



## Board of Governors of the City of London Freemen's School

**Date:** THURSDAY, 7 FEBRUARY 2019

**Time:** 11.00 am

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

<b>Members:</b>	Deputy Roger Chadwick (Chairman)	Alderman Susan Langley
	Deputy Philip Woodhouse (Deputy Chairman)	Vivienne Littlechild
	Deputy John Bennett MBE	Andrew McMillan
	Stuart Fraser	Hugh Morris
	Nicholas Goddard	Graham Packham
	Brian Harris	Deputy Elizabeth Rogula
	Michael Hudson	Deputy James Thomson (Ex-Officio Member)
	Deputy Clare James (Ex-Officio Member)	Councillor Chris Townsend
	Alderman Alastair King	Gillian Yarrow

**Enquiries:** Polly Dunn / [polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)

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

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public Agenda**

### **1. APOLOGIES**

- a) Governor Attendance (Pages 1 - 2)  
Report of the Town Clerk.

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

### **3. MINUTES**

**For Decision**

- a) **Board of Governors - 29 November 2018** (Pages 3 - 10)  
To agree the public minutes and summary of the meeting held on 29 November 2018.
- b) **Finance, General Purposes and Estates Sub-Committee - 18 January 2019**  
(Pages 11 - 14)  
To note the public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 18 January 2019.
- c) **Academic and Personnel Sub-Committee - 18 January 2019** (Pages 15 - 18)  
To note the public minutes of the Academic Personnel Sub-Committee meeting held on 18 January 2019.

### **4. ACTIONS**

Report of the Town Clerk.

**For Information**  
(Pages 19 - 20)

### **5. APPOINTMENT OF CO-OPTED GOVERNORS**

The Chairman to be heard.

**For Decision**

### **6. ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

**For Decision**  
(Pages 21 - 24)

### **7. BOARD MEETING SCHEDULE 2019**

Report of the Town Clerk.

**For Information**  
(Pages 25 - 26)

8. **HEAD OF JUNIOR SCHOOL REPORT**  
Report of the Head of the Junior School.
- For Information**  
(Pages 27 - 30)
9. **HEADMASTER'S PUBLIC REPORT**  
Report of the Headmaster.
- For Information**  
(Pages 31 - 42)
10. **REPORT ON POLICIES**  
Report of the Headmaster.
- For Decision**  
(Pages 43 - 78)
11. **REVISED CAPABILITY PROCEDURE AND PROBATION PROCEDURE**  
Report of the Director of Human Resources.
- For Decision**  
(Pages 79 - 110)
12. **ANNUAL REVIEW OF RISK REGISTERS**  
Report of the Chamberlain.
- For Decision**  
(Pages 111 - 120)
13. **OUTREACH AND PARTNERSHIPS REPORT**  
Report of the Headmaster.
- For Decision**  
(Pages 121 - 134)
14. **BURSARY FUND - RESERVES POLICY REVIEW (TO FOLLOW)**  
Report of the Chamberlain.
- For Decision**
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

17. **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**

18. **NON-PUBLIC MINUTES**

**For Decision**

- a) **Board of Governors - 29 November 2018** (Pages 135 - 142)  
To agree the non-public minutes of the meeting held on 29 November 2018.
- b) **Finance, General Purposes and Estates Sub-Committee - 18 January 2019**  
(Pages 143 - 146)  
To note the non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 18 January 2019.
- c) **Academic and Personnel Sub-Committee – 18 January 2019** (Pages 147 - 150)  
To note the non-public minutes of the Academic & Personnel Sub-Committee meeting held on 18 January 2019.

19. **NON-PUBLIC ACTIONS**

Report of the Town Clerk.

**For Information**  
(Pages 151 - 152)

20. **CITY OF LONDON FREEMEN'S SCHOOL - APPLICATION TO THE CITY FOR A LOAN TO FUND FREEMEN'S ESTATE DEVELOPMENT PLAN (PREVIOUSLY KNOWN AS THE 'MASTERPLAN')**

Report of the Headmaster.

**For Information**  
(Pages 153 - 176)

21. **BURSAR'S REPORT**

Report of the Headmaster.

**For Information**  
(Pages 177 - 204)

22. **HEADMASTER'S NON-PUBLIC REPORT**

Report of the Headmaster.

**For Decision**  
(Pages 205 - 220)

23. **OLD FREEMEN'S ASSOCIATION (OFA) REPORT ON MEMBERSHIP**

Report of the Headmaster.

*N.B. this report was due for consideration at the November 2018 Board meeting but was deferred to a loss of a quorum.*

**For Decision**  
(Pages 221 - 228)

24. **REPORT FROM OLD FREEMEN'S ASSOCIATION REGARDING UPDATE ON PROGRESS AND PROPOSED LEASE FOR WISHED-FOR CLUBHOUSE**

Report of the Headmaster.

**For Decision**  
(Pages 229 - 236)

25. **MANAGEMENT INFORMATION DASHBOARD**

Joint Report of the Chamberlain and Bursar.

**For Information**  
(Pages 237 - 252)

26. **BOARD OF GOVERNORS' SKILLS AUDIT**

Report of the Town Clerk.

**For Information**  
(Pages 253 - 254)

27. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

**For Information**  
(Pages 255 - 256)

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

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

**Part 3 - Confidential Agenda - Circulated Separately**

30. **CONFIDENTIAL MINUTES - BOARD OF GOVERNORS - 6 JUNE 2018**

To agree the confidential minutes of the meeting held on 6 June 2018.

**For Decision**

31. **CONFIDENTIAL MINUTES OF ACADEMIC & PERSONNEL SUB-COMMITTEE - 18 JANUARY 2019**  
To note the confidential minutes of the Academic & Personnel Sub-Committee meeting held on 18 January 2019.

**For Information**

32. **REVIEW OF SENIOR MANAGEMENT PAY STRUCTURE IN THE THREE CITY OF LONDON CORPORATION SCHOOLS**  
Report of the Director of Human Resources.

**For Decision**

33. **STAFF AND STAFFING MATTERS**  
Report of the Headmaster.

**For Information**

34. **TEACHERS PAY PANEL UPDATE**  
Report of the Director of Human Resources.

*N.B. this report was received at the November 2018 Board meeting and has been resubmitted to Governors given its confidential appendices were not formally noted in November 2018 due to a loss of a quorum.*

**For Information**