

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Monday, 23 November 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, 23 November 2015 at 11.00 am

**Present**

**Members:**

Stuart Fraser (Chairman)	Vivienne Littlechild
Roger Chadwick (Deputy Chairman)	Sir Clive Martin
Deputy John Bennett	Andrew McMillan
Michael Bramwell	Hugh Morris
Nicholas Goddard	Graham Packham
Alderman Timothy Hailes	Adam Richardson
Deputy Brian Harris	Alderman Matthew Richardson
Ann Holmes	Councillor Chris Townsend
Michael Hudson	Philip Woodhouse

**Officers:**

Natasha Dogra	- Town Clerk's Department
Roland Martin	- Headmaster, City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Steve Telling	- Chamberlain's Department
Huw Rhys Lewis	- City Surveyor's Department

**1. APOLOGIES**

Apologies had been received from Elizabeth Rogula, 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 were approved as a correct record.

4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

The Board received a report of the Town Clerk regarding the terms of reference of the Board. Members agreed that the voting rights of co-opted members must be clearly defined. The Board delegated authority to the Chairman and Deputy Chairman, in consultation with the Town Clerk, to agree the wording for this.

Discussions ensued regarding the exclusion of public at Board meetings and whether parents should be invited to attend meetings. The Town Clerk advised the Board that the Assistant Town Clerk was currently reviewing Access to Information regulations and would be consulting the Court of Common Council regarding this matter in due course.

Resolved – that the terms of reference be approved.

5. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**

Members noted the information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015. It was noted that during this period there had been a total of five LADO referrals from various sources, which is lower than the City of London's statistical neighbours.

Received.

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

There were no questions.

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

There was no urgent business.

8. **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.

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting were considered and approved as a correct record.

10. **REPORT OF HEADMASTER**

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 and staffing Matters.

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

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.

12. **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.

13. **ISQ BUSINESS REVIEW AND STAFFING SUPPORT, CITY OF LONDON FREEMEN'S SCHOOL.**

The Board considered the ISQ Business Review and staffing support report of the Headmaster.

14. **MASTER-PLAN UPDATE**

The Board received a verbal update from the City Surveyor regarding the Master Plan.

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

There were no questions.

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

There were two items of urgent discussion.

**The meeting ended at 12.45 pm**

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Chairman

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