



Board of Governors of the City of London School for Girls

Date: MONDAY, 10 OCTOBER 2016
Time: 11.00 am
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

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

Enquiries: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at the rising of the Board
NB: Part of this meeting could be the subject of audio or video recording

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. a) **MINUTES OF THE BOARD OF GOVERNORS**
To agree the public minutes and non-public summary of the meeting held on 27 June 2016.

For Decision
(Pages 1 - 6)
- b) **MINUTES OF THE REFERENCE SUB-COMMITTEE**
To note the draft public minutes and non-public summary of the meeting held on 12 July 2016.

For Information
(Pages 7 - 8)
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**
Joint report of the Chamberlain and the Headmistress.

For Decision
(Pages 9 - 36)
5. **REVENUE OUTTURN 2015/16**
Joint report of the Chamberlain and the Headmistress.

For Information
(Pages 37 - 48)
6. **HEADMISTRESS' REPORT**
Report of the Headmistress.

For Information
(Pages 49 - 54)
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**
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

10. a) **NON-PUBLIC MINUTES OF THE BOARD OF GOVERNORS**
To agree the non-public minutes of the meeting held on 27 June 2016.

For Decision
(Pages 55 - 58)
- b) **NON-PUBLIC MINUTES OF THE REFERENCE SUB-COMMITTEE**
To note the draft non-public minutes of the meeting held on 12 July 2016.

For Information
(Pages 59 - 62)
11. **POSSIBLE INTERNATIONAL EXPANSION**
To receive a presentation from Rob Holroyd of RSAcademics.

For Information
(Pages 63 - 110)
12. **EXAM RESULTS**
To receive a presentation regarding the August 2016 exam results.

For Information
13. **HEADMISTRESS' REPORT**
Report of the Headmistress.

For Decision
(Pages 111 - 224)
14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
15. **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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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

Monday, 27 June 2016

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

Present

Members:

Randall Anderson	Tom Hoffman
Nicholas Bensted-Smith	Ann Holmes
Nigel Challis	Clare James
Dennis Cotgrove	Sylvia Moys
Emma Edhem	Elizabeth Phillips (Co-Opted Member)
Dr. Stephanie Ellington (Co-Opted Member)	Deputy Richard Regan
Alderman John Garbutt	Alderman William Russell
	Sir Michael Snyder

Officers:

David Arnold	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Ena Harrop	- Headmistress, City of London School for Girls
Katherine Brice	- Deputy Head (Pastoral), City of London School for Girls
Alan Bubbear	- Bursar, City of London School for Girl's
Claire Tao	- Deputy Head (Staff), City of London School for Girls

1. APOLOGIES

Apologies for absence were received from Professor Anna Sapir Abulafia, Professor John Betteridge, Mary Robey, Richard Sermon, and Ian Seaton.

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

Ann Holmes and Nick Bensted-Smith declared a non-pecuniary interest in item 9 by virtue of being Chairman and Deputy Chairman of the City of London Primary Academy Islington Local Governing Body.

3. ORDER OF THE COURT OF COMMON COUNCIL

RESOLVED – That the Order of the Court of Common Council dated 21 April 2016, appointing the Board and approving its terms of reference, be noted.

4. ELECTION OF CHAIRMAN

The Town Clerk read a list of names of Governors eligible to take the chair, in accordance with Standing Order 29. Clare James, being the only Governor expressing a willingness to serve, was elected Chairman for the ensuing year.

The Chairman took the opportunity to thank Governors for their support.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Town Clerk read a list of names of Governors eligible to be Deputy Chairman in line with Standing Order 30. Nick Bensted-Smith, being the only Governor expressing a willingness to serve, was elected Deputy Chairman for the ensuing year.

It was then **RESOLVED UNANIMOUSLY:** That, at the conclusion of his three year term of office as their Chairman, the Board of Governors of the City of London School for Girls wished to extend to:

SIR MICHAEL SNYDER

their sincere thanks and appreciation for the manner in which he presided over their deliberations and the detailed care and interest he had shown in all aspects of the life of the City of London School for Girls.

With regard to School premises, Sir Michael had overseen the Main Hall Extension, and started an ambitious refurbishment plan, as well as making sure that the possibilities to expand the school received proper consideration by the City Corporation.

During his time as Chairman, he worked tirelessly to secure the best interest of the school during the Service based Review, and he championed its excellence and its contributions to the Education Strategy across the City Corporation. He had overseen the recruitment of the current Head, Bursar and three deputies and led the Governing Body in its contribution to the school's first five year strategic development plan.

Sir Michael performed his role as Chairman with great enthusiasm and confidence and has demonstrated a profound understanding and dedication to his duties. His unflinching support of the School at various functions and events was very much appreciated by the Headmistress, staff, parents and pupils alike. Academically, the School has achieved some of its best ever results under his Chairmanship.

Finally, the Governors wished to thank him for his generous hospitality during his years in office and to convey to him their good wishes for his future health and happiness.

6. **MINUTES**

RESOLVED – That the minutes of the previous meeting are approved as an accurate record, subject to the correction of typographical errors in item 5.

7. **APPOINTMENT SUB-COMMITTEES**

The Board considered a report of the Town Clerk that sought approval to the appointment of the Board's Bursary and Reference Sub-Committees for the 2016/17 year.

RESOLVED – That:-

a) The following Governors be appointed to the Bursary Sub-Committee:

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Nigel Challis
- Deputy Richard Regan
- Mary Robey
- Richard Sermon

b) The following Governors be appointed to the Reference Sub-Committee:

- Clare James (Chairman)
- Nick Bensted-Smith (Deputy Chairman)
- Nigel Challis
- Sylvia Moys
- Deputy Richard Regan
- Alderman William Russell

8. LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT

The Board received a report of the Director of Community and Children's Services that provided an update regarding the activity and performance of the Local Authority Designated Officer role for 2015/16.

RESOLVED – That the report be noted.

9. PARTNERSHIP ARRANGEMENTS BETWEEN CITY OF LONDON SCHOOL FOR GIRLS AND CITY OF LONDON PRIMARY ACADEMY ISLINGTON

10. The Board considered a report of the Director of Community and Children's Services that sought approval for the proposed continued partnership arrangement between City of London School for Girls (CLSG) and the City of London Primary Academy Islington. Governors were advised that this partnership arrangement would support the primary academy in delivering an outstanding school within the first few years of opening, and enhance the existing role CLSG has in the education of local children and supporting the local community.

RESOLVED – That:-

a) The progress that had been made so far from the partnership arrangements between the two schools be noted; and

b) The formalisation of the partnership arrangements be endorsed.

10. PRESENTATION ON MUSIC AT THE CITY OF LONDON SCHOOL FOR GIRLS

The Board received a presentation from the Director of Music that provided an update regarding activities and performance within the School's Music Department. The presentation included the Music Department's philosophy and ethos, the challenges it faces, recent successes and events, and staffing matters, including the introduction of a Head of Strings and Chamber Music to encourage more Chamber Music.

In response to Governors' questions, the Director advised that collaboration with other City of London Schools was being considered in the form of a potential joint summer camp for music.

RESOLVED – That the presentation on Music at the City of London School for Girls be noted.

11. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress that sought approval for some revised School policies and provided an update regarding School events, visits, staff training and health and safety matters.

In response to a Governor's question regarding the revised Admissions Policy, the Headmistress advised that she had been in contact with the Heads of feeder schools to assure them that the CLSG would continue to implement the consortium's style of admissions exam for the next year despite no longer being a consortium member.

In response to a Governor's question regarding the School procedure on educational visits, the Headmistress advised that the desired staff to pupil ratio was 1:10 but 1:12 was still acceptable for most trips. The Chairman added that this distinction could be made clearer in the policy. In response to a Governor's suggestion, the Headmistress advised that tracked change versions would be provided next time the policies were due to be reviewed to highlight future amendments being proposed.

A Governor added that she had undertaken a School visit on 10 March 2016, which had not been recorded in the report.

RESOLVED – That:-

- a) The Headmistress' report be noted; and
- b) The revised policies be approved.

12. **RISK REGISTER 2015-16 FOR THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls that sought approval of the key risk register for the CLSG Bursary Fund incorporating the Scholarships and Prizes Fund. The Bursar advised that a report regarding the new Bursary guidelines would be submitted to the Bursary Sub-Committee then the Board of Governors during autumn 2016. The Deputy Chairman added that consideration should be given to the risk of pupils leaving due to parents being transferred overseas following the Brexit decision.

RESOLVED – That the risk register satisfactorily sets out the risks facing the charity and appropriate measures are in place to mitigate those risks.

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

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There were no items of urgent business.

15. **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.

Item No.	Paragraphs in Schedule 12A
16, 18, 20	3
17, 19	1, 2, 3

16. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the previous meeting were approved as an accurate record, subject to the correction of typographical errors in items 10 and 14.

17. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress that provided information regarding business matters relating to the School.

18. **ANNUAL SUMMARY OF CHILD PROTECTION AND PASTORAL MATTERS**

The Board considered a report of the Headmistress that provided an annual review of the School's Safeguarding and Child Protection Policy and procedures.

RESOLVED – That the annual review of the City of London School for Girls' Safeguarding and Child Protection Policy and procedures be noted.

19. **GATEWAY 7 OUTCOME REPORT: PURCHASE OF STEINWAY GRAND PIANO**

The Board considered a report of the Headmistress regarding the purchase and installation of a new Steinway Concert Grand Piano for the use of CLSG pupils and visiting musicians.

RESOLVED – That the report be noted and the project be closed.

20. **GATEWAY 7 OUTCOME REPORT: CITY OF LONDON SCHOOL FOR GIRLS ACCOMMODATION PROJECT**

The Board considered a report of the City Surveyor regarding the CLSG Girls Accommodation Project.

RESOLVED – That the lessons from the project be learnt and the project be closed.

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

There were no questions.

22. 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 12.40 pm

Chairman

**Contact Officer: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk**

REFERENCE SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

Tuesday, 12 July 2016

Minutes of the meeting of the Reference Sub Committee of the Board of Governors of the City of London School for Girls held at the City of London School for Girls at 9.00 am

Present

Members:

Clare James (Chairman)

Nigel Challis

Nicholas Bensted-Smith (Deputy
Chairman)

Sylvia Moys

Officers:

David Arnold

- Town Clerk's Department

Alan Bubbear

- Bursar, City of London School for Girls

1. **APOLOGIES**

Apologies for absence were received from Deputy Richard Regan and Alderman William Russell.

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

There were none.

3. **MINUTES**

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

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were none.

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

There was none.

6. **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 No.

8

Paragraphs in Schedule 12A

1 & 3

7. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 27 January 2016 be approved.
8. **ARREARS OF SCHOOL FEES - SUMMER 2016**
The Sub-Committee considered a report of the Bursar of the City of London School for Girls regarding a number of arrears of fees cases.
9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were a number of questions from Governors.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Governors requested that the Bursary Sub-Committee meet as soon as possible to consider any current Bursary application(s). The Town Clerk agreed to contact Bursary Sub-Committee Members to schedule a meeting for later in July or early September. Future Reference and Bursary Sub-Committee meetings would also be added to the Committee calendar and circulated to Governors in due course.

The meeting closed at 10.05 am

Chairman

**Contact Officer: David Arnold tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk**

Committee(s):	Date(s):
Board of Governors of the City of London School for Girls	10 October 2016
Subject: Draft annual Report and Financial Statements 2015/16 of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund	Public
Report of: The Chamberlain The Headmistress	For Decision
Report author(s): Sarah Port, Chamberlain's Department Alan Bubbear, Bursar	

Summary

This report provides Governors with 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.

Total income for the year amounted to £565,685 (2014/15: £669,303) and expenditure totalled £802,418 (2014/15: £707,650), resulting in an operating deficit of £236,733 (2014/15: an operating deficit of £38,347). This deficit combined with a net loss in the value of investments during the year of £219,452 (2014/15: net gain of £233,460), led to an overall decrease in funds of £456,185 (2014/15: increase of £195,113) to £3,463,206.

The operating deficit in 2015/16 led to a fall in cash balances of £203,694, from £269,705 as at 31 March 2015 to £66,011 as at 31 March 2016.

As income in any year tends to lag behind expenditure, a 'working cash balance' is required to ensure that cash is not overdrawn during the year which would incur interest charges. Cashflow has been analysed over the last three years which has revealed that a 'working cash balance' of £336,827 was required to avoid being overdrawn. Given that cash reduced to £66,011 as at 31 March 2016, Governors are asked to consider whether a drawdown of Charities Pool units should be made to generate £309,000 in order to increase 'the working cash balance' to say £375,000. In addition, the latest projection of income and expenditure for the current year 2016/17 shows net expenditure of £107,000, which would also need to be funded from a drawdown of Charities Pool units if the 'working cash balance' is to be maintained at £375,000.

To generate the required increase in cash of £416,000 (£309,000 plus £107,000) approximately 53,402 Charities Pool Units would need to be sold (£7.79 per unit as at 31 March 2016). It should be noted that this sale would subsequently result in an estimated future loss of future investment income of £16,085 based on the average return for the prior two years of £30.12 per unit.

The City of London School for Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund held a total of 466,921 Charities Pool units as at 31 March 2016 with a total market value of £3,637,315. The above potential sale of 53,402 units represents 11% of the total holding as at 31 March 2016, and would reduce the overall holding to 413,519 units valued at £3,221,313 based on the market valuation of £7.79 per unit as at 31 March 2016.

The School is currently reviewing the number and value of bursary awards to ensure that expenditure matches income in future years and to avoid the need for a future drawdown from charity pool investments.

Recommendations

It is recommended that Governors:

- receive 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 for information;
- consider whether a drawdown of Charities Pool Units should be made to generate cash of £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; and
- note 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.

Main Report

Draft Annual Report and Financial Statements for the year ended 31 March 2016

1. 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) are attached for information.
2. The governing scheme approved by the Charity Commission for England and Wales on 1 December 2011 directs that The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity number: 276251) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.
3. During the year ended 31 March 2016 total funds decreased by £456,185 to £3,463,206 (2014/15: total funds increased by £195,113 to £3,919,391). This movement comprised the following:-

- i) income of £565,685 (2014/15: £669,303) relating to voluntary income of £427,877 (2014/15: £526,216) and investment income and interest of £137,808 (2014/15: £143,087);
- ii) expenditure of £802,418 (2014/15: £707,650) comprising 63 bursary awards (2014/15: 58 bursary awards) of £740,653 (2014/15: £654,816); 4 scholarships & prizes (2014/15: 4 scholarships and prizes) of £61,164 (2014/15: £52,533); and bursary support costs of £601 (2014/15: £301); and
- iii) a net loss on the value of investments of £219,452 (2014/15: a net gain of £233,460).

Cash Available as at 31 March 2016

4. The operating deficit (before the loss on investments) was £236,733. This has led to cash resources reducing to £66,011 as at 31 March 2016 (31 March 2015: £269,705).
5. As income in any year tends to lag behind expenditure, without a 'working cash balance' the fund would be overdrawn for much of the year and incur interest charges. Cashflow has been analysed over the last three years which has revealed that a 'working cash balance' of £336,827 was required to avoid being overdrawn at any point during that period.
6. Given that cash reduced to £66,011 as at 31 March 2016, Governors are asked to consider whether a drawdown of Charities Pool units should be made to increase 'the working cash balance' to say £375,000, which is considered an appropriate level.
7. In addition, the latest projection of income and expenditure for the current year 2016/17 shows net expenditure of £107,000, which would also need to be funded from a drawdown of Charities Pool units is the 'working cash balance' is to be maintained at £375,000.
8. To generate the required increase in cash of £416,000 (£309,000 plus £107,000) approximately 53,402 Charities Pool Units would need to be sold (£7.79 per unit as at 31 March 2016). It should be noted that this sale would subsequently result in an estimated future loss of future investment income of £16,085 based on the average return for the prior two years of £30.12 per unit.
9. The City of London School for Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund held a total of 466,921 Charities Pool units as at 31 March 2016 with a total market value of £3,637,315. The above potential sale of 53,402 units represents 11% of the total holding as at 31 March 2016, and would reduce the overall holding to 413,519 units valued at £3,221,313 based on the market valuation of £7.79 per unit as at 31 March 2016.
10. Interest on cash balances was 0.611% for 2015/16 (2014/15: 0.889%) and is estimated to be less than 0.5% in the current year).
11. Income and expenditure over the past three years is detailed in the table below. To ensure that the expenditure matches income in future years and to avoid the need for a future drawdown from charity pool investments, the school is reviewing the number and value of future bursary awards.

The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships & Prizes Fund			
	2015/16	2014/15	2013/14
	£	£	£
Income	565,685	669,303	660,095
Expenditure	802,418	707,650	713,790
Net Income/(Expenditure)	(236,733)	(38,347)	(53,695)
Cash Balance	66,011	269,705	316,880

Contacts:

Chamberlain's: Sarah Port, Senior Accountant

Tel: 020 7332 1080

sarah.port@cityoflondon.gov.uk

City of London School for Girls: Alan Bubbear, Bursar

Tel: 020 7847 5524

BURSAR@clsq.org.uk

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

of

THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
(charity number: 276251)

INCORPORATING

THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND
(charity number: 276251-5)

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

**Trustee's Annual Report and Financial Statements
for the year ended 31 March 2016**

Contents	Page
Trustee's Annual Report	2-8
Independent Auditor's Report	9-10
Statement of Financial Activities	11
Balance Sheet	12
Statement of cash flows	13
Notes to the Financial Statements	14-23

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report for the year ended 31 March 2016

1. Reference and Administration Details

Charities Names:	The City of London School for Girls Bursary Fund (charity 1) incorporating: The City of London School for Girls Scholarships and Prizes Fund (charity 2)
Registered Charity Numbers:	The City of London School for Girls Bursary Fund: 276251 The City of London School for Girls Scholarships and Prizes Fund: 276251-5
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc. City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 1AB

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

2. Structure, Governance and Management

The Governing Documents and constitution of the charity

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School for Girls Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011.

This Scheme replaced the previous charitable trust deed dated 29 June 1978, subsequently amended 28 June 1990, 23 December 1997 and 30 November 1999, for The City of London School for Girls Bursary Fund, and the various individual governing documents of The City of London School for Girls Scholarships & Prizes Fund.

This Scheme directs that The City of London School for Girls Scholarships and Prizes Fund (charity number: 276251-5 “charity 2”) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

Trustee

The body corporate known as The City of London Corporation is the Trustee of The City of London School for Girls Bursary Fund (charity registration: 276251 “charity 1”) and The City of London School for Girls Scholarships & Prizes Fund (charity number: 276251-5 “charity 2”), acting through the Board of Governors of The City of London School for Girls.

Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City’s activities, including those concerning The City of London School for Girls Bursary Fund.

Organisational structure and decision making process

The charities are administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect its employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an on-going review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for these charities and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principle risks are ensuring appropriate returns from investments and continuing to attract sufficient donations to fund the activities of the charity.

Endowment funds and surplus cash resources are invested in the City of London Charities Pool. This risk of potentially lower investment returns affecting the charity is mitigated through the investments being managed by a professional fund manager, whose performance is monitored by the Chamberlain and Financial Investment Board.

The school benefits from donations from individuals including past pupils and outside organisations that have supported the School over many years. Whilst the school seeks to maintain existing funding streams, the School continues to seek new sources of income to further its objectives.

3. Objectives and Activities for the Public Benefit

Object of Charity 1 – The City of London School for Girls Bursary Fund (charity number: 276251)

The object of the charity is the promotion of education (including physical training) by the provision of bursaries and other forms of financial assistance for fees and/or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-

- (1) would not be able to enter the School having been accepted; or
- (2) having commenced education at the School would not be able to continue their education at the School.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

**Object of Charity 2 – The City of London School for Girls Scholarships and Prizes Fund
(charity number: 276251-5)**

The object of the charity is to further the education (including physical training) of pupils attending the School, former pupils of the School or pupils of other schools with whom the School has cooperated under clause 7(11) of the Scheme, by the provision of scholarships, prizes or other suitable rewards or marks of distinction.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

4. Targets, Achievements and Performance for 2015/16

- 1) The aim for the City of London School for Girls Bursary Fund (charity 1) during 2015/16 was to continue to contribute towards the fees payable to the School of pupils who, but for financial assistance, having commenced at the school, would be unable to continue at, or to enter the school having been accepted. In accordance with this aim 63 bursaries were awarded during the year amounting to £740,653 (2014/15: 58 bursaries awarded amounting to £654,816); and
- 2) The aim for the City of London School for Girls Scholarships and Prizes Fund (charity 2) during 2015/16 was to continue to assist children to study various subjects at the School and to assist in further education. In line with this aim, the school successfully allocated 4 prizes and scholarships during the year amounting to £61,164 (2014/15: 4 prizes and scholarships amounting to £52,533).

5. Financial Review

During the year ended 31 March 2016 total funds decreased by £456,185 (2014/15: total funds increased by £195,113) to £3,463,206 (2014/15: £3,919,391). This movement comprised the following:-

- i) expenditure on charitable activities of £802,418 (2014/15: £707,650) which was made up of 63 bursary awards and 4 scholarships & prizes (2014/15: 58 bursary awards and 4 scholarships and prizes);
- ii) voluntary income of £427,877 (2014/15: £526,216) and investment income of £137,808 (2014/15: £143,087); and
- iii) a net loss on investments of £219,452 (2014/15: a net gain of £233,460).

Going Concern

The Trustee considers the charities to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 (b).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

5. Financial Review (continued)

Reserves Policy

The Reserves Policy is to maintain the endowment funds of the charities in investments in the Charities Pool administered by the City of London Corporation. As detailed in section 5, the investment policy of the Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. In order to mitigate the risk of reducing income, the Charities Pool is managed by a professional fund manager whose performance is monitored by the Financial Investment Board of the City of London Corporation. Total funds of the charities are £3,463,206 as at 31 March 2016 (2014/15: £3,919,391). All of the trusts funds are endowment funds and comprise:

- i) Expendable Endowment: The purpose of this fund is to provide support to students in the form of bursaries, scholarships and prizes. The total of this fund as at 31 March 2016 was £3,416,458 (2014/15: £3,869,823); and
- ii) Permanent Endowment: This consists of 1 scholarship and prize fund, The Eva Phyllis Beesley and Freda Rose Beesley Scholarship, and the purpose of this fund is to preserve the permanent endowment of the charity. The total of this fund as at 31 March 2016 was £46,748 (2014/15: £49,568).

Investment Policy

The charities' investments are held in units of The City of London Charities Pool. The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

6. Plans for Future Periods

The aims for 2016/17 are:

- i) for The City of London School for Girls Bursary Fund (charity 1) to continue to contribute towards pupils' fees where financial hardship would cause the pupils to be unable to continue at the school; and
- ii) for The City of London School for Girls Scholarships and Prizes Fund (charity 2) to continue to assist children to study various subjects at the school or to assist in further education.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Trustee's Annual Report (continued)

7. The Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all incoming resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets, liabilities and funds of the charities.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charities and of the incoming resources and application of resources of the charities for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

- 9. Adopted and signed for on behalf of the Trustee on 15 November 2016 (*to be considered by the Finance Committee on this date*).**

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Roger A.H. Chadwick
Deputy Chairman of
Finance Committee

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund

We have audited the 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 which are set out on pages 11 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at Year End and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

Independent Auditor's Report to the Trustees of The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund (continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Date
Moore Stephens LLP
Statutory Auditor
150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Statement of Financial Activities for the year ended 31 March 2016

	Note	Endowment Fund	Total 2015/16	Total 2014/15
		£	£	£
Income and endowments from:				
Donations and legacies		427,877	427,877	526,216
Income from investments				
Managed investment income		138,395	138,395	142,878
Interest receivable		(587)	(587)	209
Total income and endowments	3	<u>565,685</u>	<u>565,685</u>	<u>669,303</u>
Expenditure on:				
Charitable activities				
Bursaries awarded		740,653	740,653	654,816
Scholarships & prizes awarded		61,164	61,164	52,533
Support costs - bursaries	5	601	601	301
Total expenditure	4	<u>802,418</u>	<u>802,418</u>	<u>707,650</u>
Net gains/(losses) on investments	7	(219,452)	(219,452)	233,460
Net income/(expenditure)		(456,185)	(456,185)	195,113
Transfers between funds		0	0	0
Other recognised gains/(losses)		0	0	0
Net movement in funds		<u>(456,185)</u>	<u>(456,185)</u>	<u>195,113</u>
Reconciliation of funds				
Total funds brought forward	9	3,919,391	3,919,391	3,724,278
Total funds carried forward	9	<u>3,463,206</u>	<u>3,463,206</u>	<u>3,919,391</u>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Balance Sheet as at 31 March 2016

	Note	2016	2015
		£	£
Fixed Assets			
Managed Investments – 466,921 Charities Pool Units	7	<u>3,637,315</u>	<u>3,856,767</u>
Current Assets			
Sundry Debtors	8	24,788	28,166
Cash at bank and in hand		<u>66,011</u>	<u>269,705</u>
		90,799	297,871
Creditors: amounts falling due within one year	8	<u>(264,908)</u>	<u>(235,247)</u>
Net Current Assets		<u>(174,109)</u>	<u>62,624</u>
Total Assets less Current Liabilities		<u>3,463,206</u>	<u>3,919,391</u>
The funds of the charity			
Expendable Endowment fund		3,416,458	3,869,823
Permanent Endowment fund		<u>46,748</u>	<u>49,568</u>
Total funds	9	<u>3,463,206</u>	<u>3,919,391</u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 14 to 23 form part of these accounts.

Dr Peter Kane
Chamberlain of London
15 November 2016

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS
SCHOLARSHIPS AND PRIZES FUND**

Statement of cash flows 31 March 2016

	Total Funds 2016	Total Funds 2015
	£	£
Cash flows from operating activities:		
Net cash provided by operating activities	<u>(341,502)</u>	<u>(190,262)</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	<u>137,808</u>	<u>143,087</u>
Net cash provided by investing activities	137,808	143,087
Cash and cash equivalents at the beginning of the reporting period	269,705	316,880
Cash and cash equivalents at the end of the reporting period	<u>66,011</u>	<u>269,705</u>

Notes to the Statement of Cash flows

1. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2016	2015
	£	£
Net income/(expenditure) for the reporting period	(456,185)	195,113
(Gains)/Losses on investments	219,452	(233,460)
Dividends, interest and rents from investments	(137,808)	(143,087)
(Increase)/decrease in debtors	3,378	(6,501)
Increase/(decrease) in creditors	<u>29,661</u>	<u>(2,327)</u>
Net cash provided by operating activities	(341,502)	(190,262)

2. Analysis of cash and cash equivalents

	2016	2015
	£	£
Cash in hand	<u>66,011</u>	<u>269,705</u>
Total Cash and cash equivalents	66,011	269,705

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charities' financial statements.

(a) Basis of Preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared for the first time in accordance with the new Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The administration of The City of London School for Girls Bursary Fund (charity registration: 276251 – “charity 1”), incorporating The City of London School Scholarships and Prizes Fund (charity registration: 276251-5 “charity 2”) is set out in the governing Scheme approved by The Charity Commission for England & Wales on 1 December 2011. This Scheme directs that The City of London School for Girls Scholarships & Prizes Fund (charity 2) shall be treated as forming part of The City of London School for Girls Bursary Fund (charity 1) solely for the purpose of Part II (registration) and Part VI (accounting) of the Charities Act 2011.

(b) Going Concern

The charities are considered a going concern for the foreseeable future as the Trustee has due regard for available income, and expenses are in line with income each year.

(c) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably in the charity's funds.

(d) Investment income

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances. The Charities Pool is a Common Investment Fund operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(e) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

1. Accounting Policies (continued)

(f) Bursaries, Scholarships and Prizes awarded

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund. Scholarships and Prizes are recognised as resources expended as soon as there is a legal or constructive obligation committing the Fund to the expenditure.

(g) Investments

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised gains/(losses) on investments at the balance sheet date are included

(h) Fund Accounting

The Trust holds an Endowment Fund which comprises permanent and expendable funds.

2. Tax Status of the Charity

The City of London School for Girls Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

The City of London School for Girls Scholarships and Prizes Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

3. Incoming Resources

Incoming resources are analysed as follows for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2015/16	Total 2014/15
	£	£	£	£
Voluntary Income	427,877	-	427,877	526,216
Investment Income				
Managed Investment Income	135,488	2,907	138,395	142,878
Interest Receivable	(770)	183	(587)	209
Total Incoming Resources	562,595	3,090	565,685	669,303

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

3. Incoming Resources (continued)

Voluntary Income:

Voluntary income consists of donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation up to a maximum of 2.5% of tuition fee income.

Investment Income:

Income for the year derived from the investments in The City of London Charities Pool amounting to £138,395 (2014/15: £142,878) noted in 1 (d) and interest received on cash balances of (£587) (2014/15: £209).

4. Resources Expended

Resources expended are analysed as follows, for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*):

	Charity 1 Bursary Fund	Charity 2 Scholarships & Prizes Fund	Total 2015/16	Total 2014/15
	£	£	£	£
Charitable Activities				
Bursaries Awarded	740,653	-	740,653	654,816
Scholarships & Prizes Awarded	59,904	1,260	61,164	52,533
Support Costs - bursaries	601	-	601	301
Total Resources Expended	801,158	1,260	802,418	707,650

Charitable activities during 2015/16 consisted of:-

- i) 4 scholarships and prizes awarded amounting to £61,164 (2014/15: 4 scholarships and no prizes amounting to £52,533). The scholarships and prizes were awarded to individuals and therefore specific details cannot be disclosed;
- ii) 63 bursaries awarded during the year, amounting to £740,653 (2014/15: 58 bursaries amounting to £654,816). The bursaries were awarded to individuals and therefore specific details cannot be disclosed; and
- iii) support costs for bursary administration of £601 were charged by the City of London Corporation (see note 5 below) (2014/15: £301).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

5. Support and Governance Costs

Staff numbers and costs

The charities do not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charities when required, but this is not considered material and is not separately calculated by the City of London Corporation. There are however some specific administration services concerned with Bursary Administration which are charged directly to the charities. The charge in 2015/16 amounted to £601 (2014/15: £301).

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided to the charities during the year or in the previous year.

6. Other items of Expenditure

Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

7. Investment Assets

The value and cost of investments of The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below.

	Endowment Funds	Total 2016	Total 2015
	£	£	£
<u>Charity1 – Bursary Fund</u>			
Market Value 1 April	3,775,761	3,775,761	3,547,204
Net Investment (Loss)/Gain	(214,843)	(214,843)	228,557
Market Value 31 March	3,560,918	3,560,918	3,775,761
Units in Charities Pool	457,114	457,114	457,114
<u>Charity 2 – Scholarships and Prizes Fund</u>			
Market Value 1 April	81,006	81,006	76,103
Net Investment (Loss)/Gain	(4,609)	(4,609)	4,903
Market Value 31 March	76,397	76,397	81,006
Units in Charities Pool	9,807	9,807	9,807
Total Market Value 31 March	3,637,315	3,637,315	3,856,767
Total Cost when purchased	1,776,963	1,776,963	1,776,963

The geographical spread of listed investments at 31 March was as follows:

	2016 £	2015 £
Equities:		
UK	2,689,468	3,032,333
Overseas	553,384	574,843
Bonds UK	97,378	95,798
Pooled Units: UK	151,141	124,316
Cash Held By Fund Manager	145,944	29,477
Total Funds	3,637,315	3,856,767

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

7. Investment Assets (continued)

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and the performance of the fund is measured against the fund manager benchmark (FTSE All Share Index). In addition the performance of the Fund is also measured against its peer group using the WM Charity Universe (ex-property).

As at 31 March 2016 the fund achieved a return of -1.1% compared to the FTSE All Share Index return of -3.9%. The WM Charity Universe return was -1.0% and the fund slightly underperformed this by 0.1%.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

8. Analysis of Net Assets by Fund at 31 March 2016

The net assets for The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships and Prizes Fund (*charity 2*) are presented below

	Endowment Funds		Total 2016 £	Total 2015 £
	Permanent	Expendable		
	£	£		
<u>Charity 1 – Bursary Fund</u>				
Investments 31 March	46,748	3,514,170	3,560,918	3,775,761
Fixed Assets	46,748	3,514,170	3,560,918	3,775,761
Current Assets	-	34,928	34,928	240,452
Sundry Debtors (1)	-	24,788	24,788	28,166
Current Liabilities (2)	-	(264,908)	(264,908)	(235,247)
Net Current Assets	-	(205,192)	(205,192)	33,371
Total Net Assets – Charity 1	46,748	3,308,978	3,355,726	3,809,132
<u>Charity 2 – Scholarships & Prizes Fund</u>				
Investments 31 March	-	76,397	76,397	81,006
Fixed Assets	-	76,397	76,397	81,006
Current Assets	-	31,083	31,083	29,253
Current Liabilities (2)	-	-	-	-
Net Current Assets	-	31,083	31,083	29,253
Total Net Assets – Charity 2	-	107,480	107,480	110,259
Total Net Assets (charity 1 and 2)	46,748	3,416,458	3,463,206	3,919,391

- (1) Sundry debtors amount to £24,788 (2014/15: £28,166) and relate to a Gift Aid reclaim due from Her Majesty's Revenue & Customs (HMRC) and sponsorship from the Worshipful Company of Founders for the Spring 2016 term.
- (2) Current liabilities amount to £264,908 (2014/15: £235,247) and represent bursaries awarded by the Trust for the Summer term 2016.

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

9. Movement of Funds during the year to 31 March 2016

The City of London School for Girls Bursary Fund (*charity 1*) incorporating The City of London School for Girls Scholarships & Prizes Fund (*charity 2*)

Total Movement in Funds

	Fund Balance Brought Forward	Income	Expenditure	Transfers	Gains and Losses	Fund balance carried forward
	£	£	£	£	£	£
Endowment Fund:						
Expendable (1)	3,869,823	565,685	(802,418)	-	(216,632)	3,416,458
Permanent (2)	49,568	-	-	-	(2,820)	46,748
Total Funds	3,919,391	565,685	(802,418)	-	(219,452)	3,463,206

Charity 1 – The City of London School for Girls Bursary Fund

	Fund Balance Brought Forward	Income	Expenditure	Transfers	Gains and Losses	Fund balance carried forward
	£	£	£	£	£	£
Endowment Fund:						
Expendable (1)	3,759,564	562,595	(801,158)	-	(212,023)	3,308,978
Permanent (2)	49,568	-	-	-	(2,820)	46,748
Total Funds	3,809,132	562,595	(801,158)	-	(214,843)	3,355,726

Charity 2 – The City of London School for Girls Scholarships & Prizes Fund

	Fund Balance Brought Forward	Income	Expenditure	Transfers	Gains and Losses	Fund balance carried forward
	£	£	£	£	£	£
Endowment Fund:						
Expendable (1)	110,259	3,090	(1,260)	-	(4,609)	107,480
Total Funds	110,259	3,090	(1,260)	-	(4,609)	107,480

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

9. Movement of Funds during the year to 31 March 2016 (continued)

Notes to the funds

1. Endowment Fund - Expendable

The Charities' governing Scheme provides that all funds, other than those held as a permanent endowment as noted at 2 below, be held as expendable endowment. The purpose of this fund is to provide support to students in the form of bursaries and scholarships and prizes. Awards are funded by donations and any income generated from The City of London Charities Pool as a result of the investment of such donations.

2. Endowment Fund - Permanent

The Charities' governing Scheme identified that of the 7 scholarships & prizes funds to be transferred from The City of London School for Girls Scholarships & Prizes Fund to The City of London School for Girls Bursary Fund, 1 of these scholarships and prizes funds be preserved by The City of London School for Girls Bursary Fund in a permanent endowment Fund. The permanent endowment of the 1 scholarship and prize fund is invested in the Charities Pool administered by the City of London Corporation, and comprises 6,001 Charities pool units. The purpose of this fund is to preserve the permanent endowment of the charity. Planned use comprises the investment of the original permanent endowment to the charity in the City of London Charities Pool, and the recognition of any gains or losses on revaluation of the investments at their current market value.

10. Details of related parties and wider networks

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Charities do not undertake transactions with the City of London School for Girls Bursary Fund. A full list of these Trusts is available on application to the Chamberlain of London.

The charities have investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee, and receive donations from Livery Companies and other external donors which are then matched (match funded) by the City of London Corporation. Investment income from the Charities Pool in 2015/16 amounted to £138,395 (2014/15: £142,878).

**THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND
INCORPORATING
THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND
PRIZES FUND**

11. Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

The following table shows the difference between net income/(expenditure) presented under the previous UK GAAP and the newly presented amounts under FRS 102 for the reporting period ended at 31 March 2015 (i.e. comparative information). The table also shows funds determined in accordance with the FRS 102 compared to funds determined in accordance with previous UK GAAP at both 1 April 2014 (the date of transition to FRS 102 – nil change) and 31 March 2015 (nil change).

There have been no changes in accounting policies made on first-time adoption of FRS 102.

Group	Note	Funds as at 1 April 2014	Net income/ (expenditure) for the year ended 31 March 2015	Funds as at 31 March 2015
		£	£	£
As previously stated under former UK GAAP		3,724,278	(38,347)	3,919,391
Gains / (losses) on investments	a)	-	233,460	-
As stated in accordance with FRS 102		3,724,278	195,113	3,919,391

Explanation of changes to previously reported net income:

- a) FRS 102 requires that gains/(losses) on investments are now treated as a component of net income. Under previous UK GAAP, gains/(losses) on investments were shown after net income as part of other recognised gains/(losses).

Agenda Item 5

Committee(s):	Date(s):
Board of Governors City of London School for Girls	10 October 2016
Subject:	Public
Revenue Outturn 2015/16	
Report of:	For Information
The Chamberlain The Headmistress	
Report author(s):	
Sarah Port, Chamberlain's Department Alan Bubbear, Bursar	

Summary

The net income for 2015/16, before transfers to reserves, was £803,000 compared to a budgeted position of £881,000 - representing a reduction in net income of £78,000 (9%) as shown in the table below.

	Budget 2015/16	Actual 2015/16	Variation Better/ (Worse) 2015/16	Variance explanation at report paragraph
	£'000	£'000	£'000	
Income	12,433	12,409	(24)	3i) - 3iv)
Expenditure	(11,552)	(11,606)	(54)	3v) -3viii)
Total net income BEFORE transfers	881	803	(78)	
<u>Transfers to reserves</u>				
Self-Funded scholarship	(324)	(324)	-	
Repairs & Maintenance	(520)	(520)	-	
Total transfers	(844)	(844)	-	
Total net income/expenditure AFTER transfers	37	(41)	(78)	
General Fund Bal. b/fwd 1 April	490	490	-	
General Fund Bal. c/fwd 31 March	527	449	(78)	

The 2002 funding guidelines report recommended that the School's General Reserve Balance should not exceed 5% of the original estimate of fee income, equating to £527,000 for 2015/16, with any excess transferred to the Capital Reserve Fund. In accordance with these guidelines, the transfer to the Capital Reserve Fund was maintained at nil.

The balance in the Capital Reserve Fund as at 31 March 2016 was £1,360,315 (2014/15: £1,410,939).

Total School funds, including the Capital Reserve Fund, as at 31 March 2016 amounted to £4,142,238 as detailed in Annex B (£4,031,135 as at 31 March 2015), which represents an increase of £111,103 as detailed at paragraph 4 to this report.

Recommendations

It is recommended that this revenue outturn report for 2015/16 is noted.

Main Report

2015/16 Budget Position compared to Revenue Outturn

1. Overall, net income before transfers for 2015/16 was £803,000 compared to an agreed net income budget of £881,000, representing a reduction in net income of £78,000. Table 1 provides a comparison between the budget and outturn. Figures in brackets represent expenditure, increases in expenditure, or reductions in income.

TABLE 1			
CITY OF LONDON SCHOOL FOR GIRLS			
	Budget	Actual	Variation (Better)/ Worse
Analysis of Service Expenditure	2015/16 £'000	2015/16 £'000	2015/16 £'000
INCOME			
School & Staff Meals	148	155	7
Tuck Shop and Vending Machine	143	146	3
School tuition fees	10,810	10,852	42
Other tuition fees	297	280	(17)
Registration and Examination fees	104	139	35
Facilities Hire & Admin Charges	88	75	(13)
Interest	17	9	(8)
City Support (Annex A)	826	753	(73)
Total Income	12,433	12,409	(24)
EXPENDITURE			
Employees	(7,668)	(7,729)	(61)
Premises Related Expenses (note i)	(689)	(667)	22
Transport Related Expenses	(11)	(31)	(20)
Supplies & Services (note ii)	(1,702)	(1,760)	(58)
Purchase of Steinway Piano	(72)	(72)	0
Staff Subsidy & Prizes	(1)	(7)	(6)
Scholarship Subvention Awards	(483)	(483)	0
Match Funding Awards	(270)	(228)	42
Support Services (Annex A)	(477)	(450)	27
Capital Charges (Annex A)	(179)	(179)	0
Total expenditure before transfers	(11,552)	(11,606)	(54)
TOTAL NET INCOME BEFORE TRANSFERS	881	803	(78)
Transfers to Reserves			
Self-Funded Scholarships	(324)	(324)	0
Repairs & Maintenance	(520)	(520)	0
Total Transfers	(844)	(844)	0
TOTAL NET INCOME / (EXPENDITURE) AFTER TRANSFERS	37	(41)	(78)
General Fund Bal. b/fwd 1 April	490	490	0
General Fund Bal. c/fwd 31 March	527	449	(78)

Notes

- (i) Premises Related Expenses – includes energy costs, rates, water services, cleaning and domestic supplies.
- (ii) Supplies and Services – includes equipment, furniture, materials, books, uniforms, printing, stationary, professional fees, grants & subscriptions, and advertising.

2. The 2002 funding guidelines report recommended that the General Reserve balance should not exceed 5% of the original estimate of fee income, equating to £527,000 for 2015/16, with any excess transferred to the Capital Reserve Fund. Due to the School's net expenditure position, no funds were transferred to the Capital Reserve Fund in 2015/16 and the School's General Reserve balance was £421,000 at 31 March 2016 (31 March 2015: £490,000). The balance in the Capital Reserve Fund as at 31 March 2016 was £1,360,315 (31 March 2015: £1,410,939).
3. The main reasons for the variations summarised in Table 1, resulting in an decrease in net income of £78,000 were:-

A reduction in income of £24,000 mainly due to:-

- i) a reduction in City Support of £73,000 largely as a result of the school not achieving the budgeted level of external donations which are subsequently match funded (i.e. the City Match funds external donations raised up to a cap of 2.5% of tuition fee income) of £42,000 – this is offset by a corresponding reduction in expenditure on match funded awards detailed at vii); coupled with a reduction in the cost of support services of £22,000 and a reduction in staff insurance of £9,000 – both of which are offset within the fall in support services expenditure as detailed at viii);
- ii) a reduction in other tuition fees of £17,000 as a result of a reduction in the number of pupils taking individual music lessons. This reduction in income is offset by a reduction in employee costs as detailed at v) below; partly offset by
- iii) an increase in tuition fee income of £42,000 due to settlement of arrears during this period; and
- iv) an increase in registration and examination fees of £35,000 due to the continued popularity of the school leading to a rise in the number of pupils taking entrance exams.

Higher expenditure of £54,000 principally as a result of:-

- v) additional employee expenses of £61,000 which comprised:
 - additional full-time teacher costs of £38,000 as a result of the large number of teachers for whom cover was required for while on long term sick (including one with a broken leg, one with a heart attack, two staff with broken arms, a one awaiting a scheduled operation);
 - indirect employee expenses being £31,000 higher than expected due to additional training of £18,000 due to the new Masters degree initiative, in part supported by the Department of Community Services, and an additional £7,000 on recruitment following higher than forecast increases in recruitment costs for teaching staff; and

- a reduction in peripatetic music teacher costs of £17,000 as a consequence of a lower number of pupils taking individual music lessons – this underspend is offset by a reduction music lesson charges as detailed at ii) above.
- vi) an increase in supplies and services of £58,000 principally due to an additional £25,000 in relation to professional fees following the decision to renew all staff Disclosure and Barring Service (DBS) checks older than three years, and the associated Human Resources charge; £15,000 for preliminary asbestos investigation works prior to the asbestos removal as part of the CLSG refurbishment; and higher than anticipated IT renewal licensing costs of £13,000;
 - vii) a reduction in match funded awards of £42,000, offsetting the reduction in donations and associated city match funding received as detailed at i) above; and
 - viii) a reduction in support services costs of £27,000 largely as a result of the latest assessment of time spent on support services by departments of £22,000, and a reduction in staff insurance of £9,000 – this is offset by a reduction in City Support as detailed at i) above.

Unrestricted, Designated and Restricted Funds

4. A summary of unrestricted, designated and restricted funds, showing the movements in 2015/16, is attached at Annex B. As planned, total funds have increased by £111,103 from £4,031,135 to £4,142,238 at 31 March 2016. The main movements are as follows:-
 - i) Unrestricted Fund net income, before transfers, of £803,444 as detailed in Table 1, which was used to partly offset the net expenditure, excluding transfers, charged to the designated funds, principally as follows:
 - ii) planned expenditure from the Repairs & Maintenance Fund of £529,211 in accordance with the agreed programme of works, offset by interest of £4,452; and
 - iii) net expenditure, before transfers, of £125,162 from the Self-Funded Scholarships Fund on awards following the annual assessment of parental circumstances and student departures; and
 - iv) planned expenditure from the Capital Reserve Fund of £59,128 in relation to the City of London School for Girls Gymnasium Accommodation, offset by interest of £8,504.

Appendices

- Annex A – City Support
- Annex B – City of London School for Girls 2015/16 Movement of Funds

Contacts:

Chamberlain's: Sarah Port, Senior Accountant

Tel: 020 7332 1080

sarah.port@cityoflondon.gov.uk

City of London School for Girls: Alan Bubbear, Bursar
Tel: 020 7847 5524
BURSAR@clsq.org.uk

CITY SUPPORT

<u>City Support</u>	Budget	Actual	Variation Increase/ (Decrease) 2015/16 £'000
	2015/16 £'000	2015/16 £'000	
Scholarships			
General (note i)	483	483	0
2.5% Match Funding (note ii)	270	228	(42)
Total Scholarships	753	711	(42)
Support Services			
Information Systems	37	27	(10)
Chamberlain	67	73	6
Comptroller & City Solicitor	18	8	(10)
Town Clerk	76	77	1
City Surveyor	27	20	(7)
Corporate & Democratic Core (CDC)	28	26	(2)
Staff Insurance	48	39	(9)
Total Support Services	301	270	(31)
Capital Charges – Depreciation	179	179	0
Other support and adjustments			
City Procurement savings/(costs) (note iii)	(62)	(62)	0
London Living Wage - Catering (note iv)	37	37	0
London Living Wage - Cleaning (note v)	55	55	0
Service Based Review Savings (note vi)	(437)	(437)	0
Total other support and adjustments	(407)	(407)	0
TOTAL CITY SUPPORT	826	753	(73)

Notes:

- i) City's Cash finances the equivalent of 32.66 full fee scholarships per annum.
- ii) The funding guidelines, as agreed by Policy & Resources Committee on 19 September 2002, provided for the City to match fund external bursary funds raised from that date onwards up to a cap of 2.5% of tuition fee income.
- iii) As a result of new contracts procured by the City's PP2P Team, expenditure by City Schools should generally be reduced. However, as agreed by the Chief Officers' Group in January 2012, such savings are to benefit the City Corporation centrally to help achieve balanced revenue budgets on City's Cash over the medium term. In order to move these savings from the Schools to the centre, an adjustment has been made to the City's support to the Schools. This will leave the Schools in a neutral resource position as the

CITY SUPPORT

reduction in costs from the PP2P savings will be offset by a reduction in income through the City's Support. Should a contract procured by the PP2P Team result in an increase in a School's costs then a compensatory increase will be made to the City's support to retain the neutrality principle.

- iv) The City of London School for Girls catering contract was awarded to The Brookwood Partnership for three years from 1 September 2013. Excluding the London Living Wage (LLW) costs would have remained broadly in line with the previous contract. However, in accordance with the City of London Corporation's policy on the LLW, all tenderers also quoted prices inclusive of LLW, and this added £37,000 to the annual cost. To ensure that the School is not financially disadvantaged, £37,000 has been added to the City's Support.
- v) The Corporate Cleaning Contract was awarded to MITIE from 1 September 2011, and further to iv) above, in accordance with the City of London Corporation's policy on the LLW, to ensure that the School is not financially disadvantaged, £35,000 has been added to the City's Support.
- vi) The Service Based Review (SBR) aims to deliver significant and sustainable savings and/or increased income in order to balance City Fund and City's Cash over the medium term. The Policy and Resources Committee agreed savings proposals totalling £598,000, excluding additional income from increases in tuition fees, for the City of London School for Girls. These proposals have been phased £437,000 in 2015/16 with an additional £53,000 in 2016/17 and a further £108,000 in 2017/18.

SUPPORT SERVICES AND CAPITAL FINANCING CHARGES

<u>Support Services and Capital Financing Charges</u>	Budget	Actual	Variation Increase/ (Decrease)
	2015/16 £'000	2015/16 £'000	2015/16 £'000
Support Services			
Information Systems (IS)	(37)	(27)	10
Chamberlain	(67)	(73)	(6)
Comptroller & City Solicitor	(18)	(9)	9
Town Clerk	(76)	(77)	(1)
City Surveyor	(27)	(20)	7
Corporate & Democratic Core (CDC)	(28)	(26)	2
Staff Insurance	(48)	(39)	9
Other Insurance	(52)	(49)	3
City Surveyor's Employee Recharge	(74)	(79)	(5)
CLPS Staff	(50)	(51)	(1)
Support Services Sub-Total	(477)	(450)	27
Capital Charges - Depreciation	(179)	(179)	0
TOTAL SUPPORT SERVICES AND CAPITAL FINANCING CHARGES	(656)	(629)	27

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City of London School for Girls
2015/16 Movement of Funds

	Balance 1st April 2015	Interest	Income	Expenditure	Transfer Between Funds	Balance 31st March 2016
	£	£	£	£	£	£
Unrestricted						
Revenue Surplus	-490,195	-9,022	-12,220,872	11,426,450	-	-1,293,639
Scholarships Self Funded	-	-	-	-	324,000	324,000
Repairs and Maintenance	-	-	-	-	520,000	520,000
	- 490,195	- 9,022	- 12,220,872	11,426,450	844,000	- 449,639
Designated						
Self Funded Scholarships	- 897,602	-	-128,017	253,179	(324,000)	- 1,096,440
Subvention scholarships	-	-	-483,000	483,000	-	-
Repairs and Maintenance	-983,487	-4,452	-	529,211	(520,000)	- 978,728
Retirement Fund	-202,158	-1,235	-	-	-	- 203,393
Drama Refurbishment Fund	-7,954	-49	(1,535)	-	-	- 9,538
Capital Reserve Fund	-1,410,939	-8,504	-	59,128	-	- 1,360,315
School Fund	-19,693	-211	-9,429	-	-	- 29,333
Music Refurbishment Fund	-8,520	-4	-2,205	7,825	-	- 2,904
Art Refurbishment Fund	-152	-1	-	-	-	- 153
	-3,530,505	-14,456	-624,186	1,332,343	-844,000	-3,680,804
Restricted						
Urban Scholars	- 987	-	-1,500	130	-	-2,357
Livery scholarships	-9,448	-	1,250	1,260	-	-9,438
	- 10,435	-	2,750	1,390	-	- 11,795
Total Funds	- 4,031,135	- 23,478	- 12,847,808	12,760,183	-	- 4,142,238

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Agenda Item 6

Committee	Dated:
Board of Governors of the City of London School for Girls	10 October 2016
Subject: Headmistress' Report	Public
Report of: The Headmistress	For Information
Report author(s): Ena Harrop, Headmistress Alan Bubbear, Bursar	

1. Forthcoming Events

11 October	11+ Open Morning
14 October	Prize Day
18 October	11+ Open Morning
20-28 October (inclusive)	Half Term
3 November	16+ Entrance Examinations
8 November	PLC Morning – School Opens at 10.30am
	Prep Parents' Evening
	VMT Parents' Evening
9 November	Year 11 Ensembles Lunchtime Concert 1.15pm
10 November	Year 7 Parents' Evening
11 November	7+ Entrance Examinations (Prep School Closed)
16 November	Year 12 Parents' Evening
17 November	Prep Parents' Evening
	Autumn Concert 6.30pm
22 November	Senior Drama Production Performance 5pm
23 November	Lunchtime Open Concert 1.15pm
	Senior Drama Production Performance 7pm
24 November	Senior Drama Production Performance 5pm
25 November	Young Musician of the Year Competition
30 November	ABRSM Music Exams
1-13 December	Year 11 Mock Exams
1 December	7+ Offer Holders' Morning
	Year 9 Options Evening
5 December	16+ Offer Holders' Morning
6 December	Prep Winter Concert 2pm
7 December	Year 10 Parents' Evening
8 December	Senior School Carol Service 2pm
14 December	Term Ends 12pm

2. Educational Visits

14 October	Year 6 Geography Field Day
14-28 October	Sri Lanka 6 th Form Volunteering Trip
15-20 October	Granada Year 10 Trip
18-23 October	Russia Year 11-13 History Trip
24-27 October	Spain Year 9-11 Netball Tour
2-4 November	U1 Hooke Court Trip
26 November – 10 Dec	de la Salle Year 9 Immersion Exchange

3. **Governors' Visiting Days**

Staff and pupils are always very pleased to welcome Governors to spend a day in school, either attending lessons in a particular subject or else shadowing a particular year group.

If any Governor would like to spend a day in school, he or she is asked to contact the Deputy Head at the school to discuss dates and the desired programme.

4. **Lettings**

Hirer	Dates	Venue
3S Swim School	Every Sunday (Excluding School Holidays)	Swimming Pool
Artimas Films	13-Aug	Science Lab
Angela's Swim School	Every Saturday (Excluding School Holidays)	Swimming Pool
Barbican Association	28-Apr	Main Hall
Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Barbican Music Dept	26-Jun	Main Hall
BBC Singers	13-Apr	Main Hall
Charter House School	8 & 10 Jul	Main Hall
Chelsea Opera Group	24-Jun	Main Hall
Chinmaya UK	08-Jun	Main Hall
Crossrail	25-Feb	Committee Room
Dance a round	09-Jul	Main Hall
Forum of Independent Day Schools	22-Apr	Committee Room
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Islington Boat Club	24 May & 11 Aug	Swimming Pool
Jessica Goldsmith Swimming	16 & 22 Aug	Swimming Pool
Justin Craig Education	30 Apr to 2 May, 21 May, 30 May to 4 Jun, 11, 18 Jun	B Floor Classrooms

London Symphony Chorus	19, 21, 26, 29 Apr 3, 5, 10, 17, 19, 24, 26, 31 May 2, 7, 9, 16, 21, 22, 28, 30 Jun 1, 2, 3, 7, 19, 21, 27 Jul 23, 25, 30	Main Hall / New Hall
LSO Productions	12/6/16	Main Hall
NANUK Swimming	Every Thursday & Saturday (Excluding School Holidays)	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
Royal Choral Society	Every Monday to 18 July	Main Hall
Tri for Fitness	Every Monday & Tuesday to 26 April	Swimming Pool

5. Health & Safety

There have been five reportable incidents during the period June to 23rd September comprising of:

A teacher fell in the stairwell requiring a paramedic review and an x-ray at hospital. Nil significant injury.

A student got chemicals in her eyes during science, despite wearing the correct safety glasses, and was sent to hospital for a review. Nil significant injury.

A student with asthma required an ambulance. Nil injury.

A student was hurt whilst playing netball and was taken to hospital to be checked. Nil significant injury.

A catering staff member sustained cuts to his fingers as a result of a faulty light covering. Nil significant injury.

The minutes of the Health & Safety Committee meeting held on the 5th September 2016 are attached at Annex A.

Medical conditions recorded by the School Nurse are:

Severe allergy requiring EPIPEN	23 Girls
Mild Allergy	34 Girls
Asthma	30 Girls
Hay fever	38 Girls
Eczema	20 Girls
No Childhood Vaccinations	2 Girls
Epileptic	2 Girls
Diabetic	2 Girls
Extreme Hypermobility of Joints	3 Girls
Coeliac Disease	1 Girls
Impaired Mobility	2 Girls
Frequent unexplained seizures	2 Girls
Rheumatoid Arthritis	1 Girl
Recessive Dystrophic Epidermolysis Bullosa	1 Girl
Urology related issues	2 Girls
History of cancer	2 girls

Monitored for possible mental health concerns (e.g. self-harm) and/or treated for eating disorders in school. 15 girls

Pupils in the school who are known to be attending or awaiting referral to Child and Adolescent Mental Health Services (CAMHS) or private sector equivalents for support with major mental health and emotional difficulties 24 girls

6. Destinations of the 2016 Leavers

There were 76 Year 13 leavers in 2016, 62 of who are planning to begin university in the UK in 2016 and 5 of whom will be studying abroad.

Four of these girls have places at Cambridge and 5 have places at Oxford for a variety of courses. Three girls have places to study at Duke, UPenn and The Edmund Walsh School of Foreign Service-Georgetown University and one girl is going to study in the Netherlands at ATLAS at TWENTE. One girl is going to study at McGill. The remaining 9 are all taking gap years. Three of these girls have already secured places at Bristol, Glasgow and UCL. In total there were 7 medics and 1 vet who secured university places this year.

There were 15 girls who applied this year as post-gap 'Year 14' students. Two of these girls secured places at Oxford bringing our school total to 7 and the others have places at a wide range of highly respected institutions including Manchester, Edinburgh and Bristol for a diverse range of subjects, including one for Medicine (included in the figures above).

7. 2016 Gap Years

This year there are 9 leavers taking gap years and all have exciting plans varying from undertaking work placements to international travel to language courses abroad. Additionally, 2 girls included in the figures above are completing Art Foundation Courses at Falmouth School of Art and Leeds College of Art.

8. Building Projects Summary

Bolt and Heeks (who built the main hall extension) returned over the summer to address the leaks in the extension that we were still experiencing. So far, the remedial works appear to have been successful. Other routine testing and maintenance of plant equipment took place over the Summer holidays.

List of Annexes:

A. Health and Safety Minutes

Background Papers:
None

Contact:
Alan Bubbear
020-7847-5524
bursar@clsq.org.uk

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on 6th September 2016

Present: Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Mary Robey, Jane Curtis, Steven Berryman, Carolyn Cole, David Libby, Ashley Wright, Caroline Castell, Andy Hill, Kirsty Packer, Joe Perrott, Jane Rogers, Vicky Pyke (Secretary)

Item 1 Apologies

Ena Harrop, Mark Wilkinson, Claire Tao, Kerry Dignan

Item 2 Previous Minutes

Minutes of April's meeting were agreed.

Item 3 Matters Arising/Summer Building Works

- **Fire Alarm System Recommissioned/Signage and Lighting**

JV advised that the fire alarm system had been recommissioned during the summer.

JV advised that the Building Inspectors were on the premises and confirmed that there was sufficient lighting for the building to reopen. Exit signs still need to be put up before the school opens.

- **Asbestos Removal**

JV confirmed that the asbestos summer works were carried out successfully and that air quality tests had since been carried out and background levels were below recommended levels.

- **Disposal of Chemicals**

KP asked if there was correct procedure or policy for disposal of chemicals. NB advised that there wasn't a set policy or procedure but that Shafat Yeahia was qualified to dispose of chemicals because there are different ways of disposal for different chemicals. MR asked AB to look into whether or not there is a current policy in circulation.

AB

Item 4 Risk Register

AB advised that there was no change to the current risk register. EH asked for consideration of a risk being added concerning SEN and the management of training for staff.

AB

Item 5 Health and Safety Accident Statistics

JV advised that there were Four reported accidents last term:

- One girl had a fall on the all-weather pitch whilst on crutches.
- One prep girl was hit in the face by a cup during a water fight at the boys' school.
- One girl was struck on the arm with a ball whilst playing tennis.

- One girl was struck in the face by a ball during a PE Lesson
- 3 contractors suffered minor cuts with one being treated at hospital. All dealt with in site by contractors.

Item 6 Health and Safety Training for Staff

- AB advised that mandatory H&S training needs to be carried out for all new staff members.
- AB advised that a Fire Drill will be completed later this week or early next.
- JV advised that all staff should be made aware of individual roles in the event of an emergency.

Item 7 AOB

EH advised that she keeps tripping on the rug in Meeting room 1. JV to order new furniture.

JV

Item 8 Next Meeting

3rd January 2016.

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

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