

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS

Monday, 8 October 2018

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, West Wing, Guildhall, EC2P on Monday, 8 October 2018 at 1.45 pm

Present

Members:

Deputy Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)
Randall Anderson
Alderman Emma Edhem
Deputy Tom Hoffman
Ann Holmes

Mary Ireland (External Member)
Sylvia Moys
Elizabeth Phillips (External Member)
Deputy Richard Regan
Sir Michael Snyder

Officers:

Lorraine Brook
Peter Goss
Chrissie Morgan
Ena Harrop
Alan Bubbear
Neil Codd
Justine Venditti

Town Clerk's Department
Town Clerk's Department
Director of HR, Town Clerk's Department
Headmistress
Bursar
Deputy Head (Academic)
Senior Deputy Head (Staff and Special Projects)
Chamberlain's Department

Steven Reynolds

1. APOLOGIES

Apologies for absence were received from Rehana Ameer, Tijs Broeke, Dr Stephanie Ellington, Soha Gawaly, Deputy Roger Chadwick, Deputy James Thomson and Alderman William Russell.

The Town Clerk reported that Deputy Robert Merrett had not received a dispensation from the Standards Committee which meant that due to the conflict arising from having a child at the School, he would have to be replaced as a Governor on the Board.

The Chairman stated that Dr Ellington's husband was ill and the Board recorded its best wishes to him for a speedy recovery.

The Chairman congratulated Alderman Emma Edhem attending in her new capacity as Aldermen and welcomed Mary Ireland to her first meeting.

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

There were none.

3. **MINUTES**

RESOLVED – That the minutes of the previous meeting held on 18 June 2018 be approved as an accurate record.

4. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which listed forthcoming events and educational visits, and covered Governors' visiting days, school development, health and safety destinations of the 2018 leavers, 2018 gap years and lettings.

The Headmistress drew attention to visits to the school by Governors and stated that Deputy Head (Pastoral), Mrs K Brice, should be contacted.

RESOLVED – That:

(1) the report be noted;

(2) Ann Holmes be appointed the health and safety representative, and

(3) Mary Ireland be appointed to serve on the Academic Working Party.

5. **RISK REGISTER 2017-18 FOR: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a report of The Chamberlain which provided the City of London Corporation's Risk Matrix and a key-risks register for the school's Bursary Fund, incorporating the school's Scholarships and Prizes Fund.

Reference was made to the loss of key staff but the Board was satisfied that sufficient measures were in place to counter balance the risk this posed.

RESOLVED – That the register be confirmed as satisfactorily setting out the risks facing the charity and that appropriate measures are in place to mitigate the risks.

6. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2017/18 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

The Board received a report of The Chamberlain which provided the Draft Annual Report and Financial Statements 2017/18 for the school's Bursary Fund and Scholarships and Prizes Fund.

RESOLVED – That the draft Annual Report and Financial Statements for the year ended 31 March 2018 be received.

7. **REVENUE OUTTURN 2017/18**

The Board considered a report of The Chamberlain and Headmistress presenting the Revenue Outturn for 2017/18. The Chamberlain pointed out the relatively minor variation in the outturn for income and expenditure of £29,000. The Bursar reported that the main reason for the increase in expenditure was additional support service costs. In light of an understanding that all support services provided by the City of London Corporation should be cost neutral to

the school, it was requested that an explanation be provided in due course as to why some services were accounted for outside of City Support.

It was noted that the tuck shop and vending machine had come in £17,000 less than budgeted although this was partially offset by the savings on purchase of supplies so the overspend only amounted to about £9,000. The school was asked to monitor the contract to see if the reduced use of the service was the start of a trend.

RESOLVED – That the Revenue Outturn report be noted.

8. **GUIDANCE FOR EXTRA DUTIES FOR TEACHING STAFF**

The Board considered a report of the Director of HR which outlined the City of London Corporation's guidance on the process of how teaching staff in the three City schools were selected to carry out duties outside their substantive role, with or without an allowance.

RESOLVED – That the report be noted.

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

Deputy Tom Hoffman had given notice that he wished to raise a question regarding the treatment of benefactions. He explained that the capital from a past benefaction providing two scholarships in the names of the benefactor's daughters had been spent and consequently the names were now not mentioned. He felt this was unfair and needed looking into in advance of the school's 125th anniversary when other benefactions might be sought. The Bursar undertook to discuss the matter further with Deputy Hoffman.

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

There were none.

11. **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 1 of Schedule 12A of the Local Government Act.

12. **NON-PUBLIC MINUTES**

Governors asked that a schedule of outstanding items be re-introduced for the Board.

RESOLVED – That the non-public minutes of the previous meeting held on 18 June 2018 be approved as an accurate record.

AGENDA ORDER

The Chairman proposed amending the order of items from that listed on the agenda. The Board agreed to take the items in the order below.

13. **NON-PUBLIC APPENDIX TO ITEM 4 - HEALTH & SAFETY MINUTES (3 SEPTEMBER 2018)**
The Board received the minutes of the Health and Safety Committee held on 4 September 2018, as referred to in the Headmistress's report dealt with under item 4 above.
14. **MANAGEMENT INFORMATION DASHBOARD**
The Board considered the Management Information Dashboard provided jointly by The Chamberlain and the Bursar.
15. **RECRUITMENT PROCESS**
The Board considered a report of the Director of HR on the recruitment process.
16. **EXAM RESULTS 2018**
The Board received a presentation from the Deputy Head (Academic) analysing the exam results for 2018.
17. **SCHOOL DEVELOPMENT PLAN UPDATE**
The Board considered a report of the Headmistress on the evaluation of the 2017/18 School Development Plan and the new 2018/19 plan.
18. **REPORT OF THE HEADMISTRESS**
The Board considered the report of the Headmistress which provided information on non-public matters in relation to the School.
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were none.
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.
21. **CONFIDENTIAL MINUTES - CIRCULATED SEPARATELY ON BLUE PAPER RESOLVED** – That the confidential minutes of the meeting held on 18 June 2018 be approved as an accurate record.

The meeting ended at 4.15 pm

Chairman

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