

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 3 October 2016

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 3 October 2016 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan
Stuart Fraser (Deputy Chairman)	Graham Packham
Deputy John Bennett	Philip Woodhouse
Deputy Brian Harris	Gillian Yarrow
Michael Hudson	

Officers:

David Arnold	-	Town Clerk's Department
Steven Reynolds	-	Chamberlain's Department
Mark Lowman	-	City Surveyor's Department
Roger Adams	-	City Surveyor's Department
Roland Martin	-	Headmaster
Evelyn Guest	-	Deputy Head (Pastoral)
Andrew McCleave	-	Deputy Head (Academic)
Matt Robinson	-	Head of Junior School
Sue Williams	-	Bursar

1. APOLOGIES

Apologies for absence were received from Nicholas Goddard, Alderman Tim Hailes, Clare James, Vivienne Littlechild, Hugh Morris, Deputy Elizabeth Rogula, Ian Seaton, and Cllr Chris Townsend.

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 20 June 2016 be approved, subject to the addition of apologies for absence from Deputy John Bennett and Gillian Yarrow.

4. CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL -- DRAFT 2015/16 REPORT AND FINANCIAL STATEMENTS

The Board considered a report of the Chamberlain regarding the Charities administered in connection with the City of London Freeman's School and an

opportunity to consider whether part of the cash balance should be invested in the City of London Charities Pool.

In response to Governors' questions, the Chamberlain advised that the current balance of the City of London Charities Pool was approximately £21 million and the Bursar advised that donations towards bursaries from Livery companies were not included as they were held in a separate fund. The Chamberlain added that he would check whether the Charities Pool funds were measured against all equities and clarify for Governors.

RESOLVED – That:-

- a) the annual report and financial statements for the Charities administered in connection with the City of London Freeman's School be noted; and
- b) authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board, to consider whether to invest part of the cash balance in the City of London Charities Pool.

5. CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - DRAFT 2015/16 REPORT AND FINANCIAL STATEMENTS

The Board considered a report of the Chamberlain regarding the City of London Freeman's School Bursary Fund and an opportunity to consider whether part of the cash balance should be invested in the City of London Charities Pool.

RESOLVED – That:-

- a) the annual report and financial statements for the City of London Freeman's School Bursary Fund be noted; and
- b) authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board, to consider whether to invest part of the cash balance in the City of London Charities Pool.

6. REVENUE OUTTURN 2015/16

The Board received a joint report of the Headmaster and the Chamberlain that provided details revenue outturn for 2015/16. Governors noted that the net income for 2015/16, before transfers to reserves, was £2.32 million compared to a budgeted position of £2.39 million, which represented a reduction in net income of £73,000 (3%). The Chamberlain added that the total School funds as at 31 March 2016 had increased by £957,257 since the previous year. Governors also noted that there was an error with the income and expenditure in the Analysis of Service Expenditure table in the report which would be corrected by the Chamberlain and re-circulated.

In response to a question from the Chairman, the Headmaster advised that the amount of money spent on scholarships would gradually decrease as fewer scholarships were being provided. Instead, gifted/talented children from less wealthy families would be encouraged to take the entrance exam and apply for bursaries.

In response to a Governor's question regarding the Freedom application process, the Chairman advised that the School's foundation charity fund received £30 of each £100 application fee, as agreed by the Finance

Committee during the 00s. Governors also noted that Freeman should know the applicant personally if supporting his/her Freedom application.

RESOLVED – That the Revenue Outturn for 2015/16 be noted.

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

There were none.

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

There was none.

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 Section 12A of the Local Government Act.

10. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 20 June 2016 be approved.

11. **MINUTES OF THE MASTERPLAN FORUM**

RESOLVED – That the non-public minutes of the meeting held on 21 July 2016 be noted.

12. **HEADMASTER'S REPORT**

The Board considered a report of the Headmaster that provided updates regarding matters relating to the School's operational activities. The Board also gave close scrutiny to the Safeguarding Policy that had been updated in accordance with the Government's recent Keeping Children Safe in Education update.

RESOLVED – That the Headmaster's report be noted.

13. **GATEWAY 3 - ISSUES REPORT: MAIN HOUSE PROGRESS (2008 MASTERPLAN PHASE 2)**

The Board considered a joint report of the Headmaster and the City Surveyor that sought approval to the progression of the Freeman's School Main House works to Gateway 4.

14. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Headmaster that provided an overview of news and events in the Junior School since the last meeting.

RESOLVED – That the Head of Junior School's Report be noted.

15. **BURSAR'S REPORT**

The Board received a report of the Headmaster that provided an update regarding finance, estates and arrears of fees, amongst other matters.

RESOLVED – That the Bursar’s report be noted.

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

There were none.

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

The Chairman advised Governors that the next Board meeting would be taking place at 10:30am on Tuesday 29 November 2016.

18. GOVERNORS' ONLY ITEM - HEADTEACHERS' PAY

This item was deferred to a later Board meeting.

The meeting ended at 1.30 pm

Chairman

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