



Board of Governors of the City of London School

Date: THURSDAY, 16 MAY 2013

Time: 1.45 pm (at the rising of the Court of Common Council)

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Deputy Billy Dove	Christopher Martin, (co-opted)
Sophie Fernandes	Sylvia Moys
Stuart Fraser, (ex-officio)	Deputy Joyce Nash
Marianne Fredericks	Dame Mary Richardson, (co-opted)
Deputy Revd Stephen Haines	Ian Seaton
Alderman Sir Paul Judge	Deputy Dr Giles Shilson
Ronel Lehmann, (co-opted)	Deputy Sir Michael Snyder, (ex-officio)
Lord Levene of Portsoken, (co-opted)	Deputy James Thomson
Deputy Edward Lord	Prof. Whitehouse, (co-opted)

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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 Common Council of 25 April 2013, appointing, the Board and setting its terms of reference (copy attached).

For information
(Pages 1 - 2)

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 22 March 2013 (copy attached)

For Decision
(Pages 3 - 10)

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**

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

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

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

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 22 March 2013 (copy attached).

For Decision
(Pages 11 - 14)

11. **APPOINTMENT OF HEADTEACHER**

Report of the Director of HR (to follow).

For Decision
(Pages 15 - 20)

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

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

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Agenda Item 3

GIFFORD, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2013, doth hereby appoint the following Committee until the first meeting of the Court in April, 2014.
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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

1. Constitution

A Non-Ward Committee consisting of,

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

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 2013/14

ALDERMAN

2 Sir Paul Judge

COMMONERS

8 (4) The Revd. Stephen Decatur Haines, M.A, Deputy
5 (4) Ian Christopher Norman Seaton
1 (1) James Michael Douglas Thomson, Deputy, *for one year*
5 (3) Marianne Bernadette Fredericks
2 (2) Sylvia Doreen Moys, *for three years*
15 (2) William Harry Dove, M.B.E., J.P., Deputy
11 (2) Joyce Carruthers Nash, O.B.E., Deputy
1 (1) Sophie Anne Fernandes
5 (1) Charles Edward Lord, O.B.E., J.P., Deputy
5 (1) Dr Giles Robert Evelyn Shilson, Deputy

together with:-

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

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

4. Terms of Reference

To be responsible for:-

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

Barradell.

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Agenda Item 6

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Friday, 22 March 2013

Minutes of the meeting of the Board of Governors of the City of London School held at City of London School, Queen Victoria Street, EC4V 3AL on Friday, 22 March 2013 at 11.00 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken
Deputy Revd Stephen Haines (Deputy Chairman)	Deputy Edward Lord
Deputy John Bennett	Christopher Martin
Deputy Billy Dove	Sylvia Moys
Marianne Fredericks	Deputy Joyce Nash
Alderman Sir Paul Judge	Ian Seaton
Ronel Lehmann	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Sarah Port	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Libby Grant	- Head of Strategic HR Services
David Levin	- Headmaster, City of London School
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Director of Finance, City of London School

Chairman's Announcements

The Chairman began by thanking Mr Peter Leck for his 14 years of service to the Board. Governors were informed that Mr Leck had been unsuccessful in the City elections held yesterday. He went on to also thank Mr William Hunt who had served on the Board for the past four years but had decided not to seek re-election to the Court of Common Council.

Finally, the Chairman welcomed Mrs Moys as a new Governor on the Board in her own right. He added that she would also, for the time being, continue to act as an ex-officio Governor given that she was still the acting Chairman of the Board of Governors of the City of London School for Girls.

1. **APOLOGIES**

Apologies for absence were received from Dame Mary Richardson (co-opted) and Professor Whitehouse (co-opted).

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 14 November 2012 were considered and approved as a correct record.

MATTERS ARISING

CCF (page 3) – The Chairman reported that the CCF's Annual Inspection had recently taken place and that the Deputy Chairman had attended this in his absence.

The Deputy Chairman reported that the event had been very successful and enjoyable for all who had attended.

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.

A Governor, also the acting Chairman of the Board of Governors of the City of London School for Girls, highlighted that her Board had questioned the wording under the heading 'constitution'. The Girls School Board had requested that the wording relating to co-opted Governors be changed to state that those with 'experience relevant to the Board' should be appointed as opposed to those with 'relevant experience of education' only. The Board noted the Girls School's position on this and agreed that it was a sensible amendment which they too would like to adopt.

It was also highlighted, under 4. (c) of the School's current Terms of Reference, that the City of London School had a Director of Finance as opposed to a Bursar and that the wording here should be amended to reflect this.

RESOLVED – That,

- the wording of the Board's constitution be amended to state that 'up to five co-opted, non-City of London Corporation Governors with experience relevant to the Board' may be appointed and;
- the Board approve their existing Terms of Reference for submission to the Court of Common Council in April 2013 subject to replacing the word 'bursar' with 'Director of Finance' at 4. (c).

5. **POST IMPLEMENTATION REVIEW OF 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 Town Clerk

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.

RECEIVED.

6. HEADMASTER'S REPORT

The Board received a report of the Headmaster of the City of London School relative to various School matters including Oxbridge results, Outside Speakers, Learning Support and School Signage.

Oxford and Cambridge Results

The Headmaster reported that he was extremely pleased by the number of offers secured from Oxford and Cambridge for this year's cohort. He went on, however, to state that there had recently been a worrying increase in the number of non-EU applications to Cambridge, particularly for subjects such as Engineering and Science which were traditionally popular subjects for CLS boys. He stated that this was now a concern for many and that the HMC would be making representations on this in the near future.

A Governor reported that he had recently attended a concert at which the student now offered a 2013 place at Christ Church, Oxford to study Music had played. He commented on the 'phenomenal' talent of the pupil and thanked all those involved, particularly the School's Head of Music, Mr Harrison. Other Governors who had also attended the concert asked that their thanks and congratulations be passed to all involved.

Outside Speakers 2013

In response to questions, the Headmaster reported that this was a much shortened list of those speakers who had visited the School this term.

The Second Master added that, on average, an outside speaker visited the School each week and recent talks had been given by journalists, broadcasters, businessmen/women and engineers.

The Headmaster stated that he would be happy to circulate a full list of Outside speakers to all Governors who wished to see this information.

Sponsored Award (Bursary) Campaign

The Director of Finance reported that 5 sponsored awards had been offered and accepted at 11+ and that these pupils would be joining the School in September 2013.

He went on to inform the Board that a further 8 pupils would be joining the School at Sixth Form in September 2013 on full fee scholarships.

The School wished to place on record their thanks to PriceWaterhouseCooper, The Wolfson Foundation, the John Carpenter Club and all others who had made these awards possible.

Admissions

The Headmaster invited the Director of Admissions, Mr Heminway, to update the Board on Admissions. During his presentation, Mr Heminway made the following points:

- **10+** - Governors were informed that demand for places at this level had considerably increased. 169 had sat the entrance examinations this year versus 110 in 2012. The Director of Admissions reported that the acceptance rate this year was 72% and that staff were confident about the academic ability at this entry point continuing to 'hold up' despite the increasing numbers. Governors were informed that the more pupils accepting places at this level, the fewer places there would be available at 11+.
- **11+** - The Board were informed that the number of applications for sponsored awards at 11+ were down on 2012. 160 had applied via this route in 2013. These 160 applicants had been reduced down to just 46 using a screen based test and, from these 46, 5 offers had now been made and accepted for entry in September 2013.
The Director of Admissions went on to report that 420 had sat the entrance examinations for 46 full fee/scholarship places at 11+. Governors were informed that, although the School had spent less on scholarships this year by giving smaller awards to more boys, the take up rate of these had actually increased in 2013 versus 2012. Governors were informed that an additional first form would be needed from next year as there would be 111 pupils in total – more than the original target.
- **13+** - The Board were informed that there were 48 places on offer at 13+ for 2013. The Director of Admissions reported that the take up rate for both Scholarships and full fee places had been very high and that the School were currently over-subscribed by 4 boys in this area.
- **13+ Pre-tests** – The Director of Admissions reported that it was uncertain what the take-up for entry in 2015 would be given that a full term's deposit was not required until September 2014 and only a refundable acceptance fee of £1,000 had been paid by parents to date.
- **Sixth Form entry** – The Board were informed that 10 full fee and 8 sponsored award places had been accepted for September 2013.
- **General** – Governors were informed that next year's fee income was likely to be in excess of budget due to the high levels of recruitment; however, actual overall numbers would not be known until later in the year and depended, for example, upon Summer examination results. The Director of Admissions reported that there would, however, be some staffing and timetabling issues as a result of the additional first form boys joining the School this September. It was also noted that it would be physically difficult to accommodate any more boys within the existing School building. Governors were informed that no one from the reserve lists for entry at either 11 or 13+ had been accepted this year.

In response to questions, the Director of Admissions explained that there was a difference between sponsored awards and Academic Scholarships. He clarified that sponsored awards were funds raised by the Headmaster and that these were being utilised and directed to the correct areas/individuals. He added that Academic Scholarships were not means tested and were purely meritocratic and that funding for these came from the City of London Corporation.

The Director of Finance reported that funds for Academic Scholarships had been slightly overspent last year and that savings made this year therefore meant that these were now 'back on track'.

In response to a further question, the Director of Admissions reported that the School were constrained by HMC rules as to when and how far in advance they could require deposits for entry.

Given the difficulties faced with the additional number of boys set to join the School in September 2013, Governors were supportive of the Headmaster being more cautious in the number of offers made to applicants in future years.

City of London School Travel Plan

The Headmaster tabled an updated version of the School Travel Plan which had recently been reviewed and amended by a group of 6th Form Geography students. Two of these students, Tom Ross and Jack Farkas, joined the meeting to present the new Plan to the Board and to summarise their main conclusions.

The presentation covered the following areas:

- Coach travel to the School playing fields;
- Bicycles – introducing cycle proficiency classes across the School and promoting a 'Cycle Safety' campaign;
- Public Transport;
- Road Safety;
- Signage and emergency access;
- Sustainability.

In response to a question regarding boat travel, the students stated that this was not hugely popular amongst the boys and was not as cost effective as other means of public transport.

In response to questions regarding cycling, the students reported that the parents of many boys were strongly opposed to them using this means of transport to get to and from school. Some Governors felt that it would be wrong to encourage cycling within the City given the many road safety and traffic issues.

RECEIVED.

7. SCHOOL FEES, BURSARIES AND SCHOLARSHIPS

The Board received a report of the Headmaster setting out the main sources of the School's funding for bursaries and scholarships and detailing the respective levels of funding provided for the 2012/13 academic year.

RECEIVED.

8. LETTING OF SCHOOL FACILITIES

The Board considered a report of the Headmaster relative to the School's updated policy on school lettings.

In response to a question, the Second Master reported that the School was licenced for the sale of alcohol at specified events including wedding receptions. However, such receptions tended not to be widely promoted

beyond former pupils and their relatives. He added that the School did not, however, have a marriage licence.

RESOLVED – That, Governors note the rationale for the School’s revised lettings policy and authorise the Headmaster to decide on future lettings and the charging rates for each letting.

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

There were no questions.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
Terrence Heard MBE

The Board wished to place on record their sincere congratulations to Mr. Terrence Heard, retired Maths Master and school archivist at the City of London School, who had been awarded an MBE in the Queen’s 2013 New Year’s Honours List.

Water Polo

The Chairman reported that the City of London School were now the under 18’s Water Polo Champions.

11. **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>
12	1, 2, 3 & 4
13	3
14	3
15	3 & 4
16	2, 3 & 4
17	-
18	-

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 14 November 2012 were approved and agreed as a correct record.

13. **CITY OF LONDON SCHOOL BURSARY FUND & CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES 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 City of London School and made from the Schools’ Bursary Fund charities and also the School’s Scholarships and Prizes Fund.

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

The Board received a report of the Headmaster providing Governors with a brief summary of (i) the financial support which the School receives from the City of London Corporation (ii) the ways in which the School currently contributes to the City's Strategic aims and (iii) its plans for future additional outreach work.

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

The Board considered and agreed a report of the Headmaster relative to the Introduction of Mandarin Chinese at the City of London School commencing in September 2013 for all Year 7 boys.

16. **PAY CLAIM - TEACHING STAFF**

The Board considered and approved a report of the Director of Human Resources relative to this year's Pay Claim for Teaching Staff.

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

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

18. **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

Chairman

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Agenda Item 10

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 11

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

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