no longer receiving School bibles as a leaving gift, given that some of these pupils may have attended the School for some 8-9 years at this stage. He stated that it was his understanding that these pupils had always received the leavers' bible and that they should also be invited to attend the leavers' service.

The Headmaster stated that the leavers' bibles were a gift from Governors and that it could be argued that, if these were given to pupils leaving the Upper Fifth, they should be given to those leaving at other stages too. He added that staff were also not always aware in advance of those who would be leaving at the end of the Upper Fifth as decisions were often based on GCSE results. He added that some of those who left at Upper Fifth also chose to return to the Sixth Form if they were not satisfied with their choices elsewhere. In terms of inviting those pupils leaving at Upper Fifth to attend the Leavers Ceremony, the Headmaster highlighted that there were timing issues with this.

The Governor put it to the Board that, as the bibles were gifts from Governors, they should re-commence the issuing of these to those pupils leaving the School at the end of the Upper Fifth.

The Chairman was of the view that there were two clear ‘milestones’ at which the leavers’ bibles should be awarded, at post-GCSE and post A-Level. He asked the Headmaster to look at the logistics of this and to find an appropriate occasion at which the leavers’ bibles could be issued to those leaving in the Upper Fifth.

RESOLVED – That those pupils leaving the School in the Upper Fifth be awarded with Leavers’ bibles as had been the practice previously.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

13. EXCLUSION OF THE PUBLIC

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

<u>Item No</u>	<u>Exempt Paragraphs</u>
14	1,2, 3 & 4
15	1 & 3
16	3
17	3
18	1 & 3
19	1 & 3
20	1 & 3
21	1
22	-
23	-

**SUMMARY OF MATTERS CONSIDERED WHILST
THE PUBLIC WERE EXCLUDED**

14. NON-PUBLIC MINUTES

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

15. PAY CLAIM - TEACHING STAFF

**** VICKY BUCKMAN, RICHARD ALTON AND MARK BEACH WITHDREW
FROM THE MEETING WHILST THE FOLLOWING ITEM WAS
CONSIDERED ****

The Board considered and approved a report of the Director of Human Resources relative to the teaching staff pay claim for 2012/13.

16. MASTER PLAN UPDATE

The Board considered and approved a late, separately circulated report of the City Surveyor updating Governors on the progress made since June 2011 with respect to Design Team selection, design layouts for both the Music School and Boarding House, Planning Approvals granted to date and Contractor selection.

**** IN ACORDANCE WITH STANDING ORDER NO. 40, THE BOARD
AGREED, AT THIS POINT, TO EXTEND THE MEETING BEYOND THE
ALLOTTED 2 HOUR TIME FRAME ****

17. **LETTINGS ANNUAL REPORT FOR 2011/2012**
The Board considered and approved a report of the Headmaster of the City of London Freeman's School informing Governors of the income generated from the letting of school facilities for the period April 2011 to March 2012.
18. **ARREARS OF FEES**
The Board considered and approved a report of the Bursar of the City of London Freeman's School relative to the current Arrears of Fees.
19. **HEADMASTER'S REPORT**
The Board received a report of the Headmaster of the City of London Freeman's School relative to various School issues.
20. **CHAPLAIN AT CLFS**
The Board considered and approved a report of the Headmaster of the City of London Freeman's School relative to the post of Chaplain at the School following the departure of the previous post holder in December 2011.
21. **HEAD OF JUNIOR SCHOOL REPORT**
The Board received a report of the Head of the Junior School, City of London Freeman's School, providing Governors with an overview of events in the Junior School since the last Board meeting.
22. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions in the non-public session.
23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no urgent, additional items of business for consideration in the non-public session.

The meeting ended at 1.25 pm

Chairman

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Goulding