

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 5 October 2015

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 5 October 2015 at 11.00 am

Present

Members:

Roger Chadwick (Deputy Chairman)	Michael Hudson
Stuart Fraser (Chairman)	Vivienne Littlechild
Deputy John Bennett	Sir Clive Martin
Roger Chadwick (Deputy Chairman)	Andrew McMillan
Stuart Fraser (Chairman)	Elizabeth Rogula
Goddard	Councillor Chris Townsend
Alderman Timothy Hailes	Philip Woodhouse
Deputy Brian Harris	
Ann Holmes	

Officers:

Peter Lisley	- Assistant Town Clerk
Jacqui Daniels	- Town Clerk's Department
David MackIntosh	- Manager, Community Safety Team, Town Clerk's Department
Steve Telling	- Chamberlain's Department
Huw Rhys Lewis	- City Surveyor's Department
Mark Lowman	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freeman's School
Matt Robinson	- Head of the Junior School, City of London Freeman's School
Andrew McCleave	- Deputy Head, Academic, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Evelyn Guest	- City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Michael Bramwell, Hugh Morris, Graham Packham, Adam Richardson, Ian Seaton and Gillian Yarrow.

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

(Councillor Chris Townsend declared a non-pecuniary interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. **MINUTES**

The public minutes and summary of the last meeting held on 27 April 2015 were approved as a correct record.

Matters Arising

Sub Committee Appointments

RESOLVED - That Vivienne Littlechild replace Elizabeth Rogula on the Bursary Committee, Sir Clive Martin on the Academic and Education Sub Committee and Adam Richardson on the Finance, General Purposes and Estates Sub Committee.

4. **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE**

The Governors received the draft minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 4 June 2015. It was noted that Andrew McCleave was present at the meeting.

5. **MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE**

The Governors received the draft minutes of the Academic and Education Sub Committee meeting held on 4 June 2015. It was noted that Andrew McCleave was present at the meeting.

6. **MINUTES OF THE BURSARY COMMITTEE**

The Governors received the draft minutes of the Bursary Committee meeting held on 9 July 2015.

7. **COUNTER-TERRORISM AND SECURITY ACT 2015**

The Board received a report of the Remembrancer regarding the Counter Terrorism and Security Act 2015.

The Manager of the Community Safety Team of the Town Clerk's Department referred to the '*Prevent* duty' which the legislation imposes and encourage Governors to look at the useful on-line Department for Education guidance and added that the City of London Police had offered to provide teaching staff at the School with training on this matter. The Headmaster welcomed this offer and undertook to liaise to make the necessary arrangements. It was also suggested that the usual cross Board training for Governors of the City's Independent Schools be provided on the '*Prevent* Duty' subject after the January meeting of this Board at Guildhall.

In answer to Governor's questions it was indicated that no risks had been identified at the moment and the Manager of the Community Safety Team confirmed that all the Governors possessed equal responsibilities in this matter.

RESOLVED – That:-

- 1) the report and the duties placed upon the Board, as described in paragraphs 2 and 3 of the report, be noted; and
- 2) if possible, the Governors be given training on the subject alongside the Governors of the other City's Independent Schools after the January 2016 meeting of this Board.

8. REVENUE OUTTURN 2014/15

The Board received a joint report of the Chamberlain and Headmaster, setting out the revenue outturn position for 2014/15. Governors were pleased to note a better than budget position which had been mainly due to reductions in premises related expenses, partly offset by an increase in supplies and services expenditure as a result of the purchase of additional music equipment in connection with the opening of the new Music School.

Governors discussed the details of the report and reviewed the Policy and Resources Committee's guideline from 2002 that the School's General Reserve balance should not exceed 5% of the original estimate of fee income. It was agreed that the figure currently remains valid but it was noted that it is open to the Board to review and amend the level of the general reserve if it considers this to be appropriate.

In answer to a Governor's query the Bursar, in consultation with the Chamberlain and Comptroller as appropriate, agreed to consolidate the number of Designated Funds associated with the School.

RESOLVED - THAT THE REVENUE OUTTURN REPORT FOR 2014/15 BE NOTED.

9. CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL - 2014/15 - REPORT AND FINANCIAL STATEMENTS

The Board considered a report of the Chamberlain, which provided Governors with the 2014/15 Report and Financial Statements for the Charities Administered in Connection with (ICW) the City of London Freeman's School (Charity No 312120). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool. An investment of £10,000 was initially suggested but Governors considered that, given the level of cash relative to annual expenditure, an investment of £15,000 should still leave sufficient cash to meet ongoing expenditure requirements.

RESOLVED - That:

1. the report be noted; and
2. £15,000 be invested into the City of London Charities Pool.

10. CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - 2014/15 REPORT AND FINANCIAL STATEMENTS

The Board considered a report of the Chamberlain, which provided Governors with the 2014/15 Report and Financial Statements for the City of London Freeman's School Bursary Fund (Charity No 284769). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool. An investment of £25,000 was initially suggested but Governors considered that, given the level of cash relative to

annual expenditure, an investment of £50,000 should still leave sufficient cash to meet ongoing expenditure requirements. Governors discussed ways to encourage the take up of Bursaries.

RESOLVED - That:

- 1) the report be noted; and
- 2) £50,000 be invested into the City of London Charities Pool.

11. ACTION TAKEN UNDER URGENCY PROCEDURES

In accordance with Standing Order 41(a), the Town Clerk submitted a report advising Governors of an urgent decision he had taken, in consultation with the Chairman and Deputy Chairman, since the Board's last meeting appointing Nick Goddard as a new co-opted Governor.

RECEIVED.

12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

Governors asked questions on the following subjects:-

1) **Pupil Induction Process** Governors were reminded that the Academic and Education Sub Committee had reviewed the Induction Procedures for new pupils.

2) **Public Attendance at the meetings of the Board** The Town Clerk confirmed that some time ago the Court had decided that Members of the public, including parents of students at the School were able to observe public meetings of the Board. He added that this matter was currently being reviewed by the Town Clerk's Department and Governors would be advised should any change be recommended.

Governors suggested that the Education Board and the Policy and Resources Committee be involved in any decision on this matter.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

14. 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 as follows:-

Items	Exemption Paragraphs
15-23	3

**15. NON-PUBLIC MINUTES
NON-PUBLIC MINUTES**

The non-public minutes of the meeting, held on 27 April 2015, were considered and approved as a correct record.

Matters Arising

Members discussed the replacement of the **Swimming Pool**.

16. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE**
The Board received the draft minutes of the non-public minutes of the Finance, General Purposes and Estates Sub Committee of 4 June 2015.
17. **MINUTES OF THE EDUCATION AND ACADEMIC SUB COMMITTEE**
The Board received the draft minutes of the non-public minutes of the Education and Academic Sub Committee of 4 June 2015.
18. **MINUTES OF THE BURSARY COMMITTEE**
The Board received the draft minutes of the Bursary Committee of 9 July 2015.
19. **HEADMASTER'S REPORT**
The Board received a report of the Headmaster of the City of London Freemen's School relative to various School matters including the School Roll, Public Examination results, inspection response, safeguarding policy, staffing matters and the Freemen's Association and the Old Freemen's Association.
20. **HEAD OF THE JUNIOR SCHOOL REPORT**
The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.
21. **BURSAR'S REPORT**
The Board received a report of the Bursar regarding various issues including the Master-plan, arrears of fees, HR matters, development, catering and marketing events.
22. **SCHOLARSHIPS AND BURSARIES**
The Board received a report of the Headmaster providing a response to the Service Based Review in connection with Scholarships and Bursaries.
23. **OUTREACH**
The Board received a report of the Headmaster providing information on the School's outreach.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were three questions one concerning a recent School Trip to India, another concerning the dates of Sub Committee meetings and the last suggesting the setting up of a Governors 'Away Day'.
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent non public items.

The meeting ended at 1.00 pm

Chairman

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