



Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School

Date: MONDAY, 19 JUNE 2017

Time: 11.30 am

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

Members:	Deputy Roger Chadwick	Nicholas Goddard
	(Chairman)	Andrew McMillan
	Deputy Philip Woodhouse	Alderman Dame Fiona Woolf
	(Deputy Chairman)	
	Stuart Fraser	

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Lunch will be served at 12.30pm

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**

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

For Information
(Pages 1 - 2)

4. **MINUTES**

To receive the public note of the inquorate meeting held on 14 November 2016.

For Information
(Pages 3 - 6)

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

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

7. **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

8. **MINUTES**

To receive the non-public notes of the inquorate meeting held on 14 November 2016.

For Information
(Pages 7 - 8)

9. **BURSARY APPLICATION AND CASH FLOW FORECAST**

Joint Report of the Chamberlain and the Headmaster (to follow).

For Decision

10. **STRATEGIC INTENT AND KPIS**

Report of the Headmaster.

The following reports will be attached to the agenda pack circulated by post:

1. Strategic intent - a five-year improvement plan
2. Action Plan framework

For Decision

(Pages 9 - 24)

11. **VERBAL REPORT - RISK ASSESSMENT**

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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Finance, General Purposes and Estates 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 (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)
Stuart Fraser
Nicholas Goddard
Andrew McMillan
Dame Fiona Woolf

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 action to be taken on arrears of fees; 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 annual budget, scrutinised at the appropriate stage in the planning cycle and to monitor spending against the budget each term;
- the acceptance, or not, of the annual budget;
- any proposed Fee increases;
- consideration of any proposals for Major capital spending, as defined in the Capital Programme;
- the review of any investments and reserves held by the school;
- major developments (e.g. new buildings);
- compliance with health & safety requirements; and
- to make recommendations to the full Board on any other finance issues which may arise (e.g. a rise in employers' contribution to pensions, salary structure, etc).

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**INQUORATE MEETING OF THE FINANCE, GENERAL PURPOSES AND
ESTATES SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY
OF LONDON FREEMEN'S SCHOOL
Monday, 14 November 2016**

Minutes of the inquorate meeting of the Finance, General Purposes and Estates
Sub-Committee of the Board of Governors of the City of London Freemen's School
held at City of London Freemen's School, Ashted Park, Surrey, KT21 1ET on
Monday, 14 November 2016 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Stuart Fraser (Deputy Chairman)

Officers:

David Arnold	Town Clerk's Department
Steven Reynolds	Chamberlain's Department
Roland Martin	Headmaster, City of London Freemen's School
Evelyn Guest	Deputy Head (Pastoral), City of London Freemen's School
Andrew McCleave	Deputy Head (Academic), City of London Freemen's School
Matt Robinson	Head of Junior School, City of London Freemen's School
Sue Williams	Bursar, City of London Freemen's School

1. APOLOGIES

Apologies for absence were received from Deputy Brian Harris and Philip Woodhouse. Governors also noted that Vivienne Littlechild had stood down from the Sub-Committee so there were now two vacancies. The Town Clerk would advertise the vacancies at the next Board of Governors meeting.

The Sub-Committee noted that there was an insufficient number of committee Members present to constitute a quorate meeting. The Chairman added that the location of future Sub-Committee meetings required discussion as City Corporation Members were not always able to travel to the School for meetings. However, it was noted that the School's Senior Leadership Team were not able to attend meetings at Guildhall together because at least one member of SLT would have to stay at the School. The Chairman requested that the possibility of Governors 'attending' meetings via video conference call be looked into.

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

There were none.

3. **MINUTES**
The public minutes of the last meeting were noted.
4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were none.
5. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was none.
6. **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 of business 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.
7. **MINUTES**
The non-public minutes of the last meeting were noted.
8. **PRELIMINARY BUDGET 2017/18**
The Chairman and Deputy Chairman considered a report regarding the preliminary revenue budget for 2017/18.
9. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**
The Chairman and Deputy Chairman noted a joint report of the Chamberlain, Headmaster and City Surveyor regarding the repairs, maintenance and improvements fund for 2017/18 and were happy with the recommendation.
10. **IT DEPARTMENT RESTRUCTURE**
The Chairman and Deputy Chairman noted a report of the Headmaster that outlined out the proposals for a restructure in the IT Department at the City of London Freeman's School following the Business review conducted in 2015/16 by ISQ. The Chairman and Deputy Chairman agreed with the recommendations.
11. **ARREARS OF FEES**
The Chairman and Deputy Chairman noted a report of the Headmaster regarding School fee arrears.
12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were none.
13. **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 11.30 am

Chairman

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of the Local Government Act 1972.

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