



Education Board

Date: THURSDAY, 21 JULY 2016

Time: 3.00 pm

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy Catherine McGuinness (Chairman)
Henry Colthurst (Deputy Chairman)
Randall Anderson
Deputy John Bennett
Alderman Peter Estlin
Stuart Fraser
Christopher Hayward
Ann Holmes
The Rt Hon the Lord Mayor, The Lord Mountevans
Virginia Rounding
Alderman William Russell
Ian Seaton
Roy Blackwell (United Westminster Schools)
Tim Campbell (Bright Ideas Trust)
Helen Sanson (Tower Hamlets Education Business Partnership)
Vacancy

Enquiries: Alistair MacLellan
Alistair.MacLellan@cityoflondon.gov.uk

NB: Part of this meeting could be the subject of audio video recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

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

3. **TERMS OF REFERENCE**

To receive the Board's amended Terms of Reference.

For Information
(Pages 1 - 2)

4. **MINUTES AND ACTION SHEET**

To agree the public minutes and summary of the meeting held on 12 May 2016.

For Decision
(Pages 3 - 12)

a) **Minutes of the Nominations Sub (Education Board) Committee meeting held on 23 June 2016** (Pages 13 - 14)

5. **APPOINTMENT OF A CO-OPTED MEMBER**

The Chairman to be heard.

For Decision

Culture

6. **STEM OFFER AT THE CITY'S CULTURAL INSTITUTIONS**

Report of the Director of Community and Children's Services.

For Information
(Pages 15 - 20)

7. **NEW FULLY ACCESSIBLE LEARNING AND COMMUNITY ENGAGEMENT CENTRE AT TOWER BRIDGE - INSTALLATION OF NEW FLOOR IN THE NORTH TOWER**

Report of the Director of Culture, Heritage and Libraries.

For Decision
(Pages 21 - 28)

Family of City Schools

8. **CITY OF LONDON ACADEMIES TRUST - PRIORITIES FOR ACADEMY EXPANSION**

Report of the Director of Community and Children's Services.

For Decision
(Pages 29 - 32)

9. **UPDATED QUALITY ASSURANCE AND ACCOUNTABILITY FRAMEWORK
TIMETABLE**

Report of the Director of Community and Children's Services.

For Decision
(Pages 33 - 36)

Education to Employment

10. **IMPLEMENTATION OF GRANTS REVIEW - 'EDUCATION AND EMPLOYMENT'**

Report of the Deputy Town Clerk.

For Decision
(Pages 37 - 60)

11. **APPOINTMENT OF THE EDUCATION CHARITY SUB (EDUCATION BOARD)
COMMITTEE**

Report of the Town Clerk.

For Decision
(Pages 61 - 62)

Miscellaneous

12. **REVENUE OUTTURN 2015/16**

Joint Report of the Chamberlain and Director of Community and Children's Services.

For Information
(Pages 63 - 66)

13. **LADO ANNUAL REPORT 2015/16**

Report of the Director of Community and Children's Services.

For Information
(Pages 67 - 70)

14. **REPORT ON ACTION TAKEN SINCE THE LAST MEETING**

Report of the Town Clerk.

For Information
(Pages 71 - 72)

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

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

17. **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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act
- For Decision**
18. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 16 May 2016.
- For Decision**
(Pages 73 - 76)
- a) **Non Public Minutes of the Nominations Sub (Education Board) Committee meeting held on 23 June 2016** (Pages 77 - 78)
- Family of City Schools**
19. **THE CITY ACADEMY HACKNEY SIXTH FORM EXPANSION - STANDBY LOAN PROPOSAL**
Report of the Town Clerk.
- For Decision**
(Pages 79 - 82)
20. **CHRIST'S HOSPITAL - FUNDING**
To consider a resolution from the Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital.
- For Decision**
(Pages 83 - 94)
21. **FUNDING BIDS - CITY OF LONDON ACADEMIES**
Report of the Director of Community and Children's Services.
- For Decision**
(Pages 95 - 98)
22. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Education Board – Amended Terms of Reference 2016/17

Terms of Reference

- (a) To monitor and review the City of London Education Strategy, and to oversee its implementation in consultation with the appropriate City of London Committees; referring any proposed changes to the Court of Common Council for approval;
- (b) To oversee generally the City of London Corporation's education activities; consulting with those Committees where education responsibilities are expressly provided for within the terms of reference of those Committees and liaising with the City's affiliated schools and co-sponsors;
- (c) To be responsible for the oversight and monitoring of the City of London Corporation's sponsorship of its Academies, including the appointment of academy governors and, where relevant Members, Directors and Trustees;
- (d) The management of The City of London Corporation Combined Education Charity (registered charity no. 312836), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (e) The management of the City Educational Trust Fund (registered charity no. 290840), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (f) To constitute Sub-Committees in order to consider particular items of business within the terms of reference of the Board, including:-
Education Charity Sub (Education Board) Committee*
- (g) To recommend to the Court of Common Council candidates for appointment as the City of London Corporation's representative on school governing bodies where nomination rights are granted and which do not fall within the remit of any other Committee;
- (h) To monitor the frameworks for effective accountability, challenge and support in the City Schools**;
- (i) To be responsible for the distribution of funds specifically allocated to it for education purposes, in accordance with the City of London Corporation's strategic policies;
- (j) Oversight of the City of London Corporation's education-business link activities.

* The constitution of The Education Charity Sub-Committee is set by the Court of Common Council and comprises four Members appointed by the Education Board and four Members appointed by the Community and Children's Services Committee.

**The expression "the City Schools" means those schools for which the City has direct responsibility, as proprietor, sponsor or local authority, namely: The Sir John Cass Foundation Primary School, The City Academy Hackney, the City of London Academy Islington, the City of London School, the City of London School for Girls, the City of London Freeman's School, and the academies managed by the City of London Academies Trust.

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EDUCATION BOARD

Thursday, 12 May 2016

Minutes of the meeting of the Education Board held at Committee Room - 2nd Floor
West Wing, Guildhall on Thursday, 12 May 2016 at 3.00 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)	Alderman William Russell
Henry Colthurst (Deputy Chairman)	Roy Blackwell
Stuart Fraser	Tim Campbell
Ann Holmes	Helen Sanson
Virginia Rounding	

Officers:

Alistair MacLellan	- Town Clerk's Department
Stephanie Basten	- Town Clerk's Department
Liz Skelcher	- Assistant Director of Economic Development
Mark Jarvis	- Chamberlain's Department
Anne Pietsch	- Comptroller & City Solicitor's Department
Emily Rimington	- Comptroller & City Solicitor's Department
Ade Adetosoye	- Director of Community & Children's Services
Mark Emmerson	- Education Strategy Director
Gerald Mehrtens	- Community & Children's Services
Joshua Burton	- Community & Children's Services
Tizzy Keller	- Community & Children's Services

1. APOLOGIES

Alderman William Russell, being the senior Alderman present, took the Chair until the conclusion of item 4 (Election of Chairman).

Apologies for absence were received from Deputy John Bennett, Alderman Peter Estlin, The Rt Hon the Lord Mayor, The Lord Mountevans, and Ian Seaton.

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

Tim Campbell declared a non-pecuniary interest in Item 14 (City of London Academies Trust Update) in his capacity as Chair of Governors of St Bonaventure's School, Newham.

Ann Holmes declared a non-pecuniary interest in Item 28 (Non-Public Any Other Business – Provisions of Additional Primary Places in Islington) in her capacity as a member of the City of London Primary Academy Islington's Local Governing Body.

3. **WHITE PAPER 2016**

The Board received the White Paper from the Court of Common Council setting out its composition and terms of reference for the coming year.

RECEIVED

4. **ELECTION OF CHAIRMAN**

The Board proceeded to elect a Chairman in line with Standing Order 29. Deputy Catherine McGuinness, being the only member indicating a willingness to stand, was therefore elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Board proceeded to elect a Deputy Chairman in line with Standing Order 30. Henry Colthurst, being the only member indicating a willingness to stand, was therefore elected Deputy Chairman for the ensuing year.

Both the Chairman and the Deputy Chairman took the opportunity to thank the Board for its support. The Chairman paid particular thanks to David Taylor, the external Board member whose term had come to an end on 21 April 2016.

6. **PUBLIC MINUTES**

Members agreed to vary the order of business, given the possibility of a quorum being lost during the meeting, so that items for decision were considered first.

The public minutes and summary of the meeting held on 3 March 2016 were approved as a correct record.

6.1 **Outstanding Actions**

Education Breakfast Briefings

The Chairman noted that the Town Clerk was arranging for initial Education Briefings to be scheduled during June and July – these would not necessarily be restricted to morning breakfast briefings.

7. **APPOINTMENT OF A NOMINATIONS SUB (EDUCATION BOARD) COMMITTEE**

Members considered a report of the Town Clerk regarding the appointment of a Nominations Sub (Education Board) Committee for the ensuing year. Members noted that external members of the Board would be welcome to serve on the Sub Committee and that its terms of reference should be adjusted accordingly. Given that the Board was awaiting its appointed members from both the Community and Children's Services Committee and the Policy and Resources Committee, Members agreed that those Members would be appointed to the Committee subject to their willingness to serve.

RESOLVED, that

- The following members be appointed to the Nominations Sub (Education Board) Committee for the ensuing year:

- Catherine McGuinness (Chairman)
 - Henry Colthurst (Deputy Chairman)
 - Virginia Rounding
 - Alderman William Russell
- The Nominations Sub (Education Board) Committee's terms of reference be amended to permit external members of the Education Board to serve.

8. MANAGEMENT OF THE CITY EDUCATIONAL TRUST FUND AND THE CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY

Members considered a report of the Town Clerk regarding the management of the City Educational Trust Fund and the City of London Corporation Combined Education Charity. The Chairman emphasised that the policy governing grant making from the two charities would be set by the Education Board and not its Education Charity Sub Committee.

RESOLVED, that

- The proposed amendments to the Education Board's terms of reference be approved for onward submission to the Policy and Resources Committee and the Court of Common Council for final approval.
- Authority be delegated to the Town Clerk, under Standing Order 41, to make any further amendments to the terms of reference deemed necessary prior to their submission to the Court of Common Council.

9. PROPOSED MODEL GOVERNANCE STRUCTURE FOR LOCAL GOVERNING BODIES OF CITY OF LONDON ACADEMIES TRUST

Members considered a report of the Director of Community and Children's Services on the proposed model governance structure for Local Governing Bodies (LGBs) of the City of London Academies Trust (COLAT). The following comments were made.

- The Chairman noted that the final decision on governance was one for the City of London Academies Trust, but that nonetheless, the Trust would take into account any relevant comments made by the City of London Corporation as the COLAT sponsor.
- The Chairman added that the Trust would likely welcome the views of Members regarding the number of Common Councilmen to be appointed to LGBs, and the term limits of both LGB members and Chairmen.
- External appointees should share the City Corporation's ethos and commitment to education. Their appointment should be made on the basis of the skills they brought to the City and could offer to the LGB.
- External LGB governors should be sourced through School Governors One Stop Shop (SGOSS).

- The Chairman of a LGB should be a sponsor governor but not necessarily a Common Councilman.
- LGB Governors should serve a maximum period of three terms of three years on each LGB.

RESOLVED, that

- Members endorse the proposed model governance structure for Local Governing Bodies of the City of London Academies Trust, and that comments made by the Board be conveyed to the City of London Academies Trust Board ahead of their final decision.

10. REQUEST FOR DELEGATED AUTHORITY - APPOINTMENT OF SPONSOR GOVERNOR TO CITY OF LONDON ACADEMY ISLINGTON

Members considered a report of the Town Clerk on the Appointment of a Sponsor Governor to the City of London Academy Islington. Members took the opportunity to designate Henry Colthurst and the lead City Corporation member on the City of London Academy Islington's Board of Governors.

The Chairman noted her thanks, on behalf of the Education Board, for the work undertaken by the Reverend Dr Martin Dudley CC during his time on the academy's Board of Governors.

RESOLVED, that

- Authority be delegated to the Town Clerk under Standing Order 41 to consider applications received and appoint to the vacancy on the Board of Governors of the City of London Academy Islington.
- Henry Colthurst CC be appointed the 'lead' City Corporation member on the Board of Governors of the City of London Academy Islington.

11. INCOME GENERATION - REPORT ON CROSS-CUTTING SERVICE BASED REVIEW

Members considered a report of the Chamberlain on Income Generation.

RESOLVED, that

- The overall report be endorsed.
- Recommendation (i) Central Support Services as set out in the report be noted.

12. NON-PUBLIC MINUTES

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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item(s) 12 – 14 Paragraph 3

The non-public minutes of the meeting held on 14 January 2016 were approved as a correct record.

13. LIVERY SCHOOLS LINK LIMITED

Members considered a report of the Town Clerk regarding Livery Schools Link Limited.

14. CITY OF LONDON ACADEMIES TRUST UPDATE

Members considered an update report of the Director of Community and Children's Services on the City of London Academies Trust.

15. EDUCATION STRATEGY UPDATE

*The public were readmitted for Items 15 – 23.
Virginia Rounding left at this point of the meeting.*

Members received an update report of the Director of Community and Children's Services on the Education Strategy. The Chairman took the opportunity to note that she would be attending an interview with the Department for Education on 13 May 2016 regarding the planned applications for a number of City academies.

RECEIVED

16. 'EDUCATIONAL EXCELLENCE EVERYWHERE' - BRIEFING ON THE GOVERNMENT'S WHITE PAPER

Members considered a report of the Director of Community and Children's Services regarding the recent Government white paper, *Educational Excellence Everywhere*. The Education Strategy Director noted that, since the report had been published, the Government had watered down its proposal that all schools should become academies by 2022 at the latest, but that other elements of the white paper remained of note for the City – particularly the changes to the Fair Funding Formula, which would have resource implications for the City.

RECEIVED

17. ACTION TAKEN SINCE THE LAST MEETING

Members received a report of the Town Clerk on action taken since the last meeting.

RECEIVED

18. **STUDY PANEL: THE CITY'S ROLE IN SUPPORTING EMPLOYABILITY AMONG YOUNG PEOPLE IN LONDON**

Members received a report of the Director of Economic Development on a Study Panel on the City's role in supporting employability.

RECEIVED

19. **DEVELOPING A FRAMEWORK FOR THE CITY CORPORATION'S WORK ON EMPLOYABILITY**

Members received a report of the Director of Economic Development on developing a framework for the City of London Corporation's work on employability.

RECEIVED

20. **CITY OF LONDON KEY STAGE 1 AND KEY STAGE 2 RESULTS**

Members received a report on Key Stage 1 and Key Stage 2 results in City Schools. The Chairman noted that the new Mayor of London, Sadiq Khan, would be visiting Sir John Cass on the morning of 13 May 2016.

RECEIVED

21. **IMPLEMENTATION OF GRANTS REVIEW**

The Town Clerk noted that this report had been withdrawn.

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

There were no questions.

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

There were no items of urgent business.

24. **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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item(s) 25-28 Paragraph(s) 3

25. **QUALITY ASSURANCE AND ACCOUNTABILITY FRAMEWORK MONITORING VISITS SPRING/SUMMER 2016**

Members received a report of the Director of Community and Children's Services on the Quality Assurance and Accountability Framework Monitoring Visits Spring/Summer 2016.

RECEIVED

26. **ACADEMY EXPANSION PROGRAMME UPDATE**

The Town Clerk noted that Members were receiving this report as it had been deferred from the inquorate March meeting, and that it had since been superseded by Item 14 (City of London Academies Trust Update).

RECEIVED

27. **ANALYSIS OF THE CITY'S SPENDING ON EDUCATION RELATED ACTIVITIES**

Members received a joint report of the Chamberlain and the Director of Community and Children's Services containing an analysis of City of London Corporation spending on education-related activities. The Town Clerk noted that a draft version of the report had been included in the May agenda in error, but that Members had received the correct version at its March meeting. He noted that the correct version had been tabled and that Members were welcome to pose questions outside of the meeting, or under Matters Arising at the July meeting.

RECEIVED

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

Project Reporting – City of London Corporation and the City of London Academies Trust

A Member was heard regarding project reporting between the City Corporation and the City of London Academies Trust.

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

Pupil Performance by Ethnicity

A Member was heard regarding efforts to ensure performance across all ethnic groups in the City Schools was consistent.

Apprenticeship Levy

A Member was heard regarding the implications of the Apprenticeship Levy.

The meeting ended at 4.40 pm

Chairman

Contact Officer: Alistair MacLellan
Alistair.MacLellan@cityoflondon.gov.uk

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Education Board – Outstanding Actions
21 July 2016

Item	Date	Action	Officer responsible	Progress Update
	12 May 2016	Implications of Apprenticeship Levy to be reviewed and circulated to the Education Board.	Director of Community and Children's Services	Immediate
	12 May 2016	Project reporting for academy projects to be clarified.	Town Clerk	Immediate
	12 May 2016	Authority be delegated to Town Clerk to appoint a Sponsor Governor to the City of London Academy Islington.	Town Clerk	Immediate
	12 May 2016	Proposed Model Governance Structure for LGBs be amended and referred to City of London Academies Trust.	Director of Community and Children's Services	Immediate
	12 May 2016	Terms of Reference to be submitted to CCS Committee, Policy Committee and Court of Common Council for approval.	Town Clerk	Immediate
	12 May 2016	Policy Appointee and CCS Appointee to be offered a position on Nominations Sub Committee ahead of its first meeting; Nominations Sub Committee Terms of Reference to be amended to include external members.	Town Clerk	Immediate

Item	Date	Action	Officer responsible	Progress Update
	3 March 2016	Themed discussion breakfasts to be convened for the Education Board.	Town Clerk	Outstanding

NOMINATIONS SUB (EDUCATION BOARD) COMMITTEE

Thursday, 23 June 2016

**Minutes of the meeting of the Nominations Sub (Education Board) Committee
held at the Guildhall EC2 at 4.00 pm**

Present

Members:

Deputy Catherine McGuinness (Chairman)	Christopher Hayward
Henry Colthurst (Deputy Chairman)	Virginia Rounding
Randall Anderson	Alderman William Russell

Officers:

Fern Aldous	- Town Clerk's Department
Josh Burton	- Community and Children's Services Department

1. APOLOGIES

There were no apologies for absence.

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

There were no declarations of interest.

3. TERMS OF REFERENCE

The Sub-Committee received a report of the Town Clerk outlining its Terms of Reference.

RECEIVED

4. 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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

5. MINUTES

The minutes of the meetings held on 17 February 2015 and 24 March 2016 were approved as an accurate record.

6. DEFERRED ITEM - EDUCATION BOARD SKILLS AUDIT 2016

The Sub-Committee considered a report of the Town Clerk outlining the skills of the current co-opted members of the education board. It was noted that the main skills deficit appeared to be in the area of Strategic Objective 1 – use of cultural and historical resources.

RESOLVED – that the proposed process of appointment to the forthcoming vacancy be noted, and that the appointment seek to address the skills deficit.

7. CANDIDATES FOR CONSIDERATION

The Sub-Committee considered the applications of three candidates.

The meeting closed at 4.30 pm

Chairman

Contact Officer: Alistair.Maclellan
Alistair.MacLellan@cityoflondon.gov.uk
0207 332 1416

Committee:	Date:
Education Board	21 July 2016
Subject:	Public
STEM offer at the City's cultural institutions	
Report of:	For Information
Director of Community and Children's Services	

Summary

This report provides the Education Board with an outline of the Science, technology, engineering and mathematics (STEM) offer that is provided as part of the educational offers at the City's cultural institutions.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. The City's cultural institutions each have their own educational offers for schools and individual learners. This report provides a brief overview of the STEM offers that are included within these programmes.

Current Position

London Metropolitan Archives

2. London Metropolitan Archives (LMA) has a thriving programme of STEM courses. Some of the workshops offered to schools and colleges include:
 - 'Sweet London' and 'Have Your Cake', both based on the Lyons Collection, students look at changing states of materials and chemical reactions and produce ice cream and cake in our education space.
 - 'Document Doctors' where students take on the role of conservators and examine the importance of conservation by gathering temperature, humidity and light level data within the areas that documents are stored.
 - 'Bridges and Towers' where students study forces, materials, structure and bridge design, through the famous case study of the Tower Bridge. Participants have also the opportunity for hands on practical science activities by building towers from a variety of materials.
 - Public health is examined through the 'Diseases!' course that looks either on the cholera or smallpox epidemics of the 19th century. The workshop focuses on epidemiology and mapping as well as symptoms and treatments of the diseases. Practical activities include the building of a simple water filtration system.

3. LMA provides career consultation and support through Science Summer Colleges and events such as the STEM in the City, the Lord Mayor's career event at the Guildhall. As a case study we focused on the inherent science skills and knowledge needed in running an archive using the Great Parchment Book. This demonstrated a great technical approach to accessing a 17th century burnt parchment, by digitally flattening the pages. Participants were able to use the technology and were amazed with what could be achieved in a short space of time.
4. LMA has also worked with a number of partners to run conferences and seminars as a way to look at science in our collections and identify what is relevant to contemporary societies, for example the Smallpox in London conference and seminar was part of the conservation and digitisation of smallpox maps, a project funded by the Wellcome Trust. LMA worked closely with the London School of Hygiene and Tropical Medicine on content for the conference and seminar. We also held a conference on Science in the Archives, with speakers from CERN (the European Organisation for Nuclear Research), Imperial College and the Bodleian Library.
5. Finally, LMA is part of STEMNET, as members of the Development team and certified STEM ambassadors. LMA contributes to the local community by delivering STEM sessions in primary schools as well as to City academies. We actively raise awareness about the importance of our archival collections, while at the same time we use our enthusiasm and commitment to inspire learners and teachers to enjoy STEM subjects.

Museum of London

6. STEM is a particular area for development for the schools programme at the Museum of London Docklands. We run a popular drama and hands-on workshop for primary schools called Capital Engineers that introduces pupils to the engineers who build some of London's iconic landmarks; a session called Sail to Steam that uses the development of ships to explore forces and motion; a science session called 'This is Your River' in collaboration with Thames21 that explores the issue of water pollution; and a math's workshop called Modern Money Matters that compares shopping today and in the past.
7. We are also developing a numeracy outreach session and online resources for supplementary schools focusing on how the museum's collections can inspire and support everyday maths.
8. We have an online learning resource called Starting Out that aims to develop numeracy skills by introducing secondary school pupils to the financial perils of leaving school and starting work:

<http://www.museumoflondon.org.uk/Resources/microsites/learning/startingout/startingout.html>.

9. STEM related topics are often part of our family events programme at both museums, for example over 3,000 people took part in the Families Find Out festival at London Wall on 12 and 13 March 2016. As part of British Science Week, we teamed up with Science Communication students from Imperial College London who developed a variety of stalls and activities to reveal the science behind our city.

Tower Bridge and the Monument

10. Crunching Code & Raising Roads – KS2 and KS3 workshop. Pupils discover the inner workings of Tower Bridge, from Victorian times to the present day. The day includes a facilitated tour and a workshop. In the facilitated tour, pupils take part in an active exploration of the Bridge's Victorian Engine Rooms, learning about steam power and water hydraulics, and in the towers, pupils examine the science behind the construction of the Bridge. In the hands-on workshop, pupils construct their own mini bascule chambers, and write code which is used to raise the bascules on their models. Students gain an understanding of the Bridge's mechanics and physics, put coding into practice, and develop their teamwork and problem-solving skills. The workshop and facilitated tour are free as part of the group admission price (City of London Corporation-sponsored schools may visit for free).
11. A Capital Idea – A Capital Idea is our facilitated tour of the Bridge, available for KS1 – KS5, which we are able to adapt to the specific curriculum or topic focus for the visiting groups. All groups will gain an understanding of the science behind the Engine Rooms and the construction of the Bridge.
12. Museum of London Archaeology (MOLA) – We are in talks with staff at MOLA to develop a joint session which allows school and/or community groups to explore the foreshore near Tower Bridge.
13. British Science Week – A regular feature in the Bridge's family learning calendar. In 2016, we created a series of science stations throughout the exhibition and Engine Rooms which allowed families to explore different aspects of the science behind the Bridge. We developed a stamp card to encourage families to visit all four stations. Circa 800 adults and children took part in this activity. March 2017 will be bigger and better!
14. Engineering Open House Day – We are taking part in the Institute of Engineering and Technology's Engineering Open House Day on 29th July: <http://www.engineer-a-better-world.org/engineering-open-house-day/>. Families will take part in a tour led by our learning team, and work together to build their own models of the bascule chambers and write code to make the bascules raise.

Families will also have the opportunity to meet one of our wonderful Senior Technical Officers, to gain insight into the life of a working engineer. The aim of EOHD is to raise awareness amongst families of engineering as a career opportunity, especially for girls.

15. Family Learning

- We worked with Maths On Toast to develop maths-based family learning activities. These activities included hands-on investigations of the weight of the Bridge, using problem-solving, estimation and calculation. Participants were able to find out how many of them were equivalent to the weight of one bascule, complete with a certificate recording this. Other maths-based activities developed in collaboration with Maths On Toast focused on the shapes found in the Bridge, and the reasons behind the use of different shapes for different purposes.
- Theatre in the Engine Rooms: in collaboration with the Science Theatre company, we staged a promenade performance within the Victorian Engine Rooms in November 2015. This show not only conveyed some of the history of the Bridge, but also included science demonstrations to enhance understanding of the science behind the Bridge.

16. The Monument – As we develop the learning programme for The Monument, as well as looking at its role in commemorating the Great Fire, emphasis will be placed on its science story: its function as a telescope and place for scientific experimentation. In collaboration with Spectrum live interpretation company, a Robert Hooke character has been created, in order to engage audiences with this surprising aspect of The Monument's story. The Hooke character will debut at our family learning weekend on 6 and 7 August 2016.

Open Spaces

17. STEM are major contributors to the prosperity of the UK, and STEM skills are considered by the Government to be vital in stimulating economic growth and to build a science-literate society. The Open Spaces learning department offers a range of science programmes for school groups from nursery to A level. Our activities are designed to enhance and enrich learning in the school classroom by providing opportunities for students to take part in fun and inspiring activities which deliver National Curriculum science objectives through active engagement with extraordinary natural spaces. Students are able to apply their science knowledge and skills in a new context and develop key skills.

18. We facilitate students' progression in science through a variety of learning experiences. Activities include exploring life cycles in our butterfly house activity, investigating habitats and adaptation within our ponds, finding out about the rocks and soils of the Heath, and practical Ecology fieldwork sessions involving fieldwork design, hypotheses testing and sampling techniques. These activities support teachers in delivering National Curriculum science content whilst

showing students how their learning relates to the wider world beyond the classroom. Where appropriate, we further support STEM education through, for example, enabling students to apply their scientific knowledge and skills to a real-life practical engineering problem centred around the Hampstead Heath Ponds Project, and recording and interpreting mathematical data as part of scientific fieldwork.

Barbican

19. The Barbican's offer to schools is driven by the Barbican's programme, and the models that have been developed offer numerous opportunities for this arts driven work to cross-over with STEM subjects. The extent to which the opportunities for an 'arts' project to link in to other areas of the curriculum largely depends on the approach the school takes, and the connections which are made across subject areas. In our experience this happens more naturally in primary schools, where the infrastructure and delivery methods generally lend themselves to cross curricular work, although we are increasingly exploring opportunities for such cross fertilisation to take place in the secondary and college sector too. Specific examples include:
 - The Big Barbican Workshop – a day long offer for schools which includes elements of all the artforms – this has been designed around the concept of cities and the built environment – offering numerous links to STEM subjects.
 - Barbican Art gallery's curatorial focuses on Architecture, design and fashion particularly lend themselves to development of work resonating with STEM subjects. Major schools projects have directly linked into this – including the Bridging Worlds Barbican Art Book – which used photography to explore the Built environment.
 - The 2014/15 Barbican box, curated by complicité exploring themes related to Neuroscience and the brain.
 - The partnership work developed with the Museum of London, Tower Bridge/ Monument and Guildhall Art Gallery – specifically including the City Stories project, which draws on the City's architecture and environment as a stimulus for creative work.
 - The programme of work delivered around 2013s Digital Revolution exhibition, including Coding workshops and digital creativity, as well as the digital focussed Barbican Weekender.
 - Forthcoming Barbican programming such as a focus on Arts and Science in 2019 will offer further opportunities to develop offers which explicitly link to STEM curricula.

20. The Barbican's new schools partnerships work – which will start in September will take a whole school, long term approach. Working through senior leadership in the schools, Barbican will seek to use its offer to help a school directly address its priorities, including those identified in school improvement plans. Where these include STEM specific priorities, as the examples above illustrate the Barbican

will be well placed to support schools in addressing these. Following initial conversations with our first partnership schools we are already developing new initiatives to help address schools priorities, including a creative coding project.

Barbican Children's Library

21. In partnership with STEMNET Barbican Children's Library will be holding a STEM (Science, Technology, Engineering, Maths) Club every Wednesday during August when we will be undertaking a variety of exciting activities to tie in with The Big Friendly Read, the 2016 Summer Reading Challenge. All sessions are suitable for children aged 6-11.

Conclusion

22. This report provides the Education Board with an outline of the STEM offer that is provided as part of the educational offers at the City's cultural institutions which Members are asked to note.

Joshua Burton

Education Policy Manager

T: 0207 332 1432

E: joshua.burton@cityoflondon.gov.uk

Agenda Item 7

Committees:	Date:	Item no.
Culture, Heritage and Libraries Education Board (for information) Projects Sub	23/05/2016 21/07/2016 Sept/Oct 2016	
Subject: New Fully Accessible Learning and Community Engagement Centre at Tower Bridge - Installation of New Floor in the North Tower		Public
Report of: Director of Culture Heritage and Libraries		For Decision

Project Summary

1. Context	<p>Education provision at Tower Bridge Exhibition has received acclaim since launch in 2014. Tower Bridge has seen growth in demand for both its formal and informal learning provision: 35 learning sessions were facilitated in 2014/15, with growth to 95 sessions in 2015/16 (170%) and engagement with 1,322 pupils with growth to 2,843 (115%).</p> <p>A significant proportion of schools make repeat visits and the feedback collated emphasises just how improved the experience has become since the launch of the program.</p> <p>The current learning centre however, is inaccessible for certain groups. Its accommodation is limited and access restricted, meaning that education groups with specific needs e.g. wheelchair users cannot be accommodated. The learning centre, in one of the bridge's small stone abutments, can only comfortably accommodate half a standard school class at one time. Where schools want to bring more students, they need to split visits across several days, increasing costs for these organisations, and reducing the total number of students and schools with which the learning programme can engage. In its second year of operation, the learning programme has reached the point at which some schools are sadly being turned away due to the limits of the learning centre. A new fully accessible centre will enable the City to engage meaningfully with more groups in London and the neighbouring boroughs, and generate further income.</p> <p>The Tower Bridge Learning team is also responsible for Community Engagement, delivering activities locally at the learning centre, as well as in the local communities of Tower Hamlets, Southwark and the City. Unfortunately, due to the limited accessibility of the learning centre, there have been occasions in which it has not been possible to accommodate the needs of community partner organisations.</p> <p>The learning centre is also required for family learning activities and to accommodate the ambition to host adult learning in future. An improved facility would enable Tower Bridge meet and exceed the provision of peers in the sector.</p>
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	<p>Education and community engagement are priorities both at Tower Bridge and the wider City of London Corporation, the Corporation's 2016 – 2019 Education Strategy aims to, '<i>ensure that the City Corporation's outstanding cultural and historical resources enrich the creative experience of London's learners</i>' and within this objective specifically '<i>Provide further opportunities for the City Corporation's cultural venues to work together to offer innovative learning programmes and resources that benefit learners across London and beyond</i>'. This project therefore seeks to establish a fully accessible, high quality learning space which conforms to best practice, including accessibility and catering to the requirements of all sectors of society.</p> <p>An additional benefit of the proposed project is the partial provision of suitable office accommodation for 2 of the 5 person Exhibition management team which currently operates from a small office (8.9m²) in the north tower with only 2 work stations and very limited space. The provision of new space for the Exhibition management team was discussed at the Project Sub Committee in 2015; advice was given that alternative space arrangements should be considered. This assessment has been carried out and there is no alternative space at Tower Bridge as office space is currently at capacity. The operational nature of the Exhibition management team roles also make alternate location offsite e.g. Guildhall, unsuitable.</p>
<p>2. Brief description of project</p>	<p>To install a new mezzanine floor between Levels 2 & 3, North Tower; to create a fully functional and accessible Learning and Community Engagement Centre.</p> <p>An identical project in the South Tower was completed in June 2013 measuring 55m². This project went through all necessary approvals with external/local bodies and English Heritage. This project saw the effective creation of space within an historic structure which is otherwise naturally limited: it works well operationally and is of significant use to the event management contractor in relation to the growing and successful events business at Tower Bridge.</p> <p>The current learning centre would be used as a secondary space for community group events where possible according to the growing demand at Tower Bridge: the Learning team quite regularly receive requests for multiple events/sessions to take place simultaneously which is currently not possible. It would also serve as additional training space/meeting room for Tower Bridge staff to help cope with limited meeting space at the permanent office facility on the south side of the Bridge.</p>
<p>3. Consequences if project not approved</p>	<ul style="list-style-type: none"> • Potential reputational issue for the organisation in not providing a fully accessible facility for Learning and Community Engagement which aligns with the growing tourism business at Tower Bridge and the modern expectations of school groups, visitors and community

	<p>partner organisations.</p> <ul style="list-style-type: none"> • Not meeting current demands for educational content and not positioning ourselves for growth in the future. • Increased operational risk where the ability Exhibition Management Team to effectively undertake administration/ management duties is hindered though lack of appropriate facilities.
4. Success criteria	<ul style="list-style-type: none"> • The creation of a high quality, fully accessible, functional Learning and Community Engagement Centre. • The creation of additional usable accommodation to service the needs of Exhibition Management Team.
5. Notable exclusions	<ul style="list-style-type: none"> • None
6. Governance arrangements	<p>Spending Committee: Culture, Heritage and Libraries</p> <p>Senior Responsible Officer: Chris Earlie, Head of Tower Bridge</p> <p>Project Board: Yes</p>

Prioritisation

7. Link to Strategic Aims	3. To provide valued services to London and the nation
8. Links to existing strategies, programmes and projects	<ul style="list-style-type: none"> • Strategic priority 1 within City of London Corporation's 2016-19 Education Strategy; <i>'We will ensure that the City Corporation's outstanding cultural and historical resources enrich the creative experience of London's learners'</i> and within this objective specifically <i>'Provide further opportunities for the City Corporation's cultural venues to work together to offer innovative learning programmes and resources that benefit learners across London and beyond'</i>. • City of London Core Value - The right services at the right price. <i>Providing services in an efficient and sustainable manner that meet the needs of our varied communities, as established through dialogue and consultation</i> • The City of London Strategic Plan KPP4 - Maximising the opportunities and benefits afforded by our role in supporting London's communities. <i>'Promote high quality education by working collaboratively across City of London departments and with external partners to deliver the City Corporation's Education Strategy'</i> • Tower Bridge learning strategy; <i>'To enthuse, inform and inspire learners through the exploration of Tower Bridge's history, purpose, engineering, architecture and people'</i> • The City Bridge Trust's <i>Investing in Londoners Programmes'</i>
9. Project category	6. Improvements in productivity/efficiency

10. Project priority	B. Advisable
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Options Appraisal

11. Overview of options	<ul style="list-style-type: none"> • Install a new mezzanine floor between Levels 3 & 4, North Tower for fully accessible Learning and Community Engagement; create additional office space for the Exhibition/Event Management Team (5 work stations). • Continue with the existing arrangements with limited facilities/accessibility for Learning and Community Engagement, and Exhibition/Event Management.
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Project Planning

12. Programme and key dates	<p>Overall programme:</p> <ul style="list-style-type: none"> • May 2016 – Culture Heritage and Libraries CHL Committee, resources allocation and decision, • August/September 2016 – Projects Sub Committee, • November 2016 – Appoint structural engineer, detailed design consultant and quantity surveyor, • February 2017 – Gateway 3/4, • March 2017 – Procurement exercise and appoint contractor, • May 2017 – Gateway 5 (Chief Officer), • June 2017 – Commence works, • August 2017 – Complete works
13. Risk implications	Overall project risk: Green
14. Stakeholders and consultees	<p>Internal: City Surveyor and the Chamberlain have been consulted.</p> <p>The proposal was approved by CHL ctte on 23/05/2016.</p> <p>The Chief Grants Officer of the City Bridge Trust provided the following comment: 'City Bridge Trust is privileged to benefit from some of the proceeds of Tower Bridge ticket sales: enabling the trust to distribute more grants to charities tackling disadvantage throughout greater London. The Trust has always been committed to a more inclusive London and as part of its work has a long history of funding better access to buildings for Londoners with disabilities. The Trust is therefore very supportive of Tower Bridge's proposal for a 'new fully accessible learning and community engagement centre at Tower Bridge'. Whilst benefiting more Londoners, there are also reputational benefits: when the history of the Trust and the bridge are so intertwined, it is important to ensure that both are seen to be supportive and 'walk the talk' in relation to an accessible London. Further it is an opportunity through the community engagement programme to increase the opportunities for the Trust's grantees to benefit from this extraordinary asset, and for the bridge to demonstrate its</p>

	<p>commitment to all Londoners’.</p> <p>External: visiting school groups (London and nation-wide) and community engagement partners. One such community-facing organisation is Variety at Work, which regularly brings groups of children with emotional and learning difficulties to Tower Bridge. On this proposed project Variety requested the following be communicated: “The children have positive stories and these experiences such as Tower Bridge Exhibition are vital for children, so that they can learn directly from the source and to have use of a fully accessible learning space with lunch room facilities would open up the opportunity to a lot more children who travel from outside of London as well. The visit to Tower Bridge is a very popular request under our Educational visits and we are extremely grateful to the staff who are welcoming, friendly and above all knowledgeable, making an interesting visit for the children. We would welcome any plans to extend and enhance these visits.”</p>
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Resource Implications

<p>15. Total estimated cost</p>	<p>2. £250k to £5m</p> <p>Likely cost range: Up to £350k</p>
<p>16. Funding strategy</p>	<p>The ring fenced Tower Bridge Tourism Revenue Budget 2016/17 which is dedicated to delivering continued improvements at the Bridge. Funds for this project have been provisionally earmarked and no further funding would be required in addition to this. There is a realistic idea of the cost from the outset as this project for the North Tower is identical to that completed in the South Tower in 2013.</p>
<p>17. On-going revenue implications</p>	<p>With the provision of additional facilities, the continued growth and demand for Learning and Community Engagement will be catered to which will result in increased revenue. The current learning centre is at capacity, and schools are being turned away.</p> <p>The new space will also increase the Tower Bridge engagement reach, and its range of learning delivery. It will have multi-functionality at the heart of its design, enabling creative, innovative learning sessions, will be suitable for families, and will open up new opportunities to engage with adult learners.</p>
<p>18. Investment appraisal</p>	<p>Although the new learning centre would be likely to result in additional income indirectly (the Schools Learning Programme and use of the space for community engagement activities are offered at no charge but any group participating and then also entering the Bridge as a visitor attraction will naturally pay admission) the main objective here is to achieve the City’s aims and objectives relating to Education as specified in Section 8 rather than income generation, and in this regard a financial ‘payback period’ would not apply. The payback is</p>

	therefore qualitative as it relates to improving accessibility and education.
19. Procurement strategy	<p>The project will be progressed with the City Surveyor's Department in liaison with City Procurement and be considered by the Tower Bridge Steering Group to procure Tower Bridge projects in an efficient and effective manner and ensure they are co-ordinated and delivered successfully.</p> <p>It would be advantageous to include the contractor who carried out the works to the south tower in the procurement process as they have the necessary experience and knowledge which may realise a saving.</p>
20. Legal implications	None
21. Corporate property implications	The provision of the learning space at Tower Bridge will remove the requirement for additional space to be provided elsewhere.
22. Traffic implications	None
23. Sustainability and energy implications	None
24. IT implications	There will be additional IT infrastructure to service the new floor and the IT Division will be consulted on our requirements.
25. Equality Impact Assessment	An equality impact assessment will be undertaken

Recommended Course of Action

26. Next steps	<ul style="list-style-type: none"> • Appoint structural engineers to confirm feasibility of providing a new floor in the north tower and develop the design, • Appoint Quantity Surveyor to undertake a cost appraisal, • Obtain listed building consent from London Borough of Tower Hamlets, • Prepare tender documentation and seek advice from City Surveyor and City Procurement on procurement route. 			
27. Approval track and next Gateway	<p>Approval track: 2. Regular</p> <p>Next Gateway: Gateway 3/4 - Options Appraisal (Regular)</p>			
28. Resource requirements to reach next Gateway	Item	Reason	Cost (£)	Funding Source
	Consultant Structural	To carry out feasibility	5,000	Tower Bridge

	Engineer	study and structural design		Tourism Revenue Budget
	Tower Bridge Consultant Engineer (Aecom)	To provide the necessary reassurance with regards to the proposals	3,000	Tower Bridge Tourism Revenue Budget
	Quantity Surveyor	To undertake a cost appraisal of the agreed design	5,000	Tower Bridge Tourism Revenue Budget

Contact

Report Author	Anthonia Ifeanyi-Okoro
Email Address	anthonia.ifeanyi-okoro@cityoflondon.gov.uk
Telephone Number	020 7332 3741

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Committee(s)	Dated:
Education Board	21 July 2016
Subject: City of London Academies Trust - Priorities for Academy Expansion	Public
Report of: Director of Community and Children's Services	For Decision

Summary

The portfolio of City of London Corporation schools is expanding, with approval from the Department for Education (DfE) and Education Funding Agency (EFA) to move into the pre-opening stage for two new CoL Primary Academies and further applications approved and submitted for Newham Collegiate Sixth Form, Mount Carmel School, City of London Academy Shoreditch Park, and City of London Academy Downs Park.

The set up and widening of the City of London Academies Trust (COLAT), its relationship with the Education Board and the changing educational landscape which has been set in the recent government White Paper means that we need to revisit the current agreed prioritisation process for any further academy expansion.

This paper outlines proposed changes to the process.

Recommendation(s)

- Members are asked to approve a revised prioritisation process for the City Corporation to assess requests to act as sponsor for a school, as outlined in this report

Main Report

Background

1. The City Corporation family of schools currently comprises:

- **1 maintained primary school** – Sir John Cass's Foundation Primary School;
- **1 sponsored primary academy** – Redriff Primary City of London Academy;
- **3 sponsored secondary academies** – The City Academy, Hackney (TCAH) - jointly sponsored with KPMG; City of London Academy, Islington (COLAI) - jointly sponsored with City University; City of London Academy Southwark (COLAS); and
- **3 independent schools for which the City Corporation is the proprietor** – City of London School, City of London School for Girls, and City of London Freemen's School.

2. The City Corporation is accountable for academy schools through its role as sponsor and its corporate role as member on the COLAT.
3. Currently COLAT runs two schools, COLAS and Redriff Primary School, and is opening two new primary schools, Galleywall in September 2016, and City of London Primary Academy Islington in 2017. In addition, COLAT has also submitted four free school applications to the Department for Education.

If all schools are approved the timeline for development and opening will be as follows.

1. Galleywall Primary City of London Academy	September 2016
2. Newham Collegiate Sixth Form Centre	September 2016
3. City of London Primary Academy Islington	September 2017
4. Mount Carmel (Secondary)	September 2017
5. City of London Academy Shoreditch Park (Secondary)	September 2017
6. City of London Academy Downs Park 2019 (Secondary)	September 2019

In order to be successful COLAT will need to ensure that the agreed prioritisation and due diligence process is updated and revised to ensure that:

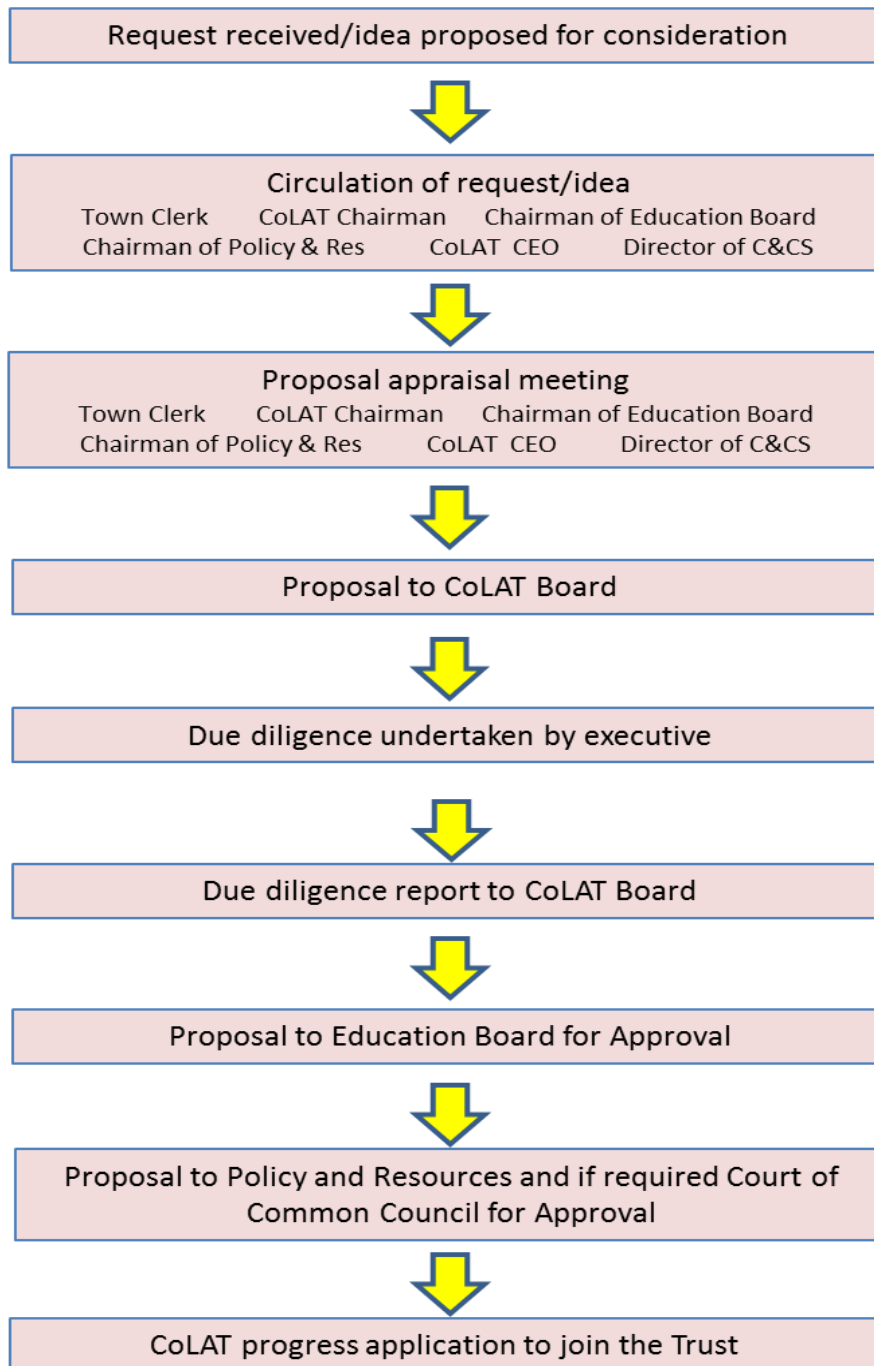
- it has the capacity to support, challenge and lead a process that will result in an 'outstanding' school;
- it has the resources and capacity to sustain outstanding educational standards in individual schools;
- lines of accountability are clear;
- decision making and delegated responsibilities are clear; and
- the geographical area in which it would consider expansion is defined.

4. The process we have previously agreed now needs to be amended in the light of the reformed COLAT and the existing expansion that is already planned.

The Existing Agreed Prioritisation Process

- i. Initial requests are made with Chief Officer/Town Clerk.
- ii. Meeting with the Chairman and Deputy Chairman of the Education Board, and Chairman of Policy and Resources
- iii. Proposal to sponsor / MAT (if applicable).
- iv. Proposal enters formal CoL governance process and is submitted to Education Board.
- v. Proposal to Policy and Resources Committee and then if required to Court of Common Council.

Proposed Amended Prioritisation Process - 2016/17 onwards
CoL Academy Prioritisation Process



Prioritisation - due diligence

5. For each request the previously agreed due diligence report is submitted to help assess the viability of the proposal.

Mark Emmerson

Education Strategy Director

E: mark.emmerson@cityoflondon.gov.uk

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Committee:	Date:
Education Board	21 July 2016
Subject: Updated Quality Assurance and Accountability Framework Timetable	Public
Report of: Director of Community and Children's Services	For Decision

Summary

This report provides the Education Board with an updated timetable for the implementation of the Quality Assurance and Accountability Framework that will enable the City of London Corporation to meet its responsibilities as an academy sponsor/co-sponsor.

Recommendation(s)

Members are asked to endorse the updated Quality Assurance and Accountability Framework timetable.

Main Report

Background

1. At its meeting in October 2015 the Education Board approved a Quality Assurance and Accountability Framework for its sponsored and co-sponsored academies.

Proposal

Quality Assurance and Accountability Framework Timetable

2. The timetable set out at Appendix 1 is based on the timeline that was used this year and seeks to further clarify the reporting timetable and processes for the City Corporation's sponsored and co-sponsored academies. It also outlines a timetable through which the City's Independent schools can continue to share information as part of their partnership working with the wider City family of schools. The information provided by the Independent schools has been very useful in developing open and productive relationships between all of the schools and has enabled the Education Unit to identify further opportunities to share information, resources, and best practice across the family of schools.
3. The proposed timetable has been endorsed at the Headteachers' Forum, the Chairmen of Governors' Forum, by the Board of Trustees for City of London Academies Trust and, if it is approved by the Education Board, will be discussed with the City's co-sponsors.

Conclusion

4. This report provides the Education Board with an updated Quality Assurance and Accountability Framework timetable which it is recommended that Members endorse.

Mark Emmerson

Education Strategy Director

E: mark.emmerson@cityoflondon.gov.uk

Accountability Framework for City of London Academies Trust

The table below sets out the reporting requirements and timetable for CoLAT schools to provide data about their academic performance. The subsequent tables provide information about the reporting arrangements and/or information sharing across the wider family of schools.

CoLAT Schools	Results/Performance	Scrutiny Meetings	Monitoring		Progress	Monitoring
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Trust Requirements	Timely reporting of unvalidated results	Principal and CoG present exam analysis at CoL scrutiny meeting. (Partner sponsor to attend for Co-sponsored Academies)	Academy performance monitoring		Progress to target grades with any adjustments	Academy performance monitoring
Executive Function	Central collation of results against targets CEO Principal /Headteacher performance review with CoGs	Organisation of scrutiny meetings Collation of work related learning and destination data	CEO / Executive monitoring visit		Collation of report showing final predictions, adjustments to targets	CEO / Executive monitoring visit
Reporting Arrangements	Test/exam results report to the Trust Board and then to the Education Board	Outcomes of scrutiny meetings reported to Trust and Education Board	CEO monitoring report to governors submitted to CoLAT and then Education Board		Report to the Trust Board and then to the Education Board	CEO monitoring report to governors submitted to CoLAT and then Education Board

Accountability Framework for co-sponsored academies

Co-sponsored academies	Results	Scrutiny Meetings	Monitoring		Progress	Monitoring
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Sponsor Requirements	Timely reporting of unvalidated results	Principal and CoG present exam analysis at CoL scrutiny meeting. (Partner sponsor to attend for Co-sponsored Academies)	Academy performance monitoring		Progress to target grades with any adjustments	Academy performance monitoring
Education Unit	Central collation of results against targets	Organisation of scrutiny meetings Collation of work related learning and destination data	ESD monitoring visit		Collation of report showing final predictions, adjustments to targets	ESD monitoring visit
Reporting Arrangements	Test/exam results report to the Education Board	Outcomes of scrutiny meetings reported to Education Board	ESD monitoring report to the Education Board		Report to the Education Board	ESD monitoring report to governors submitted to Education Board

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Data Collection and Information Sharing - Independent schools

Independent Schools	Results	Targets	Keeping In Touch		Progress	Keeping in Touch
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Information Sharing	Timely reporting of unvalidated results	Examination Targets			Progress to target grades with any adjustments	
Education Unit	Collation of results against targets	Collation of work related learning and destination data	ESD KIT visit		Collation of report showing final predictions, adjustments to targets	ESD KIT visit
Reporting Arrangements	Exam results report to the Education Board				Report to the Education Board	

Committees	Dated:
Community and Children’s Services Education Board	8 July 2016 21 July 2016
Subject Implementation of Grants Review – Education and Employment	Public
Report of: Deputy Town Clerk	For Decision
Report author: Scott Nixon, Project Manager	

Summary

This report recommends that members note the overarching Education and Employment Central Grants Programme funding theme as agreed at the March 2016 Policy and Resources Committee, and the corresponding level of funding available for 2016-2018.

Members are requested to agree that the existing eligibility criteria for the Combined Education Charity and City Educational Trust Fund remain in place until March 2017, and that the Education Charity Committee be charged with reviewing and implementing any required amendments to the eligibility criterion for the 2017-2018 funding cycle (prior to the quinquennial review to be undertaken by City Bridge Trust).

As the Policy and Resources Committee did not approve the level the staffing required to run the Central Grants Unit, consultation is being undertaken with each individual grant-giving committee to better understand the resource implications of managing their specific theme. The outcomes of all consultation undertaken will form the basis of a report to be submitted to the Policy and Resources Committee requesting approval for the required levels of staffing and resource.

Recommendations

For the Community and Children’s Services Committee

Members are asked to:

- Note the agreed Education and Employment overarching funding theme and the level of funding available for the 2016-2018 Central Grants Programme.
- Make a recommendation to the Education Board as to whether the existing eligibility criterion for the Combined Education Charity and City Educational Trust Fund should remain in place until March 2017.
- Make a recommendation to the Education Board as to whether the Education Charity Committee should review and implement any required amendments to

the eligibility criterion for the 2017/2018 funding cycle (prior to the quinquennial review).

- Note that the Policy and Resources Committee will approve the proportionate management fee for the Central Grants Programme resourcing.

For the Education Board

Members are asked to:

- Note the agreed Education and Employment overarching funding theme and the level of funding available for the 2016-2018 Central Grants Programme (£267,876).
- Agree that the existing eligibility criteria for the Combined Education Charity and City Educational Trust Fund remain in place until March 2017.
- Comment on the current eligibility criteria, agree the Education Charity Committee review and implement any required amendments to the eligibility criteria for the 2017/2018 funding cycle (prior to the quinquennial review).
- Note that the Policy and Resources Committee will approve the proportionate management fee for the Central Grants Programme resourcing.

Main Report

1. Background

- 1.1 In March 2016, the Resource Allocation Sub-Committee and Policy and Resources Committee received a report outlining the work that had been undertaken to date to implement the recommendations of the Effectiveness of Grants Service Based Review (SBR).
- 1.2 The aim of the review was to increase the strategic impact of grant-making; ensure that the grants are managed more efficiently and effectively; improve the consistency and quality of the customer experience; and so bring consequential reputational benefits.
- 1.3 As a result of the proposals made to Resource Allocation Sub-Committee and Policy and Resources Committee it was agreed that:
 - a) Four grant programmes were in scope for immediate centralised administration: Finance Grants Sub-Committee, City of London Corporation Combined Relief of Poverty Charity, City Educational Trust Fund and the City of London Corporation Combined Education Charity.
 - b) Four overarching funding themes for the grant programme (for 2016-2018) would be established: Stronger communities; Education and employment support; Enjoying open spaces and the natural environment; and Inspiring London through culture.
 - c) The geographical area for the consolidated grants programme or individual themes would be left to the discretion of the decision-making committees as part of their agreement of grant eligibility criteria (subject to any restrictions on the geographical area of benefit in respect of any charities being managed).

- d) The proposed allocation of funding across the four funding themes would be approved.
- e) Grant programme arrangements would be reviewed in line with City Bridge Trust's next quinquennial review.

1.4 In order to effectively manage the Central Grants Programme a new Central Grants Unit was proposed. Members questioned the ratio of the resources required to run the Central Grants Unit in comparison to the amount of funds it would dispense and referred the matter back to officers for further consideration.

1.5 Accordingly, until all grant giving committees have been consulted on their individual eligibility criteria, it will not be possible to calculate the wider level of resourcing required to manage the Central Grants Programme and the associated costs. In the intervening period the majority of the costs of administering the various funds will continue to be met by the Corporation through its corresponding service departments.

1.6 On 19 May 2016, the Policy and Resources Committee agreed that the Education Board be appointed as the Grand Committee responsible for the Combined Education Charity and City Educational Trust Fund, and that it appoint an Education Charity Committee to oversee the application of funds from those charities. The Community and Children's Services Committee will be responsible for making recommendations to the Education Board on any policy adopted for the application of those funds, and appointing some of its membership to serve on the Education Charity Committee. This was noted at the Court of Common Council on 23 June 2016.

2. Funding themes and allocation of funding

2.1 Following consultation with chief officers, four overarching themes were proposed for the 2016-2018 City of London Central Grants Programme and were subsequently agreed at the March 2016 Policy and Resources Committee.

2.2 The agreed overarching funding theme and level of funding for the Education and Employment theme, for which the Education Charity Committee will be responsible, is as follows:

Funding theme	Funding source	2016/17	2017/18	Total
Education and Employment	City Educational Trust Fund	£150,748	£50,987	£201,735
	Combined Education Charity	£28,240	£37,901	£66,141
Total		£178,988	£88,888	£267,876

2.3 It should be noted that the total funding amounts expressed in the above table do NOT include deductions for the proposed management fee and therefore

differ from the figures presented to the Policy and Resources Committee in March 2016.

- 2.4 When the management proposals have been reviewed by the Policy and Resources Committee, the total amount of funding available for this theme will be reported back to this committee.
- 2.5 A financial overview of the City Educational Trust Fund and the Combined Educational Trust, including details on existing financial commitments and grants issued between 2014 and 2016, are shown in Appendix 1.

3. Grant eligibility criteria

- 3.1 Through the Education and Employment theme, the Education Charity Committee will distribute the funds from the City Educational Trust Fund and the Combined Education Charity. The objects of both charities are attached as Appendix 2.
- 3.2 The existing eligibility criteria for the Combined Education Charity is attached as Appendix 4 for member information.
- 3.3 As agreed at the Policy and Resources Committee in March 2016, the Central Grant Programme arrangements will be reviewed in 2018 to align with the City Bridge Trust's next quinquennial review. Therefore it should be noted that the overarching theme may change post-2018 should the Policy and Resources Committee agree that the Central Grants Programme continue.
- 3.4 A copy of the standard grant application procedures that will operate across all four agreed funding themes is attached as Appendix 3.
- 3.5 It is requested that members agree that the existing eligibility criteria for the Combined Education Charity and City Educational Trust Fund remain in place until March 2017, and that the Education Charity Committee review and implement any required amendments to the eligibility criteria for the 2017/2018 funding cycle (prior to the quinquennial review).

4. Central Grants Unit staffing/management fee

- 4.1 In order to manage the Central Grants Programme effectively a new Central Grants Unit was proposed to the Resource Allocation Sub-Committee and Policy and Resources Committee in March 2016.
- 4.2 Members questioned the ratio of the resources required to run the Central Grants Unit in comparison with the amount of funds it would dispense. The Chief Grants Officer undertook to look at the resourcing of the unit.
- 4.3 Accordingly, until all grant-giving committees have been consulted on their individual eligibility criteria, it will not be possible to calculate the wider level of resourcing required to manage the Central Grants Programme. In the

intervening period, the costs of administering the relevant funds will continue to be absorbed by the City Corporation.

- 4.4 It is therefore proposed that this Committee notes that the Policy and Resources Committee will agree the levels of staffing and corresponding proportionate management fee to be deducted from all grant programmes – specifically the City Educational Trust and Combined Education Charity, to be administered by the Central Grants Unit.
- 4.5 The Central Grants Programme will be unable to go live until the appropriate levels of staffing have been agreed and are in place.

Appendices:

- Appendix 1: Financial Overview of the City Educational Trust Fund and Combined Education Charity.
- Appendix 2: Charitable Objects, Combined Education Charity and City Educational Trust Fund.
- Appendix 3: Standard Grant Application Procedures, Education and Employment.
- Appendix 4: Combined Education Charity Eligibility Criteria.

Background Papers:

- Policy and Resources Committee, March 2016, Implementation of Grants Review.
- Policy and Resources Committee, May 2016, Management of the City Educational Trust Fund and Combined Education Charity.

Scott Nixon

Project Manager, Town Clerk's Department

T: 020 7332 3722

E: Scott.Nixon@cityoflondon.gov.uk

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Appendix 1

Financial Overview of the City Educational Trust Fund and Combined Education Charity

- 1.1 As at 1st April 2015, the Combined Education Charity had total funds of £1,099,163 of which £1,047,872 was held in investments and the remainder in cash (less any commitments).
- 1.2 The total assets of the Combined Education Charity are split into two funds, the unrestricted fund which is the general fund of the Charity and was worth £380,249 in 2014/15 and the expendable endowment fund which was worth £718,914. The expendable endowment fund is the original gift / endowment of the Charity shown at current market value.
- 1.3 As at 1st April 2015, the City Educational Trust Fund had total funds of £3,592,988 of which £3,501,819 was held in investments and the remainder in cash.
- 1.4 The total assets of the City Educational Trust Fund are split into two funds, the unrestricted fund, which is the surplus income fund of the charity to be used in subsequent years, which was worth £33,961 and the expendable endowment fund which was worth £3,559,027. The expendable endowment fund is the original endowment of the Charity shown at current market value.
- 1.5 In the case of the Combined Education Charity, the City Corporation as trustee must firstly make use of the charity's investment income; and if the trustee thinks fit, the expendable endowment in order to meet the costs of administering the charity and managing its assets. After payment of these costs the trustee must use the remaining income to further the objects of the charity.
- 1.6 The trustee is also permitted to utilise the expendable endowment funds, and with Charity Commission consent the permanent endowment, to further the charity's objects, if the trustee considers that it would be in the best interests of meeting the charity's objects to do so.
- 1.7 The City Educational Trust Fund, constituted under section 25 of the City of London (Various Powers) Act 1967, which provides that both the income and capital of the charity may be applied to further the charity's objects should it be considered to be in the best interests of the charity.
- 1.8 Members are asked to note that the funding made available for the City Educational Trust Fund and Combined Education Charity is generated on an annual basis through investment income from the charitable funds.

- 1.9 Costs of administering the Combined Education Charity and City Educational Trust Fund have historically been met by the City Corporation and have not been re-charged to the corresponding charity.
- 1.10 Members are requested to note that the following deductions have already been made from the available funding on the basis that only the income of the Combined Education Charity will continue to be distributed.
- The Combined Education Charity Panel awarded £32,622 in grants in April 2016 (i.e. in the current financial year 2016/2017) and six applications are currently being assessed totalling £17,550. For the purposes of this report it is assumed that the full allocation of £17,550 will be awarded from the overall funding allocation available in 2016/2017. Should any of the 6 applications not be agreed, the necessary amendment will be made.
 - In October 2014, the Culture, Heritage and Libraries Committee recommended that the Finance Committee approve an annual grant to Spitalfields Music. This grant was subsequently agreed at £45,000 a year for three years (2016 – 2018). These payments have been funded from the City Educational Trust Fund and have been deducted from the annual allocation for both 2016/2017 and 2017/2018.
- 1.11 In addition to the above, the Finance Grants Subcommittee also committed the following funds from the City Educational Trust Fund:
- £10,000 to the St Paul’s Chorister Trust for 2016/2017; and
 - £10,000 for Dr. Johnson’s House in both 2016/2017 and 2017/2018.
- 1.12 When all final City Educational Trust Fund grant payments have been issued to Spitalfields Music, Dr Johnson’s House and the St Paul’s Chorister Trust, each organisation would be required to submit a new funding application and be considered alongside all other applications received, should they wish to receive additional funding.
- 1.13 The table below shows all grants approved and rejected by the Combined Education Charity Panel in 2015-2016. In summary, a total of 42 applications were received and assessed by the Combined Education Charity Panel, seven of which were rejected or deferred and thirty five approved, totalling £100,852 awarded in grants.

Date of Award	Level of Study and Course	Educational Establishment	Total award granted
June 2016	Masters in Character Animation	Central St Martins	£2,550
	Masters in Music	Guildhall School of Music and Drama	£3,000
	Postgraduate Degree, Speech and Language	University College London	£3,000

Date of Award	Level of Study and Course	Educational Establishment	Total award granted
	Therapy		
	MA in Creative Writing	Kingston University	£3,000
	Outreach for Teachers Programme	King's College Maths School	£3,000
	Masters of Music	Norwegian Academy of Music	£3,000
April 2016	BA in English	University of Cambridge	£3,000
	BMus Classical Performance	Guildhall School of Music and Drama	£3,000
	MA in Performance	Royal Academy of Music	£3,000
	MSc in Mental health Studies	Institute of Psychiatry, King's College	£3,000
	Advanced Instrumental Studies	Guildhall School of Music and Drama	£3,000
	Theatrical studies	Italia Conti Academy of Theatre Arts	£3,000
	MSc in Public Policy	University College London	£3,000
	MA in Character Animation	University of the Arts London	£3,000
	LLB Law course	City University	£2,952
	BA Hons Education Studies	University of London	£2,670
	Orchestral Artistry course	Guildhall School of Music and Drama	£3,000
December 2015	Professional studies	Architectural Association School of Architecture	Rejected (insufficient evidence of need)
	MSc Civil Engineering Structures Post Graduate	City University London	Rejected (insufficient evidence of need)
	MA Acting Course	Arts Education Schools London	£2,000
	Social Anthropology of development	SOAS University	£3,000
	Postgraduate	King's College	£3,000

Date of Award	Level of Study and Course	Educational Establishment	Total award granted
	course in Mental Health, Ethics and Law MSc	London	
	MA in Script Writing	Goldsmiths University	£2,950
	Living costs and extra-curricular activities relating to a course	Queen Mary University	Application deferred due to lack of information
	MSc in Psychology	University College London	Application deferred due to lack of information
	Tuition fees	News Associates London	Application deferred due to lack of information
	VTCT in Beauty Therapy	London School of Beauty and Make up.	Application deferred due to lack of information
	Tuition fees	Goldsmiths College	Application deferred due to lack of information
			Total awarded December 2015 =£10,950
September 2015	MA Degree	School of Oriental and African Studies	£3,000
	MA Degree	Central Saint Martins	£3,000
	MA Degree	Royal College of Arts	£3000
	Three day educational visit to Berlin for 40 students	City of London Academy Islington	£3,000
	MA Degree	Royal College of Art	£3,000
	MA Degree	Royal Academy of Music	£3,000
	MA Degree	Roehampton University	£3,000
	Script Development Diploma	National Film and Television School	£3,000
			Total Awarded September 2015 = £24,000
May 2015	55 Students immersive experience in opera	English National Opera	£3,000

Date of Award	Level of Study and Course	Educational Establishment	Total award granted
	Degree in Psychology	University of East London	£1,030
	MRes/PHD in Anthropology	Goldsmiths University	£3,000
	MSc in Finance	Warwick Business School	£3,000
	Postgraduate Certificate in Art Therapy	Institute of Arts and Therapy and Education	£3,000
	Masters in Millinery	Royal College of Art	£2,700
			Total Awarded May 2015 = £15,730

1.14 The table below shows all grants approved between 2014-2016 by the Finance Committee or Finance Grants Sub-Committee, which utilised funding from the City Educational Trust Fund.

1.15 All grants agreed by Finance grants Subcommittee that propose to utilise funding from the City Educational Trust Fund are currently scrutinised by the City of London Comptroller to ensure alignment with the charitable objects prior to an award being made.

1.16 In summary, six grant applications were awarded funding from the City Educational Trust Fund in 2014 totalling £160,200. One further grant was approved in 2016 for an amount of £20,000.

Grantee	Date of Award	Length of Award	Description of project supported	Total award granted
The Foundling Museum	May 2014	1 Year	Exhibition on the life and times of Dr. Richard Mead at the Foundling Museum.	£15,000
St Paul's Chorister Trust	May 2014	3 Years (Reducing grant over three years – Year 1- 15k Year 2- 12.5k Year 3- 10k. And a one off grant for	Provision of financial bursaries to families on low incomes to support the costs of boarding. The Chorister Trust	£37,500

Grantee	Date of Award	Length of Award	Description of project supported	Total award granted
		special projects for £15k.	currently provides a financial bursary to 13 out of the 28 Choristers.	
Clio's Company	November 2014	1 Year	A grant towards the cost of developing new drama education workshops.	£7,700
Spitalfields Music	November 2014	3 Years	Support for general project activity and support for on-going fundraising.	£45,000
Dr Johnson's House	November 2014	3 Years	Projects to engage with new audiences and students.	£45,000
Youth Dance England	November 2014	1 Year	Making dance activities accessible to young people with disabilities.	£10,000
				Total Awarded in 2014 = £160,200
Royal Shakespeare Company	May 2015	3 Years	A three year programme that works with students and teachers to transform students attitudes to Shakespeare and through doing so influence their attitudes to school more generally and their overall academic	£20,000

Grantee	Date of Award	Length of Award	Description of project supported	Total award granted
			attainment.	
				Total Awarded 2015 = £20,000

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Appendix 2

1. Charitable Objects of the Combined Education Charity

The objects of the Charity are for the public benefit:

- 1) To further the education of persons (including persons born or resident in the City of London and those attending educational institutions in the City of London or the other London Boroughs) attending or proposing to attend secondary, further or higher educational institutions by the provision of grants or financial assistance and by arranging or supporting education and training to extend or complement courses provided by such institutions;
- 2) To provide grants for staff at maintained schools and Academies in the City of London and the other boroughs of London to undertake studies either at educational institutions or at other establishments provided that such study furthers their development as teachers

2. City Educational Trust Fund

The charity was established around the same time as the Royal Charter was granted to establish The City University. The charity was established by section 25 of the City of London (Various Powers) Act 1967 (set out below) and both the income and capital may be applied to further the charity's purposes.

In summary, the purposes of the charity are – for the advancement of education for the public benefit by:

The advancement of the objects of The City University or for other educational purposes connected with or related to the University; and

The advancement of: -

- (i) education in science and technology, business management and commerce by the promotion of research, study, teaching and training in any of them; or
- (ii) the study and teaching of biology and ecology; or
- (iii) research, study and teaching in the cultural arts.

CITY OF LONDON (VARIOUS POWERS) ACT 1967 (1967 c xlii)

[The preamble to the Act states:]

... (3) Among the objects of The City University as constituted by Royal Charter is the advancement of research and training in science and technology and in business management and commerce and it is expedient to authorise and to require the Corporation to hold for educational purposes, including purposes relating to the objects of the said university, a fund called the Coal Market Fund now vested in them: ...

25 Application of Coal Market Fund for educational purposes

Whereas by the enactments specified in Schedule 3 to this Act (in this section referred to as “the City of London Coal Market Acts”) provision was made for the continuance of a public market for the sale of coals brought into London and for empowering the Corporation to remove, enlarge and manage the said market but, following the passing of the Coal Industry Nationalisation Act 1946, the said market ceased to exist and, under powers conferred on the Corporation by the City of London Coal Market Acts and by the City of London (Various Powers) Act 1949, the site of the said market has been appropriated for other purposes.

And whereas in accordance with the provisions of the enactments hereinbefore referred to there is vested in the Corporation a fund established for payment of the costs of providing, enlarging and managing the said market, to which fund is now credited the balance of revenues received in respect of the said market after payment of the costs of managing the same so long as it continued to exist and the consideration payable on appropriation of the site of the said market, together with accumulations of interest:

And whereas it is expedient on the repeal of the City of London Coal Market Acts as provided in section 31 (Repeal) of this Act to make new provision prescribing the purposes for which the said fund shall be held and applied by the Corporation:

Now therefore it is hereby declared that the said fund, now known as the “Coal Market Fund” and thereby designated the “City Educational Trust Fund” and hereby designated the “City Educational Trust Fund”, shall, as from the passing of this Act, be held by the Corporation, and the capital and interest shall be applied by the Corporation as they think fit, for such one or more of the following purposes as they may from time to time determine:—

- (1) for the advancement of the objects of The City University constituted by Royal Charter granted on 23rd May, 1966, or any of such objects, or for other educational purposes connected with, or related to, the said university;
- (2) without prejudice to the generality of the foregoing paragraph, for the advancement of education in science and technology, business management and commerce by the promotion of research, study, teaching and training in and of such subjects, or any of them, or, without prejudice to the generality of the foregoing, for the advancement of the study and teaching of biology and ecology, or for the advancement of research, study and teaching in and of the cultural arts.

Appendix 3

Education and Employment

The Education and Employment theme has been developed in order to support people to achieve their potential through the education process; to ensure that the City Corporation's outstanding cultural and historical resources enrich the creative experience of learners, and develop excellent employment opportunities and pathways.

GRANT ELIGIBILITY CRITERIA TO BE INSERTED HERE FOLLOWING MEMBER CONSULTATION.

1. Overview

Minimum and maximum grant allowed	Opening date for applications 2016-2017	Closing date for applications 2016-2017	Decision timeframe
TBD	TBD	TBD	12 weeks from closing date

1. How do you apply for a grant?

To apply for a City of London Corporation grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the City of London Corporation Central Grants Unit.

You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms should be completed through the online City of London Corporation grants web portal. Application forms in large print, Braille or audio tape would be offered to applicants by special request.

2. How are applications assessed?

Once the City of London Corporation has received your online application and all supporting documents it will be passed to one of the City Corporation's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to an appropriate Committee or Senior Manager (depending on the level of grant requested).



The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

3. How do we monitor and evaluate grant recipients once an award has been made?

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

4. If your grant application is successful

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

5. If your grant application is unsuccessful

Due to the limited budget available and the number of applications for funding we receive, the City of London Corporation unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the City of London Corporation is final.

6. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year.

If you have an enquiry that is not covered within the online guidance, please contact the City of London Grants Unit directly, who will be able provide answers to general queries regarding the application process.



7. Can you reapply for funding?

You may reapply for funding to deliver a continuation of the same project however; organisations cannot hold more than one of our grants at any one time

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3710, email us at grants@cityoflondon.gov.uk.

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CITY OF LONDON CORPORATION



CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY (REG CHARITY No: 312836)

GRANTS POLICY & FUNDING CRITERIA **(ADOPTED: 7TH DECEMBER 2013)**

CITY OF LONDON CORPORATION

Address

Dept. of Community &
Children's Services,
PO Box 270, Guildhall,

Phone: 020 7332 1211

Email adulthoodeducation@cityoflondon.gov.uk



**The City of London Corporation Combined Education
Charity**
(312836)

Grants Policy and Funding Criteria
(Adopted – 7th December 2013)

The Purposes of the Charity:

The purposes of the charity are to benefit the public by:

- (a) To further the education of persons attending or proposing to attend secondary, further or higher educational institutions through grants or financial assistance, and by arranging or supporting education and training to extend or complement courses provided by such institutions; and
- (b) Providing grants to staff of maintained schools and Academies in the City of London and the London boroughs to undertake study which furthers their development as teachers.

Grants Policy and Eligibility for Funding

In order to target the charity's limited funds to most effectively and efficiently achieve the charity's broad purposes to further education, as noted above, the following grants policy and criteria have been adopted when considering all current applications for funding.

Persons Eligible for Funding

1. Persons who are of secondary school age or above and who also meet the eligibility criteria set out at paragraphs 2 and 3 below.
2. Persons who are resident in the City of London or one of the London Boroughs.
3. Those who are :
 - (a) A person attending a further or higher educational institution in the City of London or one of the London boroughs; OR

- (b) A pupil attending one of the three City of London sponsored Academies. The City of London School or The City of London School for Girls; OR
- (c) A current member of staff at one of the City of London Sponsored Academies, The City of London School or the City of London School for Girls.

Preference will be given to those persons eligible under paragraphs 3(a) and (b).

Applications under 3(b) may be made on behalf of an individual pupil or on behalf a group of pupils attending the relevant school. Where an application is submitted on behalf of more than one pupil the school must identify the individual pupils who are intended to benefit from the grant and provide sufficient information to support the application being made on behalf of each of them. This must include evidence of financial need and details of the educational merit and value which would be achieved for those individual pupils should the grant be awarded.

Individuals who are awarded a grant from the charity will not be eligible for further funding within **5 (five) years** of the decision to award the grant. Organisations applying on behalf of groups are not subject to this restriction.

Activities which will be funded

For Students, these include:

- (a) Course fees.
- (b) Equipment and or resources necessary to undertake a course of study e.g. specialist recording equipment, specialist technical equipment, purchase of books and reference materials
- (c) Travel and associated expenses directly relevant to the course of study or education.
- (d) Expenses associated excursions and travel organised by the school.
- (e) Activities associated with the individual's education (or expense related directly thereto) where the educational merit or value of that activity has been demonstrated in the application.

For Teachers these include courses and study for the purposes of professional development as a teacher.

Those who benefit from a grant will be required to provide a written update to the charity of the outcomes and benefits experienced by those individuals in undertaking the course or activity funded by the grant.

Maximum Grant

The maximum funding which will be awarded to an individual is: **£3,000**.

Where an application for funding is submitted on behalf of more than one person, the grant may exceed this amount but will not exceed £3,000 per individual.

Evidence and Supporting Documentation

The charity will only consider applications which have been properly completed in a timely manner and which have been submitted with all relevant supporting documentation. Please refer to the Application Form and Guidance Notes for Applicants for further information.

Timings of Decisions

Applicants will be informed of the dates for final submission of application documentation and the dates of the meetings at which eligible applications will be considered by the trustees for funding. Normally eligible applications will be considered in December, March and July, and all application documentation will be required **at least 4 (Four) weeks** prior to the meeting.

Committee(s) Education Board	Dated: 21 July 2016
Subject: Appointment of Education Charity Sub (Education Board) Committee	Public
Report of: Town Clerk	For Decision
Report Author: Alistair MacLellan, Senior Members' Services Officer	

Main Report

Background

1. Following the City of London Corporation's Grants Review, the Education Board has been given responsibility for managing the City of London Corporation Combined Education Charity and the City Educational Trust Fund. The Board is responsible for consulting with the Community and Children's Services Committee on any policy adopted for the application of grants from those charities.
2. The composition of the Education Charity Sub (Education Board) Committee is set by the Court of Common Council: it must be composed of four members of the Education Board and four members of the Community and Children's Services Committee.
3. Members are therefore invited to appoint four Members of the Board to the Sub Committee, and to approve the proposed terms of reference of the Sub Committee set out within the attached appendix.

Recommendation(s)

That Members,

- Appoint four Members to the Education Charity Sub (Education Board) Committee.
- Agree the Education Charity Sub (Education Board) Committee's terms of reference.

Alistair MacLellan

Town Clerk's Department

T: 020 7332 1416

E: alistair.maclellan@cityoflondon.gov.uk

Appendix - Education Charity Sub (Education Board) Committee Terms of Reference

Appendix

Education Charity Sub (Education Board) Committee Terms of Reference

Constitution

- Chairman and Deputy Chairman of the Education Board, and two further Members of the Education Board.
- Four Members appointed by the Community and Children's Services Committee.

Quorum

- Any three Members.

Terms of Reference

- To be responsible for the application of funds from the City of London Combined Education Charity (registered charity no. 312836) and the City Educational Trust Fund (registered charity no. 290840), in line with any policy set by the Education Board governing the management of those charities.
- To review the eligibility criteria of those charities ahead of the 2017/18 funding cycle and make any recommendations on proposed amendments to the Education Board.
- To make recommendations to the Education Board on any policy governing the management of the City of London Combined Education Charity (registered charity no. 312836) and the City Educational Trust Fund (registered charity no. 290840).

Committee	Dated:
Education Board	21 July 2016
Subject: Revenue Outturn 2015/16	Public
Report of: The Chamberlain and the Director of Community and Children's Services	For Information
Report author: Louise Said, Chamberlain's Department	

Summary

This report compares the 2015/16 revenue outturn for the Education Board with the final agreed budget for the year. Total net expenditure during the year was £1.025m whereas the final agreed budget was £1.050m representing a total underspend of £25,000. This is summarised in the table below.

Summary Comparison of 2015/16 Revenue Outturn with Final Agreed Budget – Education Board			
	Final Agreed Budget £000	Revenue Outturn £000	Variations Increase/ (Reduction) £000
Local Risk	420	395	(25)
Central Risk	630	630	0
Overall Totals	1,050	1,025	(25)

The Director of Community and Children's Services is proposing to carry forward £25,000 of his local risk underspend for identified purposes of this Board. These proposals will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee and, if agreed, will be added to the Education Board's budgets for 2016/17.

Recommendation

It is recommended that this revenue outturn report for 2015/16 is noted together with the Director of Community and Children's Services' proposal to carry forward £25,000 of local risk underspend to 2016/17.

Main Report

Revenue Outturn for 2015/16

- Actual net expenditure for your Committee's services during 2015/16 totalled £1.025m. A summary comparison with the final agreed budget for the year of £1.050m is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Comparison of 2015/16 Revenue Outturn with Final Agreed Budget				
	Final Agreed Budget	Revenue Outturn	Variations Increase / (Reduction)	Paragraph
	£000	£000	£000	
Local Risk				
Employee expenses	144	144	0	5
Supplies & Services	276	251	(25)	
Total Local Risk	420	395	(25)	
Central Risk				
Grants to Academies	630	630	0	
Overall Totals	1,050	1,025	(25)	

Reasons for significant variations

- £25,000 from the Local risk budget was earmarked for a headteachers conference which is now due to take place in the next financial year (2016/17).
- The Director of Community and Children's Services is proposing to carry forward £25,000 local risk into 2016/17 to pay for the headteachers conference to be held at the Barbican Centre. This request will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and, if agreed, added to the budgets for 2016/17. All requests for carry forwards are currently being consolidated into a report to be submitted before the summer recess.
- The 2015/16 Original Budget totalled £1m and was increased by £50,000 in the year as a result of an agreed carry forward from 2014/15.

Appendices

- None

Peter Kane

Chamberlain

Ade Adetosoye

**Director of Community &
Children's Services**

Contact officers:

Community & Children's Services: Joshua Burton, Policy Officer

T: 0207 332 1432

E: Joshua.burton@cityoflondon.gov.uk

Chamberlain's: Mark Jarvis, Head of Finance

T: 0207 332 1221

E: mark.jarvis@cityoflondon.gov.uk

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Committee(s)	Dated:
Community and Children Services Safeguarding Sub Committee Education Board	13 May 2016 2 June 2016 21 July 2016
Subject: Local Authority Designated Officer 2015/16 Annual Report	Public
Report of: Ade Adetosoye, Director Community and Children Services	For Information
Report author: Chris Pelham, Assistant Director People	

Summary

This report updates Members on the activity and performance of the Local Authority Designated Role (LADO) for 2015/16. This update is further to the 2014/15 annual report that was submitted to the Committee in September 2015 which provided Members with background information on the role of the LADO, referral data and highlighted the need to raise greater awareness of the role both across the City of London Corporation and partners.

The Community and Children Services Committee requested that the 2014/15 report be taken to several committees to raise awareness of the role. In addition to sharing the 2014/15 report with Members across a number of committees, a significant amount of training and briefings on the role of the LADO was carried out. As a result of this awareness-raising activity there has been a significant percentage increase in referrals to the LADO in 2015/16 compared to previous years.

Recommendation

Members are asked to note the report.

Main Report

Background

The responsibilities of the LADO are set out in “Working Together” to safeguard children, March 2015, and the London Child Protection Procedures, 5th edition, 2015, Chapter 17. All allegations made against staff (including volunteers) that call into question their suitability to work with, or be in a position of trust with, children, whether made about events in their private or professional life, need to be formally reported to the LADO.

In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly in to the Assistant Director, People. Guidance and training on professional allegations is available through the City and

Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

Current Position

Raising Awareness

As a result of the low referral rate to the LADO, as reported in the 2014/15 Annual Report, the Community and Children Services Committee requested that the report be circulated to other relevant committees in order to raise awareness of the role.

Between September 2015 and January 2016, the report was presented to the following committees;

- Safeguarding Sub (Community & Children's Services) Committee
- Establishment Committee
- Culture, Heritage and Libraries Committee
- Barbican Residential Committee
- Board of Governors of the City of London Freeman's School
- Board of Governors of the City of London School
- Board of Governors of the City of London School for Girls
- Board of Governors of the Guildhall School of Music and Drama
- Chief Officers Group

In addition to attending these committees, the LADO has updated partners on the City of London Executive Safeguarding Children Board, the Safeguarding Education Forum and Domestic Abuse Forum. As part of the LADO role, support and advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to social care.

There has also been a considerable focus on delivering LADO training across the multi-agency partnership, and within individual agencies during 2015/16. This has included the LADO delivering the following training and/or briefings:

- Forty representatives from voluntary sector-based organisations attended a children services briefing event, which included a slot on the role of the LADO.
- Forty-nine City of London staff attended Child Protection training that included the role of the LADO.
- Nine City of London staff attended allegations management and private fostering training.
- Approximately 30 staff from Sir John Cass Foundation Primary School received training on the LADO role and professional allegations at an inset day in January 2016.
- The role of the LADO has been included in the City of London Children Services Induction programme, which has been delivered to approximately 70

professionals from across a number of agencies working with children and families.

In addition to these sessions, the City and Hackney Safeguarding Children Board has delivered training in the City on the role of the LADO and Safer Recruitment, as part of the Board's core training offer:

- Twenty-two people from the Police, Health, Youth Services and Education attended training on safeguarding in October 2015.
- Forty people from Early Years Settings, City of London HR, Health, Education and the voluntary sector attended two sessions on Safer Recruitment in February and March 2016.

Referrals

As a result of this activity there has been a significant increase in the number of LADO referrals, compared to the three previous years:

3 – 2012/13
2 – 2013/14
5 – 2014/15
11 – 2015/16

The referrals in 2015/16 have come from a range of sources:

- 1 - Youth Service
- 2 – Independent Schools
- 3 – Maintained School
- 1 – City of London Corporation
- 1 - Anonymous
- 1 – Early Years Setting
- 1 – Other Local Authority
- 1 – Education Employment Agency

The reasons for the referrals were:

3 – Physical
3 – Sexual
5 – Behaviour

Learning

As a result of no referrals being made by Health, the City and Hackney Safeguarding Children Board commissioned the Safeguarding Lead in the Clinical Commissioning Group to carry out a review of safeguarding practice across relevant health partners to ensure staff were aware of the role. This review concluded that the practice was appropriate and staff were aware of the role.

In March 2016, a similar exercise was initiated in respect of the Police in Hackney and the City. Initial discussions have commenced between the LADO and the Professional Standards Division in the City of London Police to review police awareness of the role.

A recurring theme that has been coming through on the LADO referrals has been concerns around safer recruitment practices within organisations. In some agencies safer recruitment practices are not always consistently being implemented, especially in relation to checking references and DBS checks. There have also been issues with staff who have been employed for some considerable time, whereby when checks have been made on their employment background there is limited information on their employment history and references for the post. These findings resulted in the commissioning of training into safer recruitment, as referenced above.

Corporate & Strategic Implications

The work of the LADO is a statutory requirement and supports the City of London's responsibility to ensure safeguarding children duties are in place and effective. The role of the LADO is a key role in implementing the City of London Corporation Safeguarding Policy and aligns with a key priority in the Department of Community and Children Services Business Plan.

Implications

There are no financial implications associated with this report.

Conclusion

The report has highlighted LADO activity and referral rates for 2015/16, and demonstrated the impact that raising awareness and delivering training and briefings has had on the increase in referrals to its current highest level in the City. The delivery of training and briefing sessions will continue as part of the 2016/17 LADO work plan.

Appendices

Not applicable.

Background Papers

Local Authorities Designated Officer Annual Report 2014/15.

Chris Pelham

Assistant Director, People

T: 020 7332 1636

E: chris.pelham@cityoflondon.gov.uk

Committee(s) Education Board	Dated: 21 July 2016
Subject: Action Taken Since the Last Meeting	Public
Report of: Town Clerk	For Information
Report Author: Alistair MacLellan, Senior Members' Services Officer	

Recommendation(s)

- Members are asked to note the report

Main Report

1. Standing Order 41 of the Court of Common Council allows for decisions to be taken between meetings of Committees. The decisions are taken in consultation with the Chairman and Deputy Chairman of that Committee. The following decisions have been taken since the last meeting of the Education Board.

Urgency Decision - City of London Primary Academy Islington Gateway 3 Issues Report (9 May 2016)

2. The Town Clerk approved a number of items of expenditure on the project in order to progress it to the next project gateway.

Delegated Authority Decision – Sponsorship Agreement between the City of London Corporation and the City of London Academies Trust (31 May 2016)

3. The Town Clerk agreed and signed the sponsorship agreement between the City of London Corporation and the City of London Academies Trust.

Delegated Authority Decision - Management of the City Educational Trust Fund and the City of London Corporation Combined Education Charity – Terms of Reference (1 June 2016)

4. The Town Clerk amended the terms of reference of the Education Board that were submitted to the Court of Common Council for approval. The amendment increased the membership of the Education Charity Sub Committee from six to eight.

Urgency Decision - City of London Primary Academy Southwark – Phase 1 and Phase 2 – Gateway 5 - Authority to Start Work (12 July 2016)

5. The Town Clerk approved the Gateway 5 (Authority to Start Work) project report for City of London Primary Academy Southwark. Urgency procedure was used to avoid unnecessary delay in starting work, and to ensure that the school will be open in temporary accommodation for pupils from September 2016.

Delegated Authority Decision - Appointment of City of London Corporation Sponsor Governor to City of London Academy Islington (12 July 2016)

6. The Town Clerk appointed, following the established advertisement process, Ann Holmes as City of London Corporation sponsor governor to the City of London Academy Islington.

Conclusion

7. Background papers for Members are available from alistair.maclellan@cityoflondon.gov.uk.

Alistair MacLellan

Town Clerk's Department

T: 020 7332 1416

E: alistair.maclellan@cityoflondon.gov.uk

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