

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Wednesday, 18 October 2017

Minutes of the meeting of the Board of Governors of the City of London School held
at City of London School, Queen Victoria Street, EC4V 3AL on Wednesday, 18
October 2017 at 11.00 am

Present

Members:

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

Officers:

Dr Richard Brookes	- Acting Interim Head
Andrew McBroom	- Acting Senior Deputy Head
Charles Griffiths	- Bursar
Coco Stevenson	- Deputy Head (Pastoral)
Alistair MacLellan	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Warren Back	- City Surveyor's Department

1. APOLOGIES

Apologies were received from Deputy Roger Chadwick and Deputy Clare James. The Chairman noted that Deputy Edward Lord would be arriving late.

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

There were no declarations.

3. MINUTES

The minutes of the meetings held on 15 June 2017 and 21 June 2017 were approved as a correct record.

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

The draft note of the inquorate meeting of the Finance & Estates Sub-Committee meeting held on 2 October 2017 was received.

In response to a query, the Bursar confirmed that the School was covered by City of London Corporation insurance.

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

The draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017 were received.

6. **APPOINTMENT OF SUB-COMMITTEES**

Governors considered a report of the Town Clerk regarding the appointment of Sub-Committees and the following points were made.

- The Chairman noted that AGBIS guidance recommended that the Chairman of the Board should not serve as Chairman of sub-committees and any Finance sub-committee in particular. Governors noted that this was guidance only and agreed that, as he was incumbent Chairman of the Finance & Estates Sub-Committee, the Chairman of the Board should continue in that role for 2017/18 academic year and the position be reviewed when sub-committees were reappointed for 2018/19.

RESOLVED, that

- The membership and terms of reference of the sub-committees of the Board be noted;
- The Chairman of the Board be confirmed as Chairman of the Finance & Estates Sub-Committee for 2017/18.

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**

Governors considered a joint report of the Chamberlain and the Bursar regarding the Risk Register 2016/17 for The City of London School Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust.

RESOLVED, that Governors confirm that the risk registers satisfactorily set out the risks facing the School's two charities and that appropriate measures are in place to mitigate those risks.

8. **REVENUE OUTTURN 2016/17**

Governors considered a joint report of the Chamberlain and the Head regarding Revenue Outturn for 2016/17 and the following points were made.

- The Chamberlain drew Governors' attention to the variations set out within the report.
- In response to a question from a Governor, the Bursar confirmed that the budgets for 2018/19 were being reviewed, and would be presented at the November 2017 Board. As part of this, early estimates suggest that the repair and maintenance budget for 2018/19 will need to be

significantly higher than previously forecast due to a number of delayed and unforeseen projects, which have become urgent.

- In response to a question regarding £70,000 in retained deposits, the Bursar confirmed this arose from parents who paid a registration fee of £150 + one term of fees, but did not then put their son forward for a place at the School. It was clear that any fee paid was forfeited in the event of the place not being taken.
- The Head drew Governors' attention to the £84,000 increase in staffing due to paternity/maternity cover costs and a case of long term sick leave.

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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**

Governors considered a report of the Chamberlain regarding 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 and the following points were made.

- The Chamberlain noted that income was c.£119,000 higher than forecast. The Financial Statements had now been audited and would be submitted to the City of London Corporation's Finance Committee in November 2017. He noted that the Board of Governors had decided in June 2017 to invest income from the funds and this had been carried out on 1 October 2017.
- In response to a suggestion from the Chairman, Governors requested clarification from the Chamberlain regarding whether the fund was for hardship bursaries alone or for bursaries in general prior to making a decision on making a further investment on 1 April 2018.

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

Governors considered a report of the Chamberlain regarding the City of London School Education Trust – 2016/17 Annual Report and Financial Statements.

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Lord Levene left at this point of the meeting.

11. **HEAD'S REPORT**

Governors considered the Head's report and the following points were made.

- The Head noted that sections 1.2 (Destination of Leavers) and 1.5 (Admissions Review 2016/17) had been moved onto the non-public side of the agenda.

Public Examination Results

- The Head noted that before Summer 2018, the breakdown of Pre-U and non-Pre-U subjects within the School would be 50:50. This would make historic comparisons difficult to make in terms of analysing academic performance. Results for 2016/17 were excellent overall, but there had been some underperformance in two subjects. A linear approach to assessing Maths had possibly affected performance.
- In response to a question, the Head confirmed that distinction in Pre-U was equivalent to an A*/A at A-Level. Whilst GCSE results were slightly down on the record results of the last two years, a review had not identified any overriding areas for concern. Often academic underperformance is closely linked to pastoral factors.
- In response to a question, the Head replied that methods of measuring performance against peer schools would vary from department to department. He noted that 9 – 1 grading would come in from 2018/19 and that the School needed to review how much emphasis was given to ensuring boys achieved 9 rather than 8, given the need to consider boys' wellbeing.
- In response to a question, the Head replied that the School did not use P8 measures but used ISI measures instead.
- A Governor reemphasised his point that the School should be clear on how it maximised its performance against peer schools. He queried how the School selected which exam boards to use for each subject. The Head replied that exam boards were reviewed annually, and acknowledged that the way in which results were presented to parents could be reconsidered.
- A Governor noted that the School should be holistic in its approach to deciding what was best for the individual pupil, e.g. academic excellence should not be pursued at the expense of mental health. A Governor agreed, noting that the level of progress made by an individual pupil was a key measure.
- The Head noted that the School had appealed low grades achieved in GCSE Art, but the appeal looked to have been unsuccessful.
- In response to requests from Governors, the Head agreed to review how Value Added was reported, and to provide a comparison between predicted grades and actual grades going forward.

Safeguarding Policy

- The Deputy Head (Pastoral) presented the new Safeguarding Policy to Governors, noting that the main changes were around named personnel and the fact there were two new Deputy Designated Safeguarding Leads (DDSLs).

RESOLVED, that the Safeguarding Policy be approved.

11.1 Appendix 1 - Summary of Pupils' Achievements

A summary of pupils' achievements was received.

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11.2 Appendix 2 - Safeguarding Policy

The approved Safeguarding Policy was received.

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

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

14. 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 Act.

15. NON-PUBLIC MINUTES

The non-public minutes of the meetings held on 15 June 2017 and 21 June 2017 were approved as a correct record.

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

The draft note of the inquorate meeting of the Finance & Estates Sub-Committee held on 2 October 2017 was received.

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17. DRAFT MINUTES OF THE ACADEMIC & EDUCATION SUB-COMMITTEE - 2 OCTOBER 2017

The draft minutes of the Academic & Education Sub-Committee meeting held on 2 October 2017 were received.

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18. **SUMMER WORKS 2017**

Governors considered a report of the Head regarding Summer Works 2017.

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19. **CITY OF LONDON SCHOOL - MODULAR BUILDINGS AT GROVE PARK**

Governors considered a report of the City Surveyor regarding City of London School – Modular Buildings at Grove Park.

20. **HEAD'S NON-PUBLIC REPORT**

Governors considered the Head's non-public report.

20.1 **Appendix 1 - Sabbatical Application - Matt Kerr**

Governors received documentation submitted in support of Matt Kerr's sabbatical application.

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20.2 **Appendix 2 - Sabbatical Application - Ollie Davies**

Governors received documentation submitted in support of Ollie Davies's sabbatical application.

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20.3 **Appendix 3 - Branding and Marketing - Proposed Letterhead**

The proposed School letterhead was received.

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20.4 **Appendix 4 - Educational Visits Policy**

The Educational Visits Policy was received.

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20.5 **Appendix 5 - Health & Safety Policy**

The Health & Safety Policy was received.

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20.6 **Appendix 6 - Security Policy**

The Security Policy was received.

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20.7 **Appendix 7 - Minibus and School Vehicles Policy**

The Minibus and School Vehicles Policy was received.

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

There were no questions.

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

There was no other business.

23. **CONFIDENTIAL ITEM - LETTER TO CHAIRMAN OF THE BOARD FROM THE COMMON ROOM**

Governors considered a Letter to the Chairman of the Board from the Common Room in confidential session.

The meeting ended at 1.43 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk