



**Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School**

**Date:** THURSDAY, 4 JUNE 2015

**Time:** 10.30 am

**Venue:** CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY, KT21 1ET

**Members:** Stuart Fraser (Chairman) Deputy Brian Harris  
Roger Chadwick (Deputy Chairman) Adam Richardson  
Michael Bramwell (External Member) Philip Woodhouse

**Enquiries:** Jacqui Daniels  
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**Lunch will be served at 1pm  
Part of this meeting could be the subject of audio 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. **MINUTES**  
To agree the public minutes of the meeting held on 10 November 2014.  

(Pages 1 - 2)
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
6. **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.

## Part 2 - Non Public Agenda

7. **MINUTES**  
To agree the non-public minutes of the meeting held on 10 November 2014.  

(Pages 3 - 6)
8. **ARREARS OF FEES**  
Report of the Headmaster.  

**For Decision**  
(Pages 7 - 10)
9. **SERVICE BASED REVIEW UPDATE**  
Report of the Headmaster.  

**For Information**  
(Pages 11 - 14)
10. **ASHTEAD PARK SECURITY**  
Report of the Headmaster.  

**For Information**  
(Pages 15 - 16)
11. **RISK**  
Report of the Headmaster.  

**For Information**  
(Pages 17 - 20)

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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## **FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

**Monday, 10 November 2014**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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, 10 November 2014 at 10.30 am.

### **Present**

#### **Members:**

Stuart Fraser (Chairman)  
Roger Chadwick (Deputy Chairman)  
Vivienne Littlechild  
Douglas Mobsby (External Member)

### **In Attendance**

#### **Officers:**

Philip MacDonald	Headmaster, City of London Freeman's School
Sue Williams	Bursar, City of London Freeman's School
Vicky Buckman	Deputy Head, City of London Freeman's School
Richard Alton	Deputy Head (Academic) , City of London Freeman's School
Mark Beach	Head of Junior School, City of London Freeman's School
Steve Telling	Chamberlain's Department
Julie Mayer	Town Clerk's Department

#### **1. APOLOGIES**

Apologies were received from Deputy John Bennett (Chief Commoner) and Brian Harris.

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

There were no declarations.

#### **3. MINUTES**

The public minutes and summary of the meeting held on 22 May 2014 were approved.

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

There were no questions.

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

There were no items of urgent business.

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 1 of Schedule 12A of the Local Government Act.

Item nos	Para No
7-14	3

7. **MINUTES**

The non-public minutes of the meeting held on 22 May 2014 were approved.

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

The sub-committee considered a joint report of the Headmaster, City Surveyor and Chamberlain in respect of the Repairs, Maintenance and Improvements Fund.

9. **2015/16 BUDGET (TO FOLLOW)**

The Sub Committee received a joint report of the Chamberlain and Headmaster on the 2015/16 revenue budget.

10. **SERVICE BASED REVIEW UPDATE (VERBAL)**

The Chamberlain confirmed that, at this stage, there was nothing further to add to the report that had been presented to the previous Board meeting.

11. **UPDATE ON THE MASTERPLAN**

The Sub Committee received a joint report of the Headmaster and City Surveyor in respect of the Masterplan.

12. **FEE ARREARS, WRITE OFF REQUEST, FEES IN ADVANCE AND INTEREST CHARGES**

The Sub Committee considered a Report of the Headmaster in respect of fees.

13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There were no items of urgent business.

**The meeting ended at 11.45 am.**

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Chairman

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

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