



Academic and Education Sub Committee of the Board of Governors of the City of London Freemen's School

Date: MONDAY, 19 JUNE 2017

Time: 10.30 am

Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members: Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Stuart Fraser
Nicholas Goddard
Vivienne Littlechild
Andrew McMillan
Councillor Chris Townsend
Gillian Yarrow

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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. **TERMS OF REFERENCE**

1. To receive the terms of reference of the Sub Committee as agreed by the Board of Governors at its meeting on 8 June 2017.

2. To propose a change to the name of the Sub-Committee.

For Information
(Pages 1 - 2)

4. **MINUTES**

To agree the public minutes and summary of the meeting held on 14 November 2016.

For Decision
(Pages 3 - 4)

5. **BOARDING GOVERNOR ROLE DESCRIPTION**

Report of the Headmaster.

For Decision
(Pages 5 - 6)

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

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

8. **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

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 November 2016.

For Decision
(Pages 7 - 8)

10. **2017 PREDICTED RESULTS: A LEVEL AND GCSE**

Report of the Headmaster.

For Information
(Pages 9 - 10)

11. **VERBAL ISI UPDATE**

The Headmaster to be heard.

For Information

12. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

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

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Academic and Education Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to four other Governors appointed by the Board of Governors, including the Designated Safeguarding Governor (one of whom must be a Common Council Governor).

In 2017/18 the membership shall be,

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Vivienne Littlechild
Andrew McMillan
Cllr Chris Townsend
Gillian Yarrow

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

Terms of Reference

With power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

To make recommendations for the Board's approval on the following matters:

- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to monitor general compliance with child protection requirements (not involving individual cases); and

- to make recommendations on any other issues which have been referred by the full Board.

**ACADEMIC AND EDUCATION SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 14 November 2016**

Minutes of the meeting of the Academic and Education Sub Committee 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, 14 November 2016 at 11.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser (Deputy Chairman)
Andrew McMillan (Co-Opted Member)
Councillor Chris Townsend (Co-Opted Member)
Gillian Yarrow (Co-Opted Member)

Officers:

| | |
|-----------------|---------------------------------------------------------|
| David Arnold | Town Clerk's Department |
| Roland Martin | Headmaster, City of London Freeman's School |
| Evelyn Guest | Deputy Head (Pastoral), City of London Freeman's School |
| Andrew McCleave | Deputy Head (Academic), City of London Freeman's School |
| Richard Dolan | Head of Upper School, 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 |

- 1. APOLOGIES**
Apologies for absence were received from Deputy Brian Harris.
- 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
There were none.
- 3. MINUTES**
RESOLVED – That the public minutes of the meeting held on 20 May 2016 be approved, subject to addition of the Head of the Upper School to the list of Officers present.
- 4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were none.

5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Chairman advised that the timing and location of the Sub-Committee meetings would be reviewed as the Finance, General Purposes and Estates Sub-Committee was inquorate for the second time in its last three meetings. Governors suggested that Members of this Sub-Committee could be included in the quorum of the Finance, General Purposes and Estates Sub-Committee to avoid future inquorate meetings.
6. **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 Local Government Act.
7. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 20 May 2016 be approved.

Matters Arising

The Town Clerk advised that training for all Co-Opted Members of City Corporation Committees was provided during September 2016 and that Governors would be advised of any further upcoming training dates.

8. **HEADMASTER'S REPORT**
The Sub-Committee received a report of the Headmaster that provided Governors with an updated regarding matters relating to the Sixth Form, staffing, safeguarding, School policies, and Departmental reports.
RESOLVED – That the Headmaster's report be noted.
9. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were none.
10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was none.

The meeting ended at 12.50 pm

Chairman

Contact Officer: David Arnold
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Role Description: CLFS Boarding Governor

The Board of Governors of the City of London Freeman's School has appointed one of their number to have particular responsibilities with regard to the boarding facilities – the Boarding Governor (BG).

The BG will be a member of the Academic sub-Committee.

The role of the BG covers FOUR key areas:

- Strategic direction (noting the current and future developments of the boarding provision and the subsidiary issues such as international diversification, pre-16 boarding and potential to expand);
- Holding to account (ensuring that each member of the management team is clear in their role and has appropriate support);
- Finances (looking at the boarding provision as a business unit within the school looking back and forward at the justification of capital and operational expenditure and, separately, at income generation from the use of the boarding facility in the vacations in support of other projects) and
- Communication and Reporting to the Board (providing written and oral reports to the Academic sub-Committee and to the Board as appropriate).

A number of wider issues will contribute to these areas and vary from time to time:

- Safeguarding and promoting the welfare of children are the responsibility of all Governors. The BG does not supersede the responsibilities of the Safeguarding Governor in boarding matters. However, it is noted that there are discrete safeguarding and welfare issues in supporting the boarding community and these will always feature;
- Maintaining an up to date boarding policy document;
- Focus on how to build the boarding operation and processes to shine in their own right and in the context of the inspection framework and
- The BG will review the single Central Register files relating to boarding staff.

The BG will visit the Boarding House at least once a term and will meet with the Head of Boarding and the Headmaster and/or his Deputy twice-termly. The Head of Boarding will keep the Boarding apprised of House news as appropriate through, for example, circulation of the House newsletter.

Andrew McMillan
Boarding Governor

Jemima Edney
Head of Boarding

Roland Martin
Headmaster

For review and approval by the Academic sub-Committee (June 2017) and ratified by the Board (September, 2017).

22 March 2017

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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