



Board of Governors of the City of London Freemen's School

Date: MONDAY, 20 JUNE 2016

Time: 11.00 am

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

Members:

Deputy Roger Chadwick (Chairman)	Andrew McMillan (Co-Opted Member)
Stuart Fraser (Deputy Chairman)	Hugh Morris
Deputy John Bennett	Graham Packham
Michael Bramwell (Co-Opted Member)	Adam Richardson
Nicholas Goddard (Co-Opted Member)	Alderman Matthew Richardson
Alderman Timothy Hailes	Deputy Elizabeth Rogula
Deputy Brian Harris	Councillor Chris Townsend (Co-Opted Member)
Ann Holmes	Philip Woodhouse
Michael Hudson	Lady Gilly Yarrow (Co-Opted Member)
Vivienne Littlechild	Chairmen of the Boards of Governors of the City of London School and the City of London School for Girls (Ex-Officio Members)
Sir Clive Martin (Co-Opted Member)	

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

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3.
 - a) **MINUTES OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**
To agree the public minutes and summary of the meeting held on 25 April 2016.

For Decision
(Pages 1 - 6)
 - b) **MINUTES OF THE BURSARY COMMITTEE**
To note the draft public minutes of the meeting held on 25 April 2016.

For Information
(Pages 7 - 8)
 - c) **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**
To note the draft public minutes of the meeting held on 20 May 2016.

For Information
(Pages 9 - 10)
 - d) **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**
To note the draft public minutes of the meeting held on 20 May 2016.

For Information
(Pages 11 - 12)
4. **LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT**
Report of the Director of Community and Children Services.

For Information
(Pages 13 - 16)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Agenda

8. a) **NON-PUBLIC MINUTES OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**
To agree the non-public minutes of the meeting held on 25 April 2016.
For Decision
(Pages 17 - 22)
- b) **NON-PUBLIC MINUTES OF THE BURSARY COMMITTEE**
To note the draft non-public minutes of the meeting held on 25 April 2016.
For Information
(Pages 23 - 24)
- c) **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**
To note the draft non-public minutes of the meeting held on 20 May 2016.
For Information
(Pages 25 - 28)
- d) **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**
To note the draft non-public minutes of the meeting held on 20 May 2016.
For Information
(Pages 29 - 30)
9. **MASTERPLAN 2016**
Report of the Headmaster of the City of London Freeman's School.
For Decision
(Pages 31 - 32)
10. **CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL REPLACEMENT**
To receive a verbal update from the City Surveyor regarding the Swimming Pool Replacement project.
For Information
11. **HEADMASTER'S REPORT**
Report of the Headmaster of the City of London Freeman's School.
For Decision
(Pages 33 - 94)
12. **BURSAR'S REPORT**
Report of the Headmaster of the City of London Freeman's School
For Decision
(Pages 95 - 98)

13. **HEALTH AND SAFETY POLICY**
Report of the Headmaster of the City of London Freemen's School.
For Decision
(Pages 99 - 116)
14. **HEAD OF THE JUNIOR SCHOOL'S REPORT**
Report of the Headmaster of the City of London Freemen's School.
For Information
(Pages 117 - 120)
15. **ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY BETWEEN MEETINGS**
Report of the Town Clerk.
For Information
(Pages 121 - 124)
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

18. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the Board meeting held on 25 April 2016.
For Decision

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

Monday, 25 April 2016

**Minutes of the meeting of the Board of Governors of the City of London
Freemen's School held at the Guildhall EC2 at 11.00 am**

Present

Members:

Deputy Roger Chadwick (Chairman)	Sir Clive Martin (Co-Opted Member)
Stuart Fraser (Deputy Chairman)	Andrew McMillan (Co-Opted Member)
Deputy John Bennett	Graham Packham
Nicholas Goddard (Co-Opted Member)	Deputy Elizabeth Rogula
Deputy Brian Harris	Councillor Chris Townsend (Co-Opted Member)
Michael Hudson	Gillian Yarrow (Co-Opted Member)
Sir Clive Martin (Co-Opted Member)	

Officers:

David Arnold	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freemen's School
Sue Williams	- Bursar, City of London Freemen's School
Evelyn Guest	- Deputy Head, City of London Freemen's School
Andrew McCleave	- Deputy Head (Academic), City of London Freemen's School
Matt Robinson	- Head of the Junior School, City of London Freemen's School

1. APOLOGIES

Apologies for absence were received from Alderman Timothy Hailes, Ann Holmes, Vivienne Littlechild, Hugh Morris, Adam Richardson, Alderman Matthew Richardson, Ian Seaton, and Philip Woodhouse.

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

Councillor Chris Townsend declared a non-pecuniary interest as an appointed and currently serving elected representative of the Mole Valley District Council.

3. ORDER OF THE COURT OF COMMON COUNCIL

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

4. ELECTION OF CHAIRMAN

RESOLVED – That, in accordance with Standing Order No 29, Deputy Roger Chadwick be elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

RESOLVED – That, in accordance with Standing Order No 30 (3(a)), Stuart Fraser be appointed Deputy Chairman for the ensuing year.

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

STUART FRASER

their sincere thanks and appreciation for the manner in which he presided over their deliberations and the detailed care and interest he showed in all aspects of the life of the City of London Freemen's School.

With regard to School premises, Stuart oversaw the continued implementation of the School's 'Master Plan' and presided over the opening of a new Boarding House and Music Department as well as bringing the (unexpectedly early!) new swimming pool project through the planning process after the unfortunate fire of January 2014. The Chairman ably oversaw and steered the approval process and negotiations at all levels and the 'Phase 2' works were now underway.

During his time as Chairman, the School appointed a new Headmaster following Philip MacDonald's retirement. The Chairman led the recruitment process with great professionalism and vision and we, as Governors, were delighted to have appointed Roland Martin as new Headmaster to the school. We know that Roland has been grateful for your support of him in his first few months in post.

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

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

6. **MINUTES**

RESOLVED – That the public minutes of the meeting held on 18 January 2016 be approved.

7. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

RESOLVED – That the draft public minutes of the Academic & Education Sub-Committee meeting held on 18 March 2016 be noted.

8. **APPOINTMENT OF BURSARY AND SUB-COMMITTEES**

The Board considered a report of the Town Clerk regarding the composition of the Board's Bursary Committee and two Sub-Committees.

RESOLVED – That the appointment and composition of the following Sub-Committees be approved as follows for the ensuing year:-

a) **Bursary Committee**

Deputy Roger Chadwick (Chairman)
Stuart Fraser (Deputy Chairman)
Deputy John Bennett
Nicholas Goddard
Andrew McMillan
Philip Woodhouse
Vivienne Littlechild

b) **Finance, General Purposes and Estates Sub-Committee**

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Deputy Brian Harris
Vivienne Littlechild
Philip Woodhouse
Vacancy

c) **Academic and Education Sub-Committee**

Deputy Roger Chadwick (Chairman)
Stuart Fraser
Deputy Brian Harris
Andrew McMillan
Councillor Chris Townsend
Gillian Yarrow

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

RESOLVED – That the appointment of Deputy Roger Chadwick as the Board's representative to the Association of Governing Bodies of Independent Schools for the ensuing year be approved.

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

In response to a Member's question regarding progress with the new Swimming Pool, the City Surveyor advised that a report recently approved by the Projects Sub-Committee regarding a new tendering process for the works would be circulated to the Board after the meeting.

It was then agreed to continue further discussions during in Non-Public due to the likely disclosure of exempt information relating to the financial and business affairs of any particular person or authority (in accordance with paragraph 3 of Part I of Schedule 12A from the Local Government Act 1972).

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

There was none.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Section 12A of the Local Government Act.

13. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 18 January 2016 be approved, subject to one minor amendment:-

10. Review of Bursary Guidelines

'CLSF' in resolution ii be corrected to CLFS.

14. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**

RESOLVED – That the draft non-public minutes of the Academic & Education Sub-Committee meeting held on 18 March 2016 be noted.

15. **HEADMASTER'S REPORT**

The Board considered a report of the Headmaster of the City of London Freemen's School relative to various School matters including the School Roll, staffing matters, recent and forthcoming events, and pupil achievements.

16. **BURSAR'S REPORT**

The Board received a report of the Headmaster of the City of London Freemen's School that provided an update regarding financial, human resources, marketing and catering matters.

17. **LETTINGS REPORT**

The Board considered a report of the Headmaster of the City of London Freemen's School regarding the letting of facilities at the School.

18. **HEAD OF THE JUNIOR SCHOOL REPORT**

The Board received a report of the Headmaster of the City of London Freemen's School that provided an update regarding matters relating to the Junior School since the last Board meeting.

19. **OLD FREEMEN'S ASSOCIATION MEMORIAL CLUBHOUSE - LEASE TERMINATION**

The Board considered a report of the Headmaster of the City of London Freemen's School regarding a lease termination.

20. **DEPARTMENTAL REPORTS 2014/15**

The Board received the various Departmental monitoring reports for 2014/15 and noted that they would be presented to the Academic and Education Sub-Committee for review instead of the Board of Governors with effect from September 2016.

RESOLVED – That:-

- a) the English Department Report 2014/15 be noted;
- b) the Mathematics Department Report 2014/15 be noted;
- c) the Biology Department Report 2014/15 be noted;
- d) the Computing Department Report 2014/15 be noted;
- e) the Technology Department Report 2014/15 be noted;
- f) the Modern Foreign Languages Department Report 2014/15 be noted;
- g) the Geography Department Report 2014/15 be noted; and

h) the PE and Games Department Report 2014/15 be noted.

21. NEW SCHOOL POLICIES

The Board considered the updated School Policies in relation to asthma, Automated External Defibrillators (AED), off-site medical appointments for boarding pupils, drugs, head injury and concussion, and homely remedies.

RESOLVED – That:

- a) the Asthma Policy be approved;
- b) the AED Policy be approved;
- c) the Boarding Pupils needing off-site Medical Appointments Policy be approved;
- d) the Drugs and Drug Testing Policy be approved;
- e) the Head Injury and Concussion Policy be approved; and
- f) the Homely Remedies Policy be approved.

22. TRINITY EXAMS SPRING TERM 2016 RESULTS

The Board received a report of the Headmaster of the City of London Freemen's School that provided details of the spring term 2016 results of the Trinity musical instrument exams. Members noted that these results could also be presented to the spring meetings of the Academic and Education Sub-Committee if available.

RESOLVED – That the spring term 2016 results of the Trinity exams be noted.

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

There was one question.

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

Deputy Roger Chadwick thanked Members for their support and contribution during his first meeting as Chairman of the Board.

The meeting closed at 1.40 pm

Chairman

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

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BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

Monday, 25 April 2016

Minutes of the meeting of the Bursary Committee of the Board of Governors of the City of London Freeman's School held at the Guildhall EC2 at 10.30 am

Present

Members:

Stuart Fraser (Chairman)
Deputy Roger Chadwick (Deputy
Chairman)

Deputy John Bennett
Andrew McMillan

Officers:

David Arnold	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Roland Martin	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Vivienne Littlechild and Philip Woodhouse.

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

There were none.

3. MINUTES

RESOLVED – That the public minute and non-public summary of the meeting held on 9 July 2015.

Matters Arising

Bursary Guidelines

Members noted that a report concerning the interim review of Bursary Guidelines was considered by the Board of Governors in January 2016. A further report outlining the final review would be submitted to the Board at its next appropriate meeting.

Children of Freeman

Members noted that a parent would need to have been a Freeman before his/her death in order for a Foundation Bursary application to be made for their child, as posthumous Freeman applications and awards were not possible. It was not compulsory for a child to be a son/daughter of a Freeman to apply for a Foundation Bursary but Members suggested that this should be re-considered.

Members also requested that the Freedom application process be advertised on the School's website and/or the end of term parent newsletters.

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

There were none.

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

There was none.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 9 July 2015 be approved.

8. **BURSARY APPLICATIONS AND CASH FLOW FORECASTS**

The Committee considered a joint report of the Chamberlain and the Headmaster of the City of London Freemen's School regarding two new bursary applications.

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

There were none.

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

There was none.

The meeting closed at 11.00 am

Chairman

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

ACADEMIC & EDUCATION SUB COMMITTEE - BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

Friday, 20 May 2016

Minutes of the meeting of the Academic & Education Sub Committee - Board of Governors of the City of London Freeman's School held at the Guildhall EC2 at 11.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser (Deputy Chairman)
Deputy Brian Harris

Andrew McMillan
Councillor Chris Townsend
Sir Clive Martin

Officers:

David Arnold	- Town Clerk's Department
Roland Martin	- Headmaster, City of London Freeman's School
Evelyn Guest	- Deputy Head, City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School

The Chairman began by advising Members that this was Sir Clive Martin's last Sub-Committee meeting as a Governor before he was due to resign from the Board. The Committee thanked Sir Clive Martin for his service and contribution and in return he thanked the Sub-Committee for their support.

1. APOLOGIES

Apologies for absence were received from Gillian Yarrow.

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

There were none.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 18 March 2016 be approved.

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

There were none.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 18 March 2016 be approved.

Matters Arising

In response to a Member's question regarding the new Drugs and Drugs Testing, Asthma, and AED (Automated External Defibrillator) Policies, the Headmaster advised that they would be implemented with effect from September 2016.

In response to a Member's question regarding the Departmental reports, the Headmaster advised that they could be submitted to the Sub-Committee over the course of three meetings to reduce agenda size.

8. **HEADMASTER'S REPORT**

The Sub-Committee received a report of the Headmaster that provided Members with an update regarding the following matters: staffing, pupil discipline, predicted grades, mental health, and policies.

RESOLVED – That the Headmaster's report be noted.

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

There was one question.

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

The Chairman raised four items of other business to be considered whilst the public were excluded.

The meeting closed at 12.40 pm

Chairman

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

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

Friday, 20 May 2016

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School held at the Guildhall EC2 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser (Deputy Chairman)
Deputy Brian Harris

Officers:

David Arnold	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Roland Martin	- Headmaster, City of London Freemen's School

1. APOLOGIES

Apologies for absence were received from Vivienne Littlechild and Philip Woodhouse.

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

There were none.

3.1 Minutes

RESOLVED – That the public minutes and non-public summary of the meeting held on 15 November 2015 be approved.

Matters Arising

Ashtead Park Security

The Headmaster advised that the recommendations from a recent security audit of the School site included the introduction of a physical security presence during evenings and at key events. Governors noted their general concerns at the relative lack of security around the site; suggestions included the closure of access routes, increased DBS checks and the introduction of access via electronic pass only. The Headmaster added that a report regarding site management would be submitted to the next appropriate Board of Governors meeting.

3.2 Minutes

RESOLVED – That the public minutes and summary of the inquorate meeting held on 18 March 2016 be noted.

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

There were none.

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

There was none.

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

7. **MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 15 November 2015 be approved.

8. **ARREARS OF FEES**

The Sub-Committee received a report of the Headmaster that provided an update of the fees in arrears as at 30 April 2016.

RESOLVED – That the fees in arrears as at 30 April 2016 be noted.

9. **CITY OF LONDON FREEMEN'S SCHOOL MASTER PLAN DELIVERY SWIMMING POOL REPLACEMENT**

The Sub-Committee received joint report of the Headmaster and the City Surveyor regarding the Master Plan Delivery of the Swimming Pool Replacement project, which had been considered and approved by the Projects Sub-Committee and the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Board of Governors, under urgency procedures.

RESOLVED – That the report be noted.

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

There was one question.

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

There were two items of other business.

The meeting closed at 11.20 am

Chairman

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

Committee(s)	Dated:
Community and Children Services Safeguarding Sub Committee 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 City of London Freeman's School Education Board Board of Governors of the Guildhall School of Music and Drama	13 May 2016 2 June 2016 15 June 2016 27 June 2016 20 June 2016 21 July 2016 19 Sept 2016
Subject: Local Authority Designated Officer 2015/16 Annual Report	Public
Report of: Director of 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

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