

# **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**

**Monday, 10 October 2016**

**Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the Guildhall EC2 at 11.00 am**

## **Present**

### **Members:**

Clare James (Chairman)	Alderman John Garbutt
Nicholas Bensted-Smith (Deputy Chairman)	Tom Hoffman
Randall Anderson	Ann Holmes
Professor Anna Sapir Abulafia (Co-Opted Member)	Sylvia Moys
Nigel Challis	Elizabeth Phillips (Co-Opted Member)
Dennis Cotgrove	Mary Robey (Co-Opted Member)
Emma Edhem	Sheriff & Alderman William Russell
Dr. Stephanie Ellington (Co-Opted Member)	Ian Seaton (Ex-Officio Member)
	Sir Michael Snyder

### **Officers:**

David Arnold	-	Town Clerk's Department
Sarah Port	-	Chamberlain's Department
Ena Harrop	-	Headmistress, City of London School for Girls
Alan Bubbear	-	Bursar, City of London School for Girl's
Neil Codd	-	City of London School for Girls
Claire Tao	-	City of London School for Girls

## **1. APOLOGIES**

Apologies for absence were received from Deputy Roger Chadwick, Christopher Hayward, Deputy Richard Regan, and Richard Sermon.

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

Sheriff & Alderman William Russell declared a non-pecuniary interest in item 11 by virtue of being a Director of Knightsbridge Schools International.

### **3.1 Minutes of the Board of Governors**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 27 June 2016 be approved.

### **Matters Arising**

The Chairman advised that, in response to feedback from the recent safeguarding inspection, more detail regarding discussions on safeguarding

matters and procedures would be provided in future minutes of Board meetings. The Town Clerk added that a list of the training attended by each governor had been collated, a copy of which would be sent to the Headmistress. The Headmistress would incorporate essential training within Board of Governor Meetings. It was agreed that as well as the annual Safeguarding Training there would be a need for further training on the new inspection requirements and the role of Governors.

### **3.2 Minutes of the Reference Sub-Committee**

**RESOLVED** – That the public minutes and non-public summary of the Sub-Committee held on 12 July 2016 be noted.

#### **4. THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND - REPORT AND FINANCIAL STATEMENTS**

The Board considered a joint report of the Chamberlain and the Headmistress that provided the draft Annual Report and Financial Statements for the year ended 31 March 2016 of The City of London School for Girls Bursary Fund (charity 1), incorporating The City of London School for Girls Scholarships & Prizes Fund (charity 2), for information and sought approval to a drawdown of Charities Pool Units to be made to generate cash.

The Bursar added that there had been a slight dip in the bursary fund, although a similar amount of bursaries were being offered compared to previous years with 58 being awarded in 2014/15 and 63 awarded in 2015/16. The dip was partly due to Livery Companies scaling back donations but it was hoped that this would improve from the 17/18 academic year. Discussions around encouraging more bursary donations from external donors would be had at the next meeting of the 125<sup>th</sup> Anniversary Working Group in November 2016. A Member noted that the number of bursary awards could not increase further at the current rate as the level of bursary commitments should not exceed income. The Deputy Chairman added that the Financial Investment Board would be reviewing the investment performance and objectives of the City Corporation's charities pool.

**RESOLVED** – That:-

- a) the draft Annual Report and Financial Statements of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund for the year ended 31 March 2016 be noted;
- b) a drawdown of Charities Pool Units to be made when deemed necessary by the Chamberlain to generate cash of up to £416,000 to fund a projected net expenditure in 2016/17 of £107,000, and to add £309,000 to the charity's 'working cash balance', which would increase it from £66,011 as at 31 March 2016 to £375,000 to avoid cash becoming overdrawn at any point during a normal year which sees income lag behind expenditure, be approved; and

- c) it be noted that the School will be considering the appropriate number and value of future bursary awards to ensure that expenditure and income are balanced in future years.

**5. REVENUE OUTTURN 2015/16**

The Board received a joint report of the Chamberlain and the Headmistress that advised Governors of the net income before transfers to reserves for 2015/16, which was £803,000 compared to a budgeted position of £881,000 therefore representing a reduction in net income of £78,000 / 9%. It was noted that the level of City Support would be monitored and that previous years' income and expenditure would be added to future reports of this kind for comparison.

**RESOLVED** – That the revenue outturn report for 2015/16 be noted.

**6. HEADMISTRESS' REPORT**

The Board received report of the Headmistress that provided Governors with details of forthcoming events, lettings, health and safety matters, and a building projects summary. In response to a Governor's request, the Headmistress advised that a section regarding safeguarding matters would be added as a standing item to all future Headmistress' reports.

**RESOLVED** – That the Headmistress' report be noted.

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

In response to a Governor's question, the Headmistress advised that an Annual Work Programme for the Board of Governors would be provided in future.

**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 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.

**10.1 Non-Public Minutes of the Board of Governors**

**RESOLVED** – That the non-public minutes of the meeting held on 27 June 2016 be approved.

**10.2 Non-Public Minutes of the Reference Sub-Committee**

- 11. RESOLVED** – That the non-public minutes of the meeting held on 12 July 2016 be noted.

**11. POSSIBLE INTERNATIONAL EXPANSION**

The Board received a report of the Headmistress and a presentation from RSAcademics regarding international expansion opportunities for the City of London School for Girls.

12. **EXAM RESULTS**

The Board received a presentation from the Deputy Head (Academic) that provided an analysis of the 2016 Exam results.

**RESOLVED** – That the 2016 Exam results be noted.

13. **HEADMISTRESS' REPORT**

The Board considered a report of the Headmistress that provided information regarding some revised School policies, exam results, safeguarding matters, international links, staffing matters, arrears, and the refurbishment programme, amongst other things.

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

There were no questions.

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

There were no items of urgent business.

**The meeting closed at 12.55 pm**

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Chairman

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