



## Board of Governors of the City of London School

**Date:** WEDNESDAY, 18 OCTOBER 2017

**Time:** 11.00 am

**Venue:** CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

**Members:**

Ian Seaton (Chairman)	Alderman & Sheriff Vincent Keaveny
Deputy James Thomson (Deputy Chairman)	Ronel Lehmann (External Member)
Alexander Barr	Tim Levene
Deputy Keith Bottomley	Lord Levene of Portsoken (External Member)
Deputy Roger Chadwick (Ex-Officio Member)	Deputy Edward Lord
Dominic Christian	Christopher Martin (External Member)
Marianne Fredericks	Sylvia Moys
Caroline Haines	Dame Mary Richardson (External Member)
Deputy Clare James (Ex-Officio Member)	Prof. Michael Whitehouse (External Member)

**Enquiries:** Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)

**Lunch will be served at the conclusion of the meeting.**

**N.B. Some of this meeting may be subject to audio-visual recording.**

**John Barradell  
Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meetings held on 15 June 2017 and 21 June 2017.

**For Decision**  
(Pages 1 - 8)

4. **DRAFT NOTE OF THE INQUORATE MEETING OF THE FINANCE & ESTATES SUB COMMITTEE MEETING - 2 OCTOBER 2017**

To receive the draft note of the inquorate meeting of the Finance & Estates Sub Committee meeting held on 2 October 2017.

**For Information**  
(Pages 9 - 12)

5. **DRAFT MINUTES OF THE ACADEMIC & EDUCATION SUB-COMMITTEE MEETING - 2 OCTOBER 2017**

To receive the draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017.

**For Information**  
(Pages 13 - 14)

6. **APPOINTMENT OF SUB-COMMITTEES**

Report of the Town Clerk.

**For Decision**  
(Pages 15 - 20)

7. **RISK REGISTER 2016 -17 FOR: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**

Joint Report of the Chamberlain and the Bursar.

**For Decision**  
(Pages 21 - 30)

8. **REVENUE OUTTURN 2016/17**  
Joint Report of the Chamberlain and the Head.

**For Information**  
(Pages 31 - 44)

9. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**  
Report of the Chamberlain.

**For Information**  
(Pages 45 - 68)

10. **CITY OF LONDON SCHOOL EDUCATION TRUST - 2016/17 ANNUAL REPORT AND FINANCIAL STATEMENTS**  
Report of the Chamberlain.

**For Information**  
(Pages 69 - 84)

11. **HEAD'S REPORT**  
Report of the Head of the City of London School.

**For Decision**

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

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

14. **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**

15. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 15 June 2017 and 21 June 2017.

**For Decision**  
(Pages 85 - 92)

16. **DRAFT NOTE OF THE INQUORATE MEETING OF THE FINANCE & ESTATES SUB-COMMITTEE - 2 OCTOBER 2017**  
To receive the draft note of the inquorate meeting of the Finance & Estates Sub-Committee held on 2 October 2017.
- For Information**  
(Pages 93 - 94)
17. **DRAFT MINUTES OF THE ACADEMIC & EDUCATION SUB-COMMITTEE - 2 OCTOBER 2017**  
To receive the draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017.
- For Information**  
(Pages 95 - 98)
18. **SUMMER WORKS 2017**  
Report of the Head.
- For Information**  
(Pages 99 - 102)
19. **CITY OF LONDON SCHOOL - MODULAR BUILDINGS AT GROVE PARK**  
Report of the City Surveyor.
- For Decision**  
(Pages 103 - 128)
20. **HEAD'S NON-PUBLIC REPORT**  
Report of the Head.
- For Decision**  
(Pages 129 - 140)
- a) Appendix 1 - Sabbatical Application - Matt Kerr (Pages 141 - 178)
  - b) Appendix 2 - Sabbatical Application - Ollie Davies (Pages 179 - 198)
  - c) Appendix 3 - Branding and Marketing - Proposed Letterhead (Pages 199 - 202)
  - d) Appendix 4 - Educational Visits Policy (Pages 203 - 214)
  - e) Appendix 5 - Health & Safety Policy (Pages 215 - 244)
  - f) Appendix 6 - Security Policy (Pages 245 - 264)
  - g) Appendix 7 - Minibus and School Vehicles Policy (Pages 265 - 274)

21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
  
22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
  
23. **CONFIDENTIAL ITEM - LETTER TO CHAIRMAN OF THE BOARD FROM THE COMMON ROOM**  
To consider a request of the Common Room.

**For Decision**