

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 11 February 2015

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 Wednesday, 11 February 2015 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Roger Chadwick (Deputy Chairman)	Douglas Mobsby (External Member)
Deputy John Bennett	Hugh Morris
Brian Harris	Graham Packham
Alderman Peter Hewitt	Judith Pleasance
Michael Hudson	Elizabeth Rogula
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (External Member)	

Officers:

Steve Telling	Chamberlain's Department
Mark Lowman	City Surveyor
Chrissie Morgan	Director of Human Resources
Philip MacDonald	Headmaster, City of London Freeman's School
Sue Williams	Bursar, City of London Freeman's School
Andrew McCleave	Deputy Head (Academic) , City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Michael Bramwell, Sheriff and Alderman Dr Andrew Parmley, Adam Richardson, Cllr Chris 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

RESOLVED – That the public minutes and summary of the meeting held on 25 November 2014 be approved as a correct record.

4. DISCLOSURE AND BARRING REQUIREMENTS FOR SCHOOL GOVERNORS APPOINTED BY THE COURT OF COMMON COUNCIL

Governors noted a report of the Town Clerk which outlined the City Corporation's obligations in relation to disclosure and barring service requirements for chairmen and governors on boards of the City's independent schools, academies and its one maintained school.

The Chairman encouraged those governors who had not yet received their DBS certificates to contact the HR Section of the Town Clerk's Department who would be able to assist them to do so. The Chairman undertook to request the Director of HR to submit a short report to the next meeting providing guidance in simple terms on the steps to be taken to obtain the necessary clearance and to request that he receive a report from the Director on the situation on a regular basis.

5. RISK MANAGEMENT STRATEGY

The Board received a report of the Chamberlain which introduced the new Risk Management Strategy, set out the progress made on its implementation and reported that the School's risk review by Members of the Audit and Risk Management Committee was scheduled to take place on 3 November 2015.

In answer to a Governor's question the Chamberlain reported that it was envisaged that the new system would be ready to use in departments by mid-March 2015.

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

1) Governors visits to the School

In answer to a Governor's question, the Chairman stated that whilst most Governors felt that the existing situation whereby they be given the opportunity to attend lessons after Board meetings and Sub Committee meetings should continue, he encouraged Governors to visit lessons on other occasion when convenient to them and the School. It was noted that a register was kept of all Governors visits to the School.

The Headmaster confirmed that the School encouraged and facilitated such visits both and ensured that the Governors visited a range of subjects and age groups. He undertook to submit to the Board at its next meeting a plan of subject areas to be visited based around the Governors meetings.

2) Safeguarding training

In answer to a Governor's question, the Headmaster encouraged Governors to attend one of the Safeguarding training sessions which were being provided by the Department of Community and Children's Services. For the dates available, the Governors were reminded that they had been sent an email on the subject by the Clerk the previous week.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

8. 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 as follows:-

Item nos.	Para no.
9-13 & 15	3

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting, held on 25 November 2014, were considered and approved as a correct record.

10. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The Board considered and approved a joint report of the Chamberlain, the Headmaster of the City of London Freeman's School and the City Surveyor providing the annual updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 10 years.

11. **PROPOSED 2015/16 REVENUE BUDGET**

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School presenting the proposed 2015/16 revenue budget for review and subsequent submission to the Finance Committee.

12. **HEADMASTER'S REPORT**

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School matters including pupils' successes and experiences and staffing matters.

13. **BURSAR'S REPORT**

The Board received a report of the Bursar regarding various issues including the Master-plan, arrears of fees, admissions, lettings and marketing events.

14. **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.

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

There were no questions.

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

The Chairman agreed that the following items should be considered as urgent items and the Committee agreed that they be considered whilst the public were excluded.

**1) MASTER PLAN & SWIMMING POOL REPLACEMENT – GATEWAY 4C
DETAILED DESIGN**

The Board considered and approved a report of the Headmaster and the City Surveyor concerning the Master-plan for the School and the replacement of the swimming pool.

SUMMARY OF GOVERNORS ONLY ITEM

2) TEACHERS PAY AWARD PROCESS AND THE JCC

The Board considered and approved a verbal report of the Director HR concerning the Teachers' Pay Award process and the membership of the JCC.

The meeting ended at 1.05 pm

Chairman

**Contact Officer: Jacqui Daniels
tel. no.: 020 7332 1480
jacqui.daniels@cityoflondon.gov.uk**