



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

Date: THURSDAY, 6 JUNE 2019

Time: 11.00 am

Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL, EC2V 5HH

Members:	Deputy John Bennett	Alderman Bronek Masojada
	Deputy Roger Chadwick	Andrew McMillan
	Deputy Kevin Everett	Deputy Hugh Morris
	Nicholas Goddard	Graham Packham
	Tracey Graham	Deputy Elizabeth Rogula
	Brian Harris	Deputy James Thomson (Ex-Officio)
	Michael Hudson	Councillor Chris Townsend
	Deputy Clare James (Ex-Officio)	Deputy Philip Woodhouse
	Alderman Susan Langley	Gillian Yarrow

Enquiries: Polly Dunn
polly.dunn@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm
NB Part of this meeting may be subject to Audio Visual Recording

John Barradell
Town Clerk and Chief Executive

Date	Meeting	Location
25 September 2019	Board of Governors	CLFS
6 November 2019	Academic & Personnel and Finance, General Purposes & Estates	Guildhall
21 November 2019	Board of Governors	Guildhall
13 January 2020	Academic & Personnel and Finance, General Purposes & Estates	CLFS
5 February 2020	Board of Governors	CLFS
11 May 2020	Academic & Personnel and Finance, General Purposes & Estates	Guildhall
3 June 2020	Board of Governors	CLFS

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council dated 25 April 2019 appointing the Board and setting its Terms of Reference.
For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in line with Standing Order 29.
For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in line with Standing Order 30.
For Decision
6. **MINUTES**
To agree the public minutes and summary of the meeting held on 7 February 2019.
For Decision
(Pages 3 - 12)
7. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 13 - 14)
8. **APPOINTMENT OF SUB-COMMITTEES AND LEAD GOVERNORS**
Report of the Town Clerk.
For Decision
(Pages 15 - 20)
9. **APPOINTMENT OF AGBIS GOVERNOR 2019/20**
To appoint an AGBIS Governor for 2019/20.
For Decision
10. **HEADMASTER'S PUBLIC REPORT**
Report of the Headmaster.
For Information
(Pages 21 - 30)

11. **HEAD OF JUNIOR SCHOOL REPORT**
Report of the Head of the Junior School.

For Information
(Pages 31 - 34)

12. **REPORT ON POLICIES**
Report of the Headmaster.

NB – Appendix 2, Armed Rampaging Intruder and Lockdown Policy, has been submitted under the Non-Public Section of the agenda.

For Decision
(Pages 35 - 56)

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

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

15. **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

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 7 February 2019.

For Decision
(Pages 57 - 64)

17. **OUTSTANDING ACTIONS**
Report of the Town Clerk.

For Information
(Pages 65 - 66)

18. **REPORT ON POLICIES - APPENDIX 2**
Report of the Headmaster.

NB – this is a Non-Public appendix to item 12, Report on Policies.

For Decision
(Pages 67 - 72)

19. **HEADMASTER'S NON-PUBLIC REPORT**
Report of the Headmaster.

For Information
(Pages 73 - 82)

20. **BURSAR'S REPORT**
Report of the Headmaster.
For Information
(Pages 83 - 88)
21. **FINANCIAL MANAGEMENT DASHBOARD**
Joint report of the Chamberlain and the Headmaster.
For Information
(Pages 89 - 106)
22. **STRATEGIC INTENT**
Report of the Headmaster.
For Information
(Pages 107 - 116)
23. **ANNUAL REPORT ON SAFEGUARDING**
Report of the Headmaster.
For Information
(Pages 117 - 122)
24. **HEALTH & SAFETY**
Report of the Headmaster.
For Information
(Pages 123 - 132)
25. **ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.
For Information
(Pages 133 - 134)
26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
27. **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

28. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 7 February 2019.
For Decision

ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

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

3. **Membership (until July 2019)**

ALDERMEN

- 2 Susan Langley, O.B.E.
- 1 Bronek Masojada

COMMONERS

- 14 (4) John Alfred Bennett, M.B.E., Deputy
- 10 (4) Michael Hudson
- 7 (3) Stuart John Fraser, C.B.E.
- 6 (3) Graham David Packham
- 15 (2) Roger Arthur Holden Chadwick, O.B.E, Deputy
- 10 (2) Vivienne Littlechild, M.B.E., J.P.
- 6 (2) Hugh Fenton Morris, Deputy
- 10 (1) Elizabeth Rogula, Deputy
- 6 (1) Philip John Woodhouse, Deputy

Vacancy

Vacancy

Vacancy

together with :-

Nicholas Goddard

Brian Harris

Andrew McMillan

Chris Townsend

Lady Gillian Yarrow

Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;

- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL **Thursday, 7 February 2019**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Park Lane, Ashted, KT21 1ET on Thursday, 7 February 2019 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Michael Hudson
Deputy Philip Woodhouse (Deputy Chairman)	Alderman Alistair King (via videolink)
Deputy John Bennett MBE	Vivienne Littlechild MBE
Stuart Fraser	Andrew McMillan
Nicholas Goddard	Deputy Hugh Morris (via videolink)
Brian Harris	Deputy Elizabeth Rogula
	Councillor Chris Townsend
	Gillian Yarrow

Officers:

Chrissie Morgan	- Director of Human Resources
Roland Martin	- Headmaster of the City of London Freeman's School
Stuart Bachelor	- Deputy Headmaster
Matt Robinson	- Head of Junior School
Paul Bridges	- Academic Deputy Head
Sue Williams	- Bursar, City of London Freeman's School
Ola Obadara	- Property Projects Director, City Surveyor's Department
Noyon Choudhury	- Senior Principle Project Manager, City Surveyors Department
Steven Reynolds	- Chamberlain's Department
Alistair MacLellan	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received on behalf of Alderman Sue Langley, Deputy James Thomson and Graham Packham.

Alderman Alistair King and Deputy Hugh Morris attended the meeting by videolink.

1.1 Governor Attendance

Governors considered a report of the Town Clerk regarding Board attendance.

RECEIVED.

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

There were no declarations.

3. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Chairman proposed to take item 5, Appointment of Co-Opted Governors, immediately after item 2, Members' Declarations.

The Governors heard from the Chairman regarding the appointment of co-opted Governors.

RESOLVED, that the following co-opted Governors be re-appointed for a further 4-year term:

- Nicholas Goddard
- Andrew McMillan
- Councillor Chris Townsend
- Lady Gillian Yarrow

[The four co-opted Governors then joined the Board for the rest of the meeting.]

4. **MINUTES**

4.1 **Board of Governors - 29 November 2018**

Andrew McMillan was not present at the 29 November 2018 meeting, but had been listed as attending.

A Governor noted that the bus stop mentioned under item 6 was within the school grounds, not 'near' school grounds as suggested by the minute.

RESOLVED, that the public minutes of the meeting held on 29 November 2018 be approved as a correct record subject to the listed amendments.

4.2 **Finance, General Purposes and Estates Sub-Committee - 18 January 2019**

Governors had before them the public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 18 January 2019.

RECEIVED.

4.3 **Academic and Personnel Sub-Committee - 18 January 2019**

Governors had before them the public minutes of the Academic and Personnel Sub-Committee meeting held on 18 January 2019.

RECEIVED.

5. **ACTIONS**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following matters were raised:

- Governors requested that an update on the status of the Freeman's Estate Development Plan be a standing item on future agendas.
- Regarding the naming ceremony of Walbrook House, the event had been scheduled to coincide with a music concert on the 14th March 2019. The Headmaster was to invite the Alderman of the Ward of Walbrook and his wife to the ceremony and concert.
- The Headmaster informed Governors that a separate column on the Gatehouse sign-in sheet was unnecessary as their names were recorded separately on arrival at the school.
- The Academic Deputy Head informed Governors that a long-term view had been adopted for the changes to the tracking of School data. The work was in hand but needed to be considered thoroughly before amendments were made to system that already worked, albeit with room for improvement.

RECEIVED.

6. **HEADMASTER'S PUBLIC REPORT**

[The Headmaster requested that the Medical Presentation that formed part e) of item 22, the Headmaster's Non-Public Report, be taken at this point in the agenda. The Headmaster was content for the presentation to be taken in public session alongside item 9, the Headmasters Public Report.]

Governors heard from Kate Barron and Liz Holmden, the School Nurse Managers regarding their practice within the school. The Nurse Managers explained that they were supported by two additional nurses; the team had a mixture of backgrounds including paediatric care and care for those with special needs.

The Nurse Managers took responsibility for policy writing, risk assessments, Health, Safety and Wellbeing of students and parents in what they considered a holistic approach to their care giving.

They were pleased to report that the team had moved to be completely paperless which has helped with general data management and ensuring that relevant staff have access to important information. This was particularly helpful in caring for boarders.

Governors heard that students and staff make visits to the Medical Centre, but that the nurse team also had the facility to attend to individuals anywhere around the school if needed. Governors heard that the nurses had completed a

pre-hospital trauma course and attended pitch-side to sports competitions. This had been well received by Freeman's parents, but also by parents of students at competitor schools. Nurses carry oxygen and Entonox for pain-relief; there were also five defibrillators in several strategically placed locations over the site.

Students had access to a GP when a doctor visited once a week. Appointments could be made in advance by the nurses and individuals referred.

The Nurse Managers explained that they had been focussing on ending the stigma surrounding mental health and had started noting trends of individuals attending the Medical Centre. They acknowledged that mental health was an increasingly important element of their work.

In light of recent news stories, a Governor asked a question regarding the School's ability to confiscate phones if there is suspected cyber-bullying or if students were suspected of accessing disturbing materials. The Deputy Headmaster assured Governors that whilst they may not be given relevant passcodes by students, they had a duty of care and permission to confiscate phones in instances like those mentioned.

A Governor asked a question regarding special requirements of boarding students. The Nurse Managers highlighted the impact that boarding could have on students' mental health when settling into a new environment and culture. It was noted that this was particularly relevant for overseas students.

The Chairman thanked the Nurse Managers for their presentation.

Governors considered a Report from the Headmaster. The following matters were raised:-

- The Chairman congratulated the School on the number of Oxbridge offers made to A Level students.
- The Deputy Chairman asked the Headmaster about the progress of Newly Qualified Teachers (NQTs). The Headmaster informed Governors that since their last meeting they had signed off a promising NQT. Another who had spent their NQT year in two different schools, noted in their regular one-to-ones with the Headmaster that they had felt well supported at Freeman's. The Headmaster explained that they had had an NQT had come from a finance background later in their career. It was noted that those that had come to teaching after a career in other sectors proved extremely successful and that Freeman's very much encouraged and supported those that were considering a change of career to teaching.
- With regard to BREXIT Governors heard that there were very few EU national students currently enrolled at the school. It was, however,

impossible to tell if there were EU national parents that may be considering moving. Governors also considered the possibility that some parents may be invited by their employers to move out of the UK should their businesses relocate, but Governors recognised that this may lead to a surge in boarding applicants.

RECEIVED.

7. ANNUAL REVIEW OF TERMS OF REFERENCE

Governors considered a report of the Town Clerk regarding the annual review of the Board's terms of reference.

RESOLVED, that no amendments to the terms of reference were required.

8. BOARD MEETING SCHEDULE 2019

Governors had before them a report of the Town Clerk regarding the Board's 2019 meeting schedule. The following matters were raised:-

- Governors requested that the meeting location be added to the schedule; and
- Governors requested the Town Clerk work with the Deputy Headmaster in order to incorporate an appropriate schedule for review of policies.

RECEIVED.

9. HEAD OF JUNIOR SCHOOL REPORT

Governors considered a report of the Head of Junior School. The following matters were raised:-

- The Head of Junior School informed Governors that four students had been selected for the Surrey Cross-Country Running Team.
- A Governor asked whether there was scope to increase the variety of Summer Sports available, following a conversation with students. Governors were informed that staff had been aware of students desire for different sport options and that the matter was being investigated as part of the curriculum review.

RECEIVED.

10. REPORT ON POLICIES

Governors considered a report of the Headmaster regarding policies. The following matters were raised:-

- A Governor commented that it had been incredibly helpful to have tracked changes visible on the policy documents set before them for approval.

- A Governor noted that there had been a paragraph numbering issue on the Admissions Policy that needed rectifying.

RESOLVED, that

- the 'Code of Conduct and School Rules' be approved;
- the 'Admissions Policy' be approved;
- the Drugs Policy be approved; and
- the recommended changes to the terms of reference of the Academic & Personnel Sub-Committee, and Finance, General Purposes & Estates Sub-Committee, allowing the Sub-Committees to approve non-statutory policies on the Board's behalf, be approved.

[At this point in the meeting those attending by Video Link left due to the poor quality of connection.]

11. REVISED CAPABILITY PROCEDURE AND PROBATION PROCEDURE

Governors considered a report of the Director of Human Resources.

RECEIVED.

12. ANNUAL REVIEW OF RISK REGISTERS

Governors considered a report of the Chamberlain and the Bursar regarding the annual review of risk registers for: the City of London Freeman's School Bursary Fund and Charities Administered in Connection with the City of London Freeman's School. The following matters were raised:-

- Governors requested that the Risk Registers be included as A3 sheets in future agenda packs.

RESOLVED, that the registers satisfactorily set out the risks facing the charities and that there were appropriate measures in place to mitigate those risks.

13. OUTREACH AND PARTNERSHIPS REPORT

Governors considered a report of the Headmaster regarding outreach and partnerships. The following matters were raised:-

- A Governor asked how engaged the Education Board and the Family of Schools were with the Counterpoint Programme. The Headmaster explained that the City of London Freeman's School had been working with the Southwark Academies Trust and Southwark primary schools but had other country-wide pilots in Kent and Bolton. He noted that this programme may end up in City Independent Schools, but at present the programme was in a two-year, information gathering, pilot stage. A Governor asked whether parents were concerned that time was being taken out of students' academic learning, but the Headmaster confirmed

that the Counterpoint Programme had so far only been met with positive comments from parents.

- A Governor asked whether Staff had the capacity to continue with the volume of outreach work; the Headmaster explained that Freeman's School staff were certainly able to continue to dedicate time to outreach and partnership projects and that capacity was not an issue.
- A Governor asked whether there was greater scope for joint working with the City of London Family of Schools. The Headmaster agreed that more work with the Family of Schools would be good, however, there was a restriction on how much they could do given their distance from the City. Discussion led to the amount of time staff had to dedicate when travelling to the Guildhall or other City Schools and Governors requested that if Freeman's staff were being invited to training courses that would take them out of the school for a significant amount of time, that these requests should in some way come through the Board of Governors.
- Governors noted their thanks to Kerri Martin, the Outreach & Partnerships Officer, for such a comprehensive paper.

RESOLVED, that

- the Board of Governors note the contents of the report; and
- the summary of the report in Appendix 1 be submitted to the Education Board for information.

[Note that Item 14, Bursary Fund Reserves Policy, was taken in the Non-Public Part of the agenda.]

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

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Deputy Chairman thanked the Chairman for his contribution to the School over the past three years as his term as Chairman drew to an end.

The Chairman thanked Vivienne Littlechild MBE, who would be stepping down from the Board, for her long service and contribution to the School.

Governors extended thanks to the Bursar for her fantastic work with the School and wished her well in her new job.

16. 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

17. NON-PUBLIC MINUTES

17.1 Board of Governors - 29 November 2018

RESOLVED, that the non-public minutes of the meeting held on 29 November 2018 be approved as a correct record.

17.2 Finance, General Purposes and Estates Sub-Committee - 18 January 2019

Non-Public minutes of the Finance, General Purposes & Estates Sub-Committee meeting held on 18 January 2019.

RECEIVED.

17.3 Academic and Personnel Sub-Committee - 18 January 2019

Non-Public minutes of the Academic and Personnel Sub-Committee meeting held on 18 January 2019.

RECEIVED.

18. NON-PUBLIC ACTIONS

Governors considered a report of the Town Clerk regarding outstanding actions.

19. 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')

Governors considered a report of the Headmaster on the School's application to the City for a loan to fund the Freeman's Estate Development Plan (previously known as the 'Masterplan').

[The Director of Human Resources joined the meeting. The Chairman resolved to take the confidential agenda, items 30-34, at this point.]

20. CONFIDENTIAL MINUTES - BOARD OF GOVERNORS - 6 JUNE 2018

RESOLVED, to approve the confidential meeting of the Board of Governors held on 6 June 2018.

21. CONFIDENTIAL MINUTES OF ACADEMIC & PERSONNEL SUB-COMMITTEE - 18 JANUARY 2019

Confidential minutes of the Academic and Personnel Sub-Committee held on 18 January 2019.

22. REVIEW OF SENIOR MANAGEMENT PAY STRUCTURE IN THE THREE CITY OF LONDON CORPORATION SCHOOLS

Governors considered a report of the Director of Human Resources regarding the review of Senior Management Pay Structures in the three City of London Corporation Schools.

23. **STAFF AND STAFFING MATTERS**
Governors considered a report of the Headmaster on staff and staffing matters.
24. **TEACHERS PAY PANEL UPDATE**
Governors considered a report of the Director of Human Resources.
- [The Board meeting resumed its Non-Public agenda.]*
25. **BURSAR'S REPORT**
Governors considered a report of the Bursar.
26. **HEADMASTER'S NON-PUBLIC REPORT**
Governors considered a report of the Headmaster.
27. **OLD FREEMEN'S ASSOCIATION (OFA) REPORT ON MEMBERSHIP**
Governors considered a report of the Headmaster regarding Membership Schemes to the Old Freeman's Association (OFA).
28. **REPORT FROM OLD FREEMEN'S ASSOCIATION REGARDING UPDATE ON PROGRESS AND PROPOSED LEASE FOR WISHED-FOR CLUBHOUSE**
Governors considered a report of the Headmaster regarding the progress and proposed lease for the wished-for Old Freeman's Association (OFA) Clubhouse.
29. **BURSARY FUND - RESERVES POLICY REVIEW (TO FOLLOW)**
Governors considered a report of the Chamberlain regarding the Bursary Fund Policy Reserves Review.
30. **MANAGEMENT INFORMATION DASHBOARD**
Governors considered a report of the Chamberlain regarding the School's Management Information Dashboard.
31. **BOARD OF GOVERNORS' SKILLS AUDIT**
Governors considered a report of the Town Clerk regarding the Board of Governors' Skills Audit.
32. **REPORT OF ACTION TAKEN**
Governors considered a report of the Town Clerk regarding Action Taken between meetings.
33. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
34. **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.

The meeting ended at 1.57 pm

Chairman

Contact Officer: Polly Dunn
Polly.Dunn@cityoflondon.gov.uk

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

Actions

Ref.	Date	Action	Officer responsible	Progress Update
1P/CLFS/2019	7 February 2019	Masterplan update to feature as a standing item on future Board agendas	Town Clerk	Ongoing
2P/CLFS/2019	7 February 2019	Update on the progress of proposed changes to tracking of School Data.	Headmaster	Verbal update at June 2019 meeting.
3P/CLFS/2019	7 February 2019	Meeting location to be added to the Board Meeting Schedule	Town Clerk	Completed
4P/CLFS/2019	7 February 2019	Once a policy review schedule had been established, this would be integrated into the Board Meeting Schedule	Town Clerk/Deputy Head	Verbal update at June 2019 meeting
5P/CLFS/2019	7 February 2019	Update the Terms of Reference of the Academic & Personnel and Finance, General Purposes & Estates Sub-Committees, to include the ability to approve non-statutory policies on the Board's behalf.	Town Clerk	Completed

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Committee(s) Board of Governors of the City of London Freemen's School	Dated: 6 June 2019
Subject: Appointment of Sub-Committees and Named Governors 2019/20	Public
Report of: Town Clerk	For Decision
Report author: Polly Dunn, Town Clerk's Department	

Summary

This report sets out, for approval, the composition and terms of reference of the Board of Governors' various Committees and requests that the Board give consideration to the appointment of Named Governors with responsibility for oversight of a specific aspect of School life.

Recommendation(s)

That Members,

- Agree the terms of reference of the sub-committees of the Board;
- Confirm the membership of those sub-committees for 2019/20.
- Consider the appointment of Named Governors to portfolios.

Main Report

Committees of the Board

Bursary Committee

1. The Bursary Committee considers applications for 'Hardship Bursaries' to pupils where the parents fall into financial hardship and are unable to pay the school fees or where a pupil is unable to take up a place at the respective School because of financial hardship. These awards are funded from the charitable trust funds for the school and any awards made are reviewed on an annual basis (after three terms of assistance).
2. Meetings are called when an application for assistance is received.
3. Membership for 2018/19:
 - Roger Chadwick
 - Philip Woodhouse
 - Brian Harris
 - Andrew McMillan

- Chris Townsend

Finance, General Purposes and Estates Committee

4. This sub-committee was formed in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
5. The sub-committee has a monitoring role, identifying any financial problems before they became serious and recommending a course of action to the Board so that it may take any relevant decisions.
6. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub Committee the power to approve non-statutory policies, as appropriate.
7. The sub-committee meets once a term in sufficient time to report to the Board any matters that need agreement.
8. Membership for 2018/19:
 - Roger Chadwick
 - Philip Woodhouse
 - Nicholas Goddard
 - Brian Harris
 - Andrew McMillan
 - Chris Townsend
 - Lady Gillian Yarrow

Academic and Personnel Committee

9. This sub-committee was formed as the Academic and Education Sub-Committee in June 2007. In October 2011, its membership was expanded from a total of five to six members as to avoid the sub-committee being inquorate.
10. The title of the sub-committee was changed to the Academic and Personnel Sub-Committee in September 2017, and its terms of reference adjusted to reflect its responsibility to monitor general safeguarding matters.
11. The Academic and Personnel Sub Committee has an important role in supporting the Head and senior management team, ensuring that important curricular and staffing issues are given appropriate discussion by Governors. To enable the Sub Committee to fulfil this role it is expected that Governors appointed to the Sub Committee would, with the Headmasters support, attend classes from time to time.
12. At the Board of Governors at the meeting of 7 February 2019 the Board agreed to delegate to its Sub Committee the power to approve non-statutory policies, as appropriate.
13. The sub committee meets once a term in sufficient time to report to the Board any matters that need agreement.

14. Membership for 2018/19:

- Roger Chadwick
- Philip Woodhouse
- Nicholas Goddard
- Brian Harris
- Andrew McMillan
- Chris Townsend
- Lady Gillian Yarrow

Named Governors

15. The Board of Governors has to date appointed a Named Governor who is responsible for the oversight of a particular aspect of School life. Named Governors are expected to provide updates to the Board of Governors and perform certain duties for the School.

16. Town Clerk's records indicate current Named Governors are Andrew McMillan (Boarding) and Nick Goddard (Health and Safety) and Stuart Fraser (Safeguarding). Following the resignation of Stuart Fraser from the Court of Common Council and therefore the Board, Governors are invited to make Named Governor appointment for Safeguarding for 2019/20, and to provide any comments on what other areas of School life would benefit from the allocation of a Named Governor.

Appendices

- Composition, Quorum and Terms of Reference of Sub-Committees

Polly Dunn

Town Clerk's Department

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(A) Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to five other Governors appointed by the Board of Governors.

Quorum

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Headmaster of the School have power by a simple majority of those present and voting at a meeting of the Bursary Committee to apply the Fund for the advancement of public education by the following purposes:-

- (i) contributing towards the fees payable to the School on behalf of suitably qualified pupils who but for financial assistance having commenced education at the School would not be able to continue their education at the School;
- (ii) contributing towards the fees payable to the School on behalf of pupils of academic merit who but for financial assistance would not be able to obtain suitable education at the School;
- (iii) such other charitable purposes as shall be associated with the School as the Bursary Committee shall direct.

Provided always that no such bursary shall be made in respect of a pupil who is the issue of a parent of a member of the Board or of the spouse of such a member.

(B) 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).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Academic and Personnel sub-committee.

Quorum

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;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; 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).

(C) Academic and Personnel Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freeman's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Finance, General Purposes and Estates sub-committee.

Quorum

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

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

- to monitor general compliance with child protection requirements (not involving individual cases); and
- 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 make recommendations on any other issues which have been referred by the full Board.

With power to act on the following matters:

- To agree requests for Sabbatical Leave;
- To approve non-statutory policies relevant to the wider remit of the Sub-Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

Committee(s)	Dated:
The Board of Governors of the City of London Freemen's School For information/for decision	06062019
Subject: Headmaster's Report	Public
Report of: Headmaster, City of London Freemen's School	For Discussion/ For Information

Summary

This report is intended to give the Board pertinent information regarding Freemen's since the last meeting held on 7th February, 2019.

- a) School Roll
- b) Wider impact of BREXIT
- c) Recent and forthcoming events
- d) Pupil achievements and successes

Recommendation(s)

Members are asked to:

- note the contents of this report;
- pay particular notice to items for discussion.

Main Report

a) School roll

FOR INFORMATION:

1. Current School Roll data is provided for members in *Appendix 1*.

b) Wider impact of BREXIT

FOR INFORMATION/DISCUSSION

2. The Town Clerk has asked for this item to be put as a Standing Item at all Grand Committees.

3. Further to my February update on this matter, I should register with Governors that we have had more parents withdraw their children from the School at various different years owing to family relocation overseas. In some cases, these relocations have certainly been a result of the relocation of offices to other European cities as a result of Brexit.
4. I have asked the Director of External Relations to keep a spreadsheet of the number of families that relocate in order that we can analyse any significant trends that arise in the months ahead and will report back to Governors as and when such trends become apparent.
5. In the meantime, we are continuing to recruit pupils into the School.

c) Recent and forthcoming events

FOR INFORMATION

6. A list of recent and forthcoming events is included for members as *Appendix 2*.

d) Pupil achievements and successes

FOR INFORMATION

7. In April, one of our Sixth Formers won the Sutton Music Service, Young Musician of the Year competition.
8. Following auditions during January and February, a Lower 5 pupil has been successful in gaining a place in the National Youth Music Theatre - 2019 production of Legend Trippers. He has been cast in the role of L.T. (Lead Tripper) which as the name suggests is the lead character within the production.
9. It has been a busy school sporting term, which has seen the percentage of pupils who have participated in school fixtures since September reach 85%.
10. There have been some standout team performances throughout the school with the Under 15's boys rugby team reaching the semi-finals of the National Bowl, the U15A girls hockey team remaining undefeated in block fixtures for the second consecutive year. The U14A, U14B and U12A netball teams winning their respective District tournaments, and the U15A's and U12B's netball teams coming runners up in their District competition. As well as a phenomenal silver medal in the U13 British Schools Team Fencing Championship.
11. Currently in the school we have the UK Under 18 Powerlifting Champion, three of the top eight U14 Epee fencers in the South East Region, the winner of the U14 London Region Sabre fencing competition and the bronze medallist from the U18 South East Region Girls Epee competition. As well as 29 County sportspeople across numerous different sports, an archer who has

been competing against Olympians, and three Surrey Schools swimming gold medallists.

12. Despite the unpredictable weather Freeman's pupils had another hugely successful day at the Central Surrey Athletics Championships held at the David Weir Stadium in May. For the 4th year running the Junior Girls Team comprising of pupils from Upper 3, Lower 4 & Upper 4 were crowned District Champions fending off strong competition from 12 other local schools. The Inter Girls (Lower 5) also had a very successful day, finishing a creditable 5th overall.
13. U4 pupils who took a devised piece to The Leatherhead Drama Festival, held in The Leatherhead Theatre in the second week of May have been shortlisted in the 'Best New Play' category; I will update Governors at the meeting of the outcome of the adjudication.

Appendices

- Appendix 1: School Roll
- Appendix 2: Recent and Forthcoming Events

Roland Martin
Headmaster

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VACANCIES

Appendix 1

2019			Current Boys	Current Girls	Total Current Pupils	Registrations	Confirmed Exam Candidates	Overseas Exam Confirmed	Notice Given	Notice Given Boys	Notice Given Girls	Offers Made	Offers Declined	Total Offers Accepted	Accepted Boys	Accepted Girls	Confirmed Boys	Confirmed Girls	Confirmed Total	Offers Pending	Vacancies
7+	Year 3	F1			0	99	4		0			64	8	54	26	28	26	28	54	2	4
8+	Year 4	L2	31	29	60	21			2	1	1	1		1		1	30	29	59	0	1
9+	Year 5	U2	27	30	57	15	5		1	1	1	7	2	2	2		28	29	57	3	0
10+	Year 6	L3	28	33	61	20	1		4	3	1	4		4	1	3	26	35	61	0	-1
11+	Year 7	U3	34	27	61	157	1		3	2	1	54	30	24	9	15	41	41	82	0	-2
12+	Year 8	L4	37	44	81	17	2		2		2	0		0			37	42	79	0	1
13+	Year 9	U4	39	38	77	119	7	5	1		1	39	20	18	12	6	51	43	94	1	5
14+	Year 10	L5	52	40	92	56		8	1		1	16	6	10	6	4	58	43	101	0	-1
15+	Year 11	U5	49	43	92	n/a	n/a	n/a	4		3			0			49	40	89	0	n.a.
16+	Year 12	L6	54	45	99	172		7	18	9	9	44	15	28	10	18	55	54	109	1	15
17+	Year 13	U6	51	64	115	n/a	n/a	n/a	0								51	64	115		
18+			54	58	112	n/a	n/a	n/a	0								54	58			n.a
Total			456	451	907	676	20	20	36	16	20	229	81	141	66	75	452	448	900	7	22
Full Boarding Boys			23		23	50			13	13		17	8		8		18		18	3	9
Weekly Boarding Boys			6		6	12			4	4		0					2		3	0	
Full Boarding Girls				28	28	56			11		11	19	8			10		27	2	2	2
Weekly Boarding Girls				2	2	4			1		1							1	2	0	

Plese

13+ 2020			Current Boys	Current Girls	Total Current Pupils	Registrations	Confirmed Exam Candidates	Overseas Exam Confirmed	Withdrawn	Boys Withdrawn	Girls Withdrawn	Offers Made	Offers Declined	Total Offers Accepted	Accepted Boys	Accepted Girls	Provisional Boys	Provisional Girls	Provisional Total	Offers Pending	Vacancies
Yr 6 Pre Test	Year 9	U4	36	45	81	38	27	3	0			14	10	4	4		40	45	85	0	15
Yr 7 Pre Test	Year 9	U4	41	42	83	10			0			1		0			41	42	83	1	16

13+ 2021			Current Boys	Current Girls	Total Current Pupils	Registrations	Confirmed Exam Candidates	Overseas Exam Confirmed	Withdrawn	Boys Withdrawn	Girls Withdrawn	Offers Made	Offers Declined	Total Offers Accepted	Accepted Boys	Accepted Girls	Provisional Boys	Provisional Girls	Provisional Total	Offers Pending	Vacancies
Yr 6 Pre Test	Year 9	U4	28	33	61				0			6		0			28	33	61	6	13

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Name of Trip	Depart Date	Return Date	Subject	Year Group	Number of Pupils Going
2018 - 2019					
February					
Mock Trial Competition	02 February 2019		Enrichment	L6	12
Air Squadron Trophy	03 February 2019		CCF - RAF	U4 - U6	9
Senior Maths National Team Final	05 February 2019		Maths	L6, U6	4
YES Programme at Atkins	05 February 2019			L4	10
Pro Corda Chamber Music Comp	07 February 2019		Music	L2 - U6	12
Air Experience Flying	07 February 2019		CCF - RAF	L5 - U6	7
Scholars' Trip to Mandela	11 February 2019		Scholars	L5 - U6	30
CoL and International Churchill Society Debating Workshop	11 February 2019		Debating	L4 - L5	4
Walton Heath Manor Care Home	14 February 2019		Enrichment	F1	15
History Trip to New York and Washington	15 February 2019	21 February 2019	History & Politics	L6 & U6	40
Senior School Ski Trip	16 February 2019	23 February 2019	Senior School	U4 - U5	approx 40
CCF Shooting Team	19 February 2019		CCF	U4 - U6	7
A Level Drama Trip to Equus	23 February 2019		Drama	L6 & U6	7
Oxford Schools Debating Competition	26 February 2019		Debating	L6	6
Eton Keynes Society Trip	26 February 2019		BS & Economics	L6	13
Joint Chamber Music Concert	28 February 2019		Music	U2 - U6	40
Tacitus Lecture	28 February 2019		BS & Economics	L6	4
March					
CCF D of E Training Day	03 March 2019		CCF	U5 - U6	43
YES Programme at Atkins	05 March 2019			L4	10
Junior Team maths Challenge	06 March 2019		Maths	L4 and U4	4
City Day	07 March 2019		School	L4 & U6	189
Physics in Action	08 March 2019		Physics	L6 & U6	27
L3 Visit to Sutton Life Centre	08 March 2019		Life Lessons	L3	61
CCF Ex Half Way	09 March 2019		CCF	U4 - U6	60
CLS MUN Conference	09 March 2019		MUN	L6 & U6	9
Guildhall Debating Competition	11 March 2019		Debating	U4 & L5	4
What Next? Day at University of Oxford	13 March 2019		Maths	L6	3
L3 Trip to Woking Theatre	14 March 2019		L3	L3	61
St Christopher's Music Festival	14 March 2019		Music	L4 & U4	3
City Schools' Concert	15 March 2019		Music	L6 & U6	6

Name of Trip	Depart Date	Return Date	Subject	Year Group	Number of Pupils Going
CCF D of E Canoe Training Day	17 March 2019		CCF	U5 - U6	43
L4 Geography Trip to Kingston	19 March 2019		Geography	L4	77
U2 Visit to St George's Church	20 March 2019		RS	U2	60
Tacitus Inter Schools debating Competition	25 March 2019		BS and Econ	L6	6
Theatre Club Trip to Frankenstein	25 March 2019		Theatre Trip	L5 - U6	26
L6 Youth Summit	28 March 2019		Biology	L6	7
Scholars' Trip to Bletchley Park	29 March 2019		Scholars	U3 - U4	23
CCF D of E Bronze Canoe Assessment	30 March 2019	31 March 2019	CCF	U4	20
April					
L2 Hampton Court Trip	03 April 2019		History	L2	57
L6 English Trip to Canterbury	03 April 2019		English	L6	9
Junior School Ski Trip	06 April 2019	13 April 2019	Junior School Ski Trip	U2 - L4	70
Fontainebleau School of Acting	07 April 2019	14 April 2019	Drama Trip	U4 - U6	20
CCF Ex Spring Step - Easter AT Spain	07 April 2019	14 April 2019	CCF	U4 - U6	23
CCF D of E Gold Canoe Practice Expedition	15 April 2019	17 April 2019	CCF	L6	6
CCF Ex Summer Stroll	25 April 2019		CCF	U4 - U6	49
L6 Geography Barcelona Trip	27 April 2019	01 May 2019	Geography	L6	18
Zambia Training Walk	28 April 2019		Zambia	U5 - L6	up to 23
May					
Guildford Inter Schools Maths Quiz	01 May 2019		Maths	?	12
Pupils Debating Match	02 May 2019		Debating	L5	1
D of e Gold Training Day	05 May 2019		D of E	L6	12
YES Programme at Atkins	07 May 2019			L4	10
CCF D of E Silver Practice Expedition	10 May 2019	12 May 2019	D of E / CCF	L5	10
D of E Silver Practice Expedition	10 May 2019	12 May 2019	D of E	L5	31
U3 Beachy Head	14 May 2019		Geography	U3	81
Leatherhead Drama Festival	14 May 2019		Drama	U4	12
Red House Care Home Trip	23 May 2019		Enrichment	F1	15
June					
L3 Bikeability	03 June 2019	07 June 2018	Bikeability	L3	62
Mini Factory Trip	04 June 2019		Dt and BS	L5 & L6	26
YES Programme at Atkins	04 June 2019			L4	10
All My Sons	04 June 2019		English	L6	20

Name of Trip	Depart Date	Return Date	Subject	Year Group	Number of Pupils Going
RAF Air Experience Day	06 June 2019		CCF	U4 & L5	5
U2 Brenscombe Trip	07 June 2019	09 June 2019		U2	61
U3 RS Trip to Hindu Temple	07 June 2019		RS	U3	81
Wimbledon High School MUN Conference	08 June 2019		MUN	L4 - L5	12
L6 Biology Field Trip	11 June 2019		Biology	L6	31
Model Making & British Museum	13 June 2019		Art	L5 & L6	13
L3 Osmington Bay	14 June 2019	17 June 2019	L3	L3	61
L4 End of Junior School Trip	14 June 2019		Teambuilding	L4	77
Surrey Primary Schools Big Orchestra	14 June 2019		Music	L4 - L5	10
German and History Trip to Berlin	16 June 2019	22 June 2018	German and History	L5 & L6	approx. 40
L2 High Ashurst	17 June 2019	19 June 2019			
U4 Box Hill Trip	17 June 2019		Geography	U4	60
U4 Box Hill Trip	19 June 2019		Geography	U4	30
L4 Trip to a Midsummer Night's Dream	19 June 2019		English	L4	77
Walton Heath Manor Care Home	20 June 2019		Enrichment	F1	15
Hamlet Trip	21 June 2019		English	L6	20
U2 Nower Wood Trip	21 June 2019		Science	U2	61
IELTS	22 June 2019		EAL	L6	4
BASE International Final 2019	25 June 2019		BS & Economics	L6	4
Form 1 Ashted Village Trip	27 June 2019		Geography	F1	59
U3 Marwell Zoo Trip	27 June 2019		Biology	U3	81
Zambia Expedition	end June	end July	World Challenge	U5 - U6	22
Barbados Girls Tour	04 July 2019	15 July 2019	Games	U5 - U6	
Sri Lanka Girls Tour	beginning July	end July			
July					
Senior Rugby Tour	06 July 2019	19 July 2019	Rugby	U5 - U6	
Senior Rugby Tour	06 July 2019	21 July 2019	Rugby	U5 - U6	47
August					
CCF Gliding Week (5 day trips)	19 August 2019	23 August 2019	CCF	U4 - U6	6
2019 - 2020					
September					
U4 PGL Trip	13 September 2019	15 September 2019	U4	U4	approx 95
U5 Snowdonia Trip	24 September 2019	26 September 2019	Geography	U5	52

Name of Trip	Depart Date	Return Date	Subject	Year Group	Number of Pupils Going
October					
U4 Battlefields Trip	18 October 2019		History	U4	approx. 90
Geography Trip to Morocco	22 October 2019	27 October 2019	Geography	L5 - U6	approx 30
U13 Jersey Sports Tour	24 October 2019	27 October 2019	Games	L4	50
November					
Biology in Action	18 November 2019		Biology	L6	21
February					
Senior School Ski Trip	15 February 2020	21 February 2020	Skiing	U4 - U5	up to 48
June					
U4 Dorset CoastLine Fieldwork	12 June 2020	13 June 2020	Geography	U4	60
July					
Costa Rica Trip	After School finishes	July			
August					
Edinburgh Festival	August	August			

Committee(s)	Dated:
Board of Governors of the City of London Freeman's School	06062019
Subject: Report of the Head of the Junior School of Freeman's	Public
Report of: Matt Robinson (Head of Junior School at Freeman's)	For Information

Summary

This report details what has happened in the Junior School at Freeman's since the February report. It lists staff news, pupil activity and achievement.

Main Report

Staff News

1. ■ left us at the end of last term and her timetable has been carefully shared around existing staff. A new teacher of DT has been appointed and will start in September.
2. ■ is due to return from maternity leave in the term's final week. ■ who has acted in her place will assume the responsibility of Assistant Director of Sport across the school from September.
3. ■ (Head of L3) will assume a second responsibility of Head of Junior Sport across the school from September.
4. Nearly all KS2 teachers will move year groups within KS2 over the summer, and we introduce a number of new staff into U3 and L4. The Heads of Year will remain for 2019-20 but will move for September 2020.

Academic

5. Recruitment has been strong into the JS again. We are developing the balcony classrooms to increase capacity and U3 will start 2019-2020 at 82. We expect the JS role to be 396.
6. ■ continues to develop the JS assessment strategies with ■ and under the supervision of ■ and ■. Staff and parents are appreciative of the information about the children and its assistance in planning lessons.

7. In March, Our Junior Maths team (consisting of two L4s and two ex-JS U4s) came 1st ahead of 21 other schools in Surrey. In winning, they qualified for the National Finals in June.
8. Three L3 boys, ■■■, ■■ and ■■■ all won places in the final round of the Primary Maths Challenge - the national mathematics competition, achieving two bronze medals and a silver for ■■.
9. On April 1st, Georgina Iceton (OFA) returned to the school to discuss her career in the music industry and where her love of music had started. She became quite emotional when she heard that Mr Dodds was still at Freeman's.
10. Junior Astronomy club grows in size and ambition. Water rockets were fired into the air from a recently erected temporary launch pad to the whole group's huge delight.

Trips

11. City Day was the annual pilgrimage triumph; we worshipped in St Mary-Le-Bow, ate in Guildhall and then learned in Museum of London. The L4 children were a credit to us all.
12. In early March the Lower 4 Geography trip to Kingston to study city planning was interesting in many ways. The children learned about civic responsibilities and I ended up in the Kingston hospital with an allergic child!
13. I joined the L3-U4 scholars on a trip to Bletchley Park at the end of March. Led by ■■■ (Head of Scholars) the experience was enjoyed thoroughly by children, and was followed up with a Cryptic crossword seminar in early May. Do we have budding spies in our midst?
14. On April 3rd, ■■■ and her colleagues took the whole of the Lower 2 year group to Hampton Court Palace as part of their History curriculum. We were complimented on the children's behaviour.
15. ■■■ led another hugely enjoyed JS ski trip to Montgenevre, of which there are hundreds of photos on the JS Twitter feed. 8 staff and 60 kids had a blast, such that I have threatened to join them next year!

Arts

16. In March, a string ensemble represented us at the St Christopher's Music concert. The children performed Mozart Piano Trio in G, and their verve and skill were hugely appreciated.
17. The Spring term music grades are in. 3 x initial grades, 34 x grades 1, 2 and 3, 7 x grade 4, 3 x grade 5 and 1 grade 6 from a Lower 3 girl.

18. So too have the children been achieving impressively in their Lamda exams. I handed out over 50 certificates in assembly in mid-May, including nine grade 4s, which are rare for children younger than 14.
19. The talent shows in March were great successes with many children from U2 to L4 performing songs, dances, skits and stand up. Full house on each night led long applause at the evenings' ends.
20. The Lower 3 play, *Scheherazade*, which played to Lower Juniors, visitors from St Christopher's and, for two nights, to parents, was a glorious explosion of colour, sound, dance and mystery. Some brilliant performances were supported by the whole year group's involvement. I was very proud.
21. A number of children have personal musical experiences out of school but three are worthy of mention here: ■■■ of U2 played violin and piano at a Richmond Music Festival. She came third in Own Choice Solo Piano (9-10 years) and came first in Junior String Concerto for violin. ■■■ of U3 took part in the 'Music is for Life' concert at the Royal Albert Hall as a member of the Merton Youth Concert Band. In March at the Godalming Festival ■■■ (L3) won, with Distinction, the 11 Years and Under, String Recital class, for the second year running.
22. In early May, the Lower 2s held a special tea party, reciting poetry, singing songs and dancing for their grandparents. The children sat at tables after their performances and helped the septuagenarians eat the fairy cakes.

Sport

23. ■■■, who joined us this year, has continued to do wonders with JS running. We continue to produce superb cross-country and middle/long distance runners; indeed, at the recent District championships the Middle Junior girls won for the fourth year running.
24. ■■■ (Head of Sport) and his colleagues have further developed their new approach to F1 and L2 children trying all sports irrespective of gender due extra squad sessions. Presently cricket is the no 1 choice ... by far.
25. Our U11 swimmers represented us expertly at the East Regional Primary Championships! The girls came 8th in Medley Final; the boys were 3rd in Medley Final and qualify for the Nationals in June.
26. We are producing some decent tennis players in the same age groups: both U10 boys and U11 girls reached the semi-finals of the Southern District tennis finals.
27. As ever there has been lots of fencing success, so blessed are we with our four brilliant U3 and L4 girl fencers. Certainly, the highlight was ■■■, ■■■ and

■ securing silver medals in the British School Fencing Championships in March, adding to the gold medals they won in 2017 and 2018.

28. Cricket is growing throughout the school, as the Junior girls are now playing it as their major summer sport. Some U12 girls are playing with a hard ball, and will have played in a hard ball match with the boys by the governors' meeting.

Conclusion

29. I should like to draw Governors' attention to our Twitter feed which will keep you up to date with all Junior news.

Matt Robinson

Head of the Junior School at Freeman's

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Committee(s)	Dated:
The Board of Governors of the City of London Freeman's School	06062019
Subject: Report on Policies	Public
Report of: Headmaster	For Discussion/ Decision
Report author: Stuart Bachelor, Deputy Head	

Summary

This report is for Governor engagement and decision.

- a) Background
- b) Recommendation

Recommendation(s)

Members are asked to:

- Scrutinise the policies in this report;
- Ask questions of the Deputy Head and Headmaster surrounding these policies;
- Approve the policies presented.

Main Report

a) Background

1. Members will understand that they are responsible for the School's policies and that oversight of them is an important part of their duties.
2. At the last Board of Governors meeting, it was agreed that a Governors' Portal be established on the School's website so that Governors could examine at leisure those policies not on the unrestricted area of the website. Governors will very shortly be receiving details for how to access this area.
3. At the same meeting it was decided to agree a schedule of policies to be approved by members at Full Board and sub-committee meetings over the coming months and years. This can be found at *Appendix 1*. Governors will note that the frequency with which policies are reviewed relates to their relative importance and how frequently they are likely to change. Sub-committees are, in line with their recently amended terms of reference, only empowered to approve non-statutory policies.

4. Policies in need of oversight at this meeting are:
Appendix 2: Armed Rampaging Intruder and Lockdown Policy (new policy)
Appendix 3: Behaviour Policy (last approved by Governors 6/6/18)
Appendix 4: Equal Opportunities Policy (last discussed by Governors 18/4/18)
5. The development of an Armed Rampaging Intruder and Lockdown Policy is chiefly in response to terrorist attacks in London and elsewhere. In parallel to this, the Deputy Head met in March with the Managing Director of ISQ International, a security consultancy, who has produced an estimated quotation of £5,500 to conduct an audit of the School site and £10,000 to conduct a rehearsal of a lockdown. Governors have rightly shown a keen recent interest in the security of the site and are invited to discuss whether to support the implementation of the draft Policy in-house or to work with ISQ.
6. The Behaviour Policy was changed significantly last year, and the bulk of the amendments are tweaks proposed in the light of experience. Governors will also note greater clarity over sanctions likely to be awarded for misdemeanours relating to youth-produced sexual imagery, which is a growing issue in senior education. A Headmaster's Detention is also proposed in order to bridge the gap on our 'sanctions line' between a Head of Section Detention and suspension.
7. There are no significant changes proposed to the Equal Opportunities Policy. Amendments reflect the City's chosen nomenclature of protected characteristics.

b) Recommendation

FOR DECISION

8. It is recommended that Governors advise whether to support the implementation of the Armed Rampaging Intruder and Lockdown Policy in-house or to work with ISQ.
9. It is recommended that Governors approve the policies included as appendices in this report.

Appendices

- Appendix 1: Governor Policy Scrutiny Schedule
- Appendix 2: Armed Rampaging Intruder and Lockdown Policy
- Appendix 3: Behaviour Policy
- Appendix 4: Equal Opportunities Policy

Stuart Bachelor

Deputy Head

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APSC May 2019	FGPESC May 2019	H&S May 2019 Physical Restraint	FB June 2019 Armed Intruder and Lockdown Behaviour Equal Opportunities	FB Sept 2019 First Aid Safeguarding SENDA 3-year plans Supervision
APSC Oct 2019 Co-curricular Non-examined Assessments	FGPESC Oct 2019 Data Protection Online safety and digital devices	H&S Oct 2019 Business Continuity Fire Risk First Aid	FB Nov 2019 Data Protection Fire Online safety and digital devices Risk	APSC Jan 2020 Sex and relationships Education
FGPESC Jan 2020	H&S Jan 2020 Concussion and Head Injury Vehicles	FB Feb 2020 Sex and relationships Education Worship	APSC May 2020	FGPESC May 2020
H&S May 2020 Health and Safety Critical Incident Management	FB June 2020 Complaints Curriculum Health and Safety	FB Sept 2020 Anti-bullying (inc. analysis of Bullying Log) Safeguarding	APSC Oct 2020 Boarding	FGPESC Oct 2020
H&S Oct 2020 Automated External Defibrillator Security	FB Nov 2020 Boarding Security	APSC Jan 2021 Right to Study Checks	FGPESC Jan 2021	H&S Jan 2021 Armed Intruder and Lockdown
FB Feb 2021 Admissions Code of Conduct (pupils) Right to Study Checks Armed Intruder and Lockdown	APSC May 2021 PSHE Schemes of Work Single Central Register	FGPESC May 2021 Equal Opportunities	H&S May 2021 First Aid	FB June 2021 Single Central Register Behaviour Equal Opportunities PSHE Schemes of Work

FB Sept 2021	APSC Oct 2021	FGPESC Oct 2021	H&S Oct 2021	FB Nov 2021
Exclusions	Assessment, Recording and Reporting	Online safety and digital devices	Fire	Trips
First Aid	SEN & EAL		Business Continuity	Fire
Safeguarding				Online safety and digital devices
Searches and Confiscation				SEN & EAL
APSC Jan 2022	FGPESC Jan 2022	H&S Jan 2022	FB Feb 2022	APCSC May 2022
Attendance		SENDA 3-year plans	Mission and Aims	
Teaching & Learning			Careers	
			Drugs	
			SENDA 3-year plans	
FGPESC May 2022	H&S May 2022	FB June 2022		
	Health and Safety	Complaints Curriculum Health and Safety		

Behaviour Policy

Behaviour Policy for both the Junior School and Senior School

Issue number	2.2
Name and appointment of owner / author	Stuart Bachelor, Deputy Head
Review Body	SLT and Full Board of Governors
Last updated	21 st May, 2019
Reason for update	annual review
Last reviewed by SLT	May 2019
Last reviewed by Governors	June 2018
Next SLT review due	April 2021
Next Governor review due	June 2019
Where available	Staff Handbook, School web-site (unrestricted area)



Introduction

We want children at Freemen's to learn, to lead and to make a difference.

We will do this by:

- nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;
- providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;
- establishing an environment at Freemen's where everyone involved in the community is respected, trusted and supported;
- encouraging responsibility and capability; honesty and reliability; pride and passion;
- promoting determination and innovation; flexibility and adaptability; kindness and consideration;
- fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.

To support these aims, Freemen's believes in identifying strengths within the young people in its care and in celebrating pupil achievements. It is important for young people to feel publicly acknowledged for the good things that they do.

Aims

The School attaches importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The aim of this policy is to promote good behaviour and respect, prevent bullying, to ensure that pupils complete assigned work and to develop and sustain good conduct of pupils.

The best way to ensure the highest standards in both behaviour and work is to create a positive ethos where self-confidence and self-esteem of pupils is promoted by regular praise, congratulation and affirmation. A school culture which is dominated by a mutual respect between all members of the community will lead to the fulfilment of the pupils' potential both academically and socially.

Pastoral care at Freemen's is rooted in the individual relationships between staff and students. Students are valued for their unique contribution to the community. Ensuring good behaviour is the responsibility of all staff, students and parents. Disciplinary action, where necessary, combines understanding of the individual with the community's belief in justice.

The School will promote good citizenship through the pastoral systems and via PSHE curriculum.

This policy and the associated School Rules are applied fairly and consistently, without regard to race, gender or seniority, are consistent from person to person and from occasion to occasion as far as possible so that each case is reviewed on its merits. In addition, and in relation to our duties under the Equality Act 2010, reasonable adjustments are made for pupils with special educational needs or disabilities (such as not awarding a sanction for repeated fidgeting to a pupil with Attention Deficit Hyperactivity Disorder).

This Policy should be read in conjunction with the following documents:

Alcohol Consumption by Pupils Policy
Attendance Policy
Boarding Policy
Code of Conduct and School Rules
Colours Policy
Complaints Policy
Drugs Policy
Exclusions Policy
Physical Restraint Policy
Safeguarding Policy
Searches and Confiscation Policy

Expectations

The School rules are set out in the *Code of Conduct and School Rules* booklet and a copy of this is given to all parents and pupils at the time a place in the School is offered. The Headmaster is entitled to exercise a wide discretion in relation to the School's policies, rules and regime.

This Behaviour Policy applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, and also when boarders are in the company of day pupils at, or away from School premises, or outside School hours.

Pupils are expected to attend School regularly, arrive for lessons and activities punctually, in an orderly fashion and with all the necessary equipment.

Pupils are expected to respect the physical environment of the School by leaving classrooms and communal areas tidy and by not maliciously damaging buildings and equipment.

Pupils are expected to treat all other members of the School Community (i.e. fellow pupils, academic staff, support staff and visitors) with respect. The term “respect” covers good manners, honesty, a readiness to accept blame where necessary and respect for other people’s possessions. It also means thinking about the language that we use and how it will be perceived by those around us. In particular, language that belittles or offends someone on account of his/her gender, race, religion, disability, sexuality or gender identity must be avoided.

Pupils are expected to wear their uniform with pride and in accordance with the dress of the day.

Pupils are expected to give due time and diligence to the completion of work in class and homework. Deadlines should be adhered to. Academic staff will keep records of late or poor work so that an overall picture of a pupil’s performance can be obtained and suitable help or sanctions applied.

Pupils are encouraged to take responsibility e.g. through being Form Representative, a Prefect, a peer mentor, captain of a sports team or by being in charge of House events.

Pupils are encouraged to take full advantage of the wide range of co-curricular activities.

Consideration for those less fortunate is encouraged through the School’s charitable fund-raising efforts.

Allegations of wrongdoing or inappropriate behaviour made by pupils against members of staff are always taken seriously and investigated thoroughly in line with the process detailed in our Safeguarding Policy. The lead Government safeguarding document, *Keeping Children Safe in Education*, recognises the concept of a malicious allegation, defining it as where “there has been a deliberate act to deceive”. Such instances can, also in line with *Keeping Children Safe in Education*, be dealt with as a disciplinary matter and would, in the absence of exceptional extenuating circumstances, attract a serious sanction.

Prefects

Prefects are authorised by the Headmaster to challenge behaviour by pupils that is in breach of the Code of Conduct and School Rules, or which is in any way contrary to the ethos of the School. They should report any such incidents to the pupil’s Head of Year, who will issue sanctions accordingly.

Pupils are expected to comply with any reasonable request by a Prefect to behave or to desist from behaving in a certain way. If a pupil feels that a Prefect has behaved inappropriately or

unfairly in the execution of his/her duties, he/she should speak to his/her Head of Year so that the matter can be investigated further if necessary.

Rewards

Freemen's has always been a school where the achievements of the individual have made a significant impact on the whole community and the whole community has valued the individual. High academic standards, sporting prowess, musical, artistic and dramatic accomplishments and not least civilised behaviour have been of direct benefit to all and the greatest reward for the individual is the recognition of such achievements within and by the community.

The success of the School in a wide range of academic, sporting and cultural pursuits is owing to the collective input of a whole year group, to teamwork and to a determination not to let others down. Reward comes from outside the School in the shape of trophies won, certificates awarded and recognition in public performances and in such schemes as the Duke of Edinburgh Award Scheme.

Rewards can be given to pupils for good academic work or for good behaviour, kindness to others and initiative in and outside the classroom. These descriptors are not designed to cover all the possibilities that pupils may gain reward but it is designed to give an overview of the possible situations in which a pupil may receive a reward.

Pupils are eligible for Junior or Senior Colours in the following areas of school life: Art; Design and Technology; Drama; Music; Sports (rather than individual sports). Information about Colours can be found in a separate policy, which can be found in the parental handbook in our website's parent portal.

Junior School

Merits

Merits should be awarded for encouragement and reward. Any piece of work or exemplary behaviour, acts of kindness and initiative may be awarded up to five merits. Any member of staff may award merits that will be recorded in homework diaries and exercise books.

Totals for each pupil should be recorded on Schoolbase regularly. Pupils are awarded badges and certificates on a sliding scale.

Merits should be added to House point totals.

Distinctions

If a pupil produces a piece of work that is notable, or above his/her usual level of effort, or demonstrates particularly good manners or behaviour, a Distinction should be awarded. Any member of staff may award a Distinction. Teachers record Distinctions on Schoolbase and they are collected and celebrated. Distinctions equate to three Merits and are added to the termly totals for badges, certificates and house points.

House points

House points are awarded for academic, sporting and cultural events held during the school year. Any member of staff may award them where appropriate to the event. A running total is kept by Heads of Houses. Winning houses are announced at the end of events and in assemblies. The Kemp House shield is awarded to the winning House at the end of the School year.

Senior School

Merits

Merits may be awarded by any member of staff for: good work at all ability levels; good achievement in co-curricular activities; helping the School community; demonstrating initiative and/or leadership; any behaviour that conspicuously promotes the values of the School. Although staff are encouraged to give them open-handedly, in order to maintain their value Merits should not be given out for trivial reasons or repeatedly to the same pupils for the same thing. Merits are recorded by the awarding member of staff on Schoolbase and totals for each pupil are monitored by Form Tutors and mentioned in reports. Merits count towards House Points.

Merit certificates / postcards

- a. Upper School. Pupils earn certificates for accumulating Merits over the academic year: 25 for Bronze (signed and sent home by Head of Year); 50 for Silver (Head of Section); 75 for Gold (Deputy Head); 100 for Platinum (Headmaster), plus £20 Book Token. Pupils who achieve Gold and Platinum Certificates are invited to refreshments at Break in the Headmaster's Office with the Headmaster and Deputy Heads. A pupil's Form Tutor, Head of Year and Head of Section are e-mailed when he/she receives a Merit certificate.
- b. Sixth Form. Students earn postcards for accumulating Merits over the academic year: 15 for Bronze (signed and sent home by Head of Year); 30 for Silver (Head of Sixth Form); 50 for Gold (Deputy Head); 75 for Platinum (Headmaster), plus £30 Book Token. A pupil's Form Tutor, Head of Year and Head of Section are e-mailed when he/she receives a Merit postcard.

Distinctions

Distinctions are given for work or achievement of **truly exceptional quality** - often a lengthy project or presentation – and, although they should not be awarded lightly, staff are

encouraged to recognise excellence when major pieces of work have been produced to a high standard. Distinctions can also be awarded for exceptional supererogatory behaviour, as well as for genuinely outstanding performance in a co-curricular activity. Distinctions count toward House Points and, as such, are of equal weight to 5 Merits.

Distinctions certificates

Distinction certificates are signed and sent home by Head of Year. They are also rewarded with an Early Lunch Pass for a day with a plus-one for a friend (for Upper School only) or a snack from the tuck van up to the value of £1. A pupil's Form Tutor, Head of Year and Head of Section are e-mailed when he/she receives a Distinction.

House points

House points are awarded for academic, sporting and cultural events held during the school year. A running total is kept by Heads of Houses. Winning Houses are announced at the end of events and in assemblies. The Cock House Shield is awarded to the winning House at the end of the School year.

24 points towards the Cock House Shield are competed for annually on the basis of House Points won for Merits and Distinctions. The 24 points are divided between the three Houses in proportion to the House Points achieved by members of each.

Sanctions

It is essential that colleagues are consistent in the awarding of sanctions; however, this is by no means to say that there is no room for discretion and professional judgement in awarding them. There is a time and a place for clemency, such as when a pupil has particularly challenging pastoral problems; each case must be judged on its merits.

It is anticipated that minor offences can be dealt with quickly and concisely with a verbal reprimand. Whenever possible, a pupil should be reminded of the consequences of his/her actions.

In general teachers should take responsibility for the behaviour of children in their care rather than turning to a Form Tutor or Head of Year. They therefore impose their own sanctions in the first instance: asking a child to catch up work missed through absence, talking to a pupil about poor attitude, giving a pupil time to reflect etc. In Form One and Lower Two, for example, a pupil is asked to complete a 'thinking time' sheet after discussion with the Head of Year about the misdemeanour. The sheet is then sent home to parents to read and sign.

However, should a pupil fail to heed advice and continue to misbehave, or for more serious misdemeanours, he or she may receive a more formal sanction. These are rarely used for younger pupils.

The use of corporal punishment is forbidden. Physical force is never used as a sanction, and it is only ever used on pupils to prevent them from hurting themselves or others, from damaging property or from causing disorder. Further details can be found in our *Physical Restraint Policy*, which is in the parent handbook accessed through the parent portal on our website.

Sanctions at KS2 (Form 1–L3)

Specific year group sanctions/procedures:

Stage/Year group	F1	L2	U2	L3
Stage 1 Classroom management	Traffic light system (see below)			
Stage 2 One-to-one	May involve: verbal telling off, missing a break time or completing a thinking time sheet or letter of apology	May involve: verbal telling off, name on board, missing a break time, completing a thinking time sheet or letter of apology	May involve: verbal telling off, name on board, missing a break time or letter of apology	May involve: verbal telling off, name on board, missing a break time or letter of apology
Stage 3 Form teacher (if sent by subject teacher)	Discuss issue (i.e. what happened, why, how else could pupil have responded?). Decide on appropriate sanction (e.g. from	Discuss issue (i.e. what happened, why, how else could pupil have responded?). Decide on appropriate sanction (e.g. from	Discuss issue (i.e. what happened, why, how else could pupil have responded?). Decide on appropriate sanction (e.g. from	Discuss issue (i.e. what happened, why, how else could pupil have responded?). Decide on appropriate sanction (e.g. from

or HOY (if sent by form teacher)	one-to-one section above) and consider contacting parents	one-to-one section above or detention) and consider contacting parents	one-to-one section above or detention) and consider contacting parents	one-to-one section above or detention) and consider contacting parents
Stage 4 AHJS/HJS	Discuss sequence of events leading to this point and decide on appropriate formal sanction (e.g. lunchtime DT, after school DT or suspension)	Discuss sequence of events leading to this point and decide on appropriate formal sanction (e.g. lunchtime DT, after school DT or suspension)	Discuss sequence of events leading to this point and decide on appropriate formal sanction (e.g. lunchtime DT, after school DT or suspension)	Discuss sequence of events leading to this point and decide on appropriate formal sanction (e.g. lunchtime DT, after school DT or suspension)

Parents may be contacted at any point in above proceedings – depending on nature of incident and at discretion of teacher.

F1 Traffic Lights:

If we are given a third warning, we will be put on red for the rest of the day. We will also need to complete a Thinking Time sheet which will be sent home to review with our parents.

If we are given a second warning, we will be put on amber for the rest of the day.

We all start on green. We might be given 1 warning.

Sanctions in U3-U6

The following sliding scale of sanctions is designed to ensure that: there is not an over-reaction to less serious misbehaviour and that pupils have the opportunity to amend their conduct without the matter going further; repeated behaviour of this kind nonetheless attracts a higher sanction; both repeated misbehaviour and single serious misdemeanours are accompanied by an opportunity for concerted teacher intervention so that the root of the problem can be tackled; misdemeanours can be categorised, enabling pastoral leaders to spot patterns and act accordingly.

U3 and U4 have a grace period (the month of September) while they adjust to what is a new pattern of school life. Pupils joining the School at non-standard transition points have a grace period of one month. During this time minor infringements of the Code of Conduct and School Rules by those pupils are not sanctioned.

Warnings and Head of Year Detentions

a. **U3 to U5.** The following Warnings all result in a one-hour Detention run weekly by the Head of Year on a day of his/her choosing 4.05-5.05 p.m.:

- 3 Behaviour Warnings in a rolling 8-week period excluding school holidays → Behaviour Detention. Behaviour Warnings are given for relatively minor

infringements of the *Code of Conduct and School Rules* such as horseplay, swearing, chewing gum, inconsiderate or disruptive behaviour, minor breach of mobile 'phone rules, or failure to sign in/out.

- 4 Uniform Warnings in a rolling 8-week period excluding school holidays → Uniform Detention. Uniform Warnings are given for major breaches of the School's rules on uniform or for minor breaches following an earlier informal warning.
- 4 Work Warnings in a rolling 8-week period excluding school holidays → Work Detention. Work Warnings are given for late work / no work / work showing an unacceptably low level of effort.
- 4 Organisation Warnings in rolling 8-week period excluding school holidays → Organisation Detention. Organisation Warnings are given for not bringing essential equipment to the lesson, including Games kit.
- 4 Punctuality Warnings in rolling 8-week period excluding school holidays → Punctuality Detention. Punctuality Warnings are given for being late without good excuse, usually to Registration or periods 3 or 5.
- Any 6 Warnings in rolling 8-week period excluding school holidays → Detention

b. **Sixth Form.** Sixth Form Warnings can be given for breaches of the uniform code, late/unsatisfactory work, poor organisation, failure to sign in/out, unacceptable behaviour, a minor breach of mobile 'phone rules, or being late without excuse. 5 Sixth Form Warnings in a rolling 8-week period excluding school holidays triggers a one-hour Detention run weekly by the Head of Year on a day of his/her choosing 4.05-5.05 p.m..

In respect of accumulation of Warnings, totals are set to zero at the start of a new academic year.

While preserving scope for professional judgement and discretion, colleagues are consistent in awarding Warnings for arriving after the bell without good excuse and late/non-submission of work.

A straight Behaviour Detention (Upper School) or Head of Year Detention (Sixth Form) can be awarded for less venial misdemeanours such as bringing alcohol on site, smoking-related incidents, insolence, unkind behaviour, obscenity, plagiarism, cheating in tests, deliberate damage to school property, failure to delete youth-produced sexual imagery when received, intentionally missing Registration or a lesson, direct disobedience or withdrawal from a school fixture without due notice.

A teacher who has decided to issue a straight Behaviour Detention e-mails the pupil's Head of Year, who issues it on his/her behalf and then schedules the Detention.

A pupil's Form Tutor, Head of Year and Head of Section are e-mailed when he/she attracts a Head of Year Detention.

During these Detentions, the Head of Year speaks to one pupil at a time to uncover the underlying reasons why the pupil is there and to agree an action plan. It may be appropriate for pupils to spend some of the time writing a reflective piece to examine their own behaviour or to engage in “community work” of some kind. In any case, there is always a clear restorative element to the Detention. Subject teachers play their part in these Detentions by responding to requests for extension work. These Detentions are not, however, opportunities to obtain missing work from a pupil. Missing work should be handed in before the Detention is sat, and responsibility for checking this lies with the relevant subject teacher.

Given the proximity of public examinations, U5 and U6 pupils in Detention after mock exams can use the time to catch up missed work or to revise.

Failure to attend a Head of Year Detention without a very good reason means that it is escalated to a Head of Section Detention.

Head of Section Detentions

Any 3 Head of Year Detentions in a rolling 12-week period excluding holidays triggers a Head of Section Detention, which is served 4.05-5.35 p.m. on Fridays in the place of the third Head of Year Detention. Head of Section Detentions follow the same format.

A straight Head of Section Detention can be awarded for more serious misdemeanours such as serious and deliberate damage to school property, theft, bullying, soliciting youth-produced sexual imagery, using a Virtual Private Network (VPN), truancy, being under the influence of alcohol on the school premises or while representing the school.

A teacher who has decided to issue a straight Head of Section Detention e-mails the pupil's Head of Year, who issues it on his/her behalf and then schedules the Detention.

A pupil's Form Tutor, Head of Year and Head of Section are e-mailed when he/she attracts a Head of Section Detention.

Telephone contact is made by the Head of Section with parents following a Head of Section Detention triggered by an accumulation of sanctions, with an action plan and timeframe agreed.

Failure to attend a Head of Section Detention without a very good reason means that 30 minutes are added to the re-arranged Detention.

On the occasion of a second Head of Section Detention in an academic year, parents are called in for a meeting. A Headmaster's Detention or external suspension is usually the next step if such behaviour persists.

Headmaster's Detention

A 2-hour Headmaster's Detention on a Saturday morning is served in the place of the third Head of Section Detention in one academic year. This is calculated by the relevant Head of Section rather than automatically through Schoolbase. A Headmaster's Detention can also be awarded directly for a misdemeanour that is too serious to warrant a Head of Section Detention but does not meet the threshold for suspension.

Administration of Detentions

It is important that the administration of Detentions is efficient and timely. Every pupil must be informed clearly of its date, time and location, as well as the reason why it has been awarded.

Although parental permission as such is not required to detain pupils, parents have a right to know when and why their child is being detained. We also need to know that they know before we detain their son/daughter. Parents are informed as soon as possible and no later than the day before the Detention is scheduled.

Resolving clashes between Detentions and other activities

Head of Year Detentions take precedence over school rehearsals, sports practices and voluntary academic clinics. If a pupil is committed to a compulsory academic clinic, school match, concert or performance, he/she may respectfully request that his/her Head of Year Detention be sat at a later date.

Head of Section Detentions take precedence over all school activities unless a replacement for the detainee for the school activity cannot be found.

If parents express the wish that their son/daughter not miss a non-school activity (e.g. tennis lessons or private tutoring) in order to attend a Detention, inconvenience caused to the pupil him/herself is not a mitigating factor. Yet, if the activity is paid for in advance by the parents and cannot be re-arranged, or if missing it would involve letting down a number of other people, an alternative date is set. The support of parents in trying as far as possible to honour the date of the Detention set by the School is greatly appreciated.

There may be circumstances in which it is not a clash but rather concerns for the safety of the pupil that lead to a parental request for the Detention to be re-arranged. For example, it may be that an U3 pupil cannot be picked up by a parent on a certain day in winter at 5 p.m., and that the parent isn't content for the pupil to travel home alone in the dark. In such circumstances, the Detention is re-arranged for another day after school. Detentions are only scheduled during lunch-times as a last resort and only after consultation with the Deputy Head.

Suspension (all years)

In the case of a serious breach of discipline such as aggravated bullying (including cyber bullying), drugs, vandalism, violence, theft, arson, verbal abuse of a member of staff, sexual misconduct, being under the influence of alcohol on the school premises or while representing the school such that the pupil requires adult assistance, distributing youth-produced sexual imagery without consent, aggravated soliciting of youth-produced sexual imagery, or because of bad behaviour that has persisted despite the awarding of Head of Section Detentions, it may be necessary and appropriate to suspend a pupil- either internally or externally. Only the following members of the School's Senior Leadership Team have the authority to suspend pupils: the Headmaster; Deputy Head; Deputy Head (Academic); Heads of Section; Head of Boarding.

Serious breaches of discipline are properly investigated and written statements produced, the principal aim of which is to establish the facts of the matter. The investigator is typically a Head of Section or the Head of Boarding and usually reports to the Deputy Head. A pupil's Form Tutor or Head of Year will usually be present in any interview with a pupil both to act as a support for the child and to take a note of the meeting.

A pupil may have his/her accommodation or belongings searched if it is believed he/she is in possession of prohibited items, including weapons, illegal drugs, alcohol or stolen items in accordance with the School's Searches and Confiscation Policy.

The member of SLT who receives the investigation then determines the most appropriate sanction. Any insight and/or remorse shown by a pupil in relation to his/her wrongdoing is taken into account, as is previous behaviour. The Head is consulted before committing to a suspension.

Internal suspension means isolating him/her within school for a period of time. This sanction would be applied when a pupil has committed a significant offence that required some time for reflection and when an external suspension would be inappropriate or disproportionate.

External suspension means that a pupil is sent or released home (or alternatively, in the case of a boarder, to a guardian) for a limited period either as a disciplinary sanction or pending the outcome of an investigation. The purpose of such a suspension is for a pupil to reflect on his or her actions, supported by his or her parents.

The Head, the Deputy Heads, Heads of Section and Head of Boarding are empowered to suspend a pupil or pupils from School for up to eleven days for a serious breach of discipline. A pupil may be given a Final Warning as part of his or her suspension. This means that a repeat of any of the forms of behaviour noted in the Final Warning letter would most likely result in the pupil being asked to leave the School.

Parents are informed as soon as reasonably practicable after it becomes clear that a pupil will face formal disciplinary action. Within reason, a pupil should be accompanied and assisted by a parent, education guardian, or member of staff chosen by the pupil at the point at which the suspension is handed out. "Within reason" in this case should take into account practicalities,

the seriousness of the matter, the age of the pupils, the attitude of the pupil (i.e. in denial, distressed, taciturn).

Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which was acquired during an investigation.

A written notification of a suspension should include brief details of the incident(s) in question and should state why the pupil is being suspended, the length of suspension and the date of return to School. A copy of the letter should go to the Head and will be placed on the pupil's file. The member of SLT who has suspended the pupil must also enter the details of the suspension onto the Serious Breaches of Discipline form. These forms are inspected by the Head and Deputy Head on a termly basis.

Serious breaches of discipline will be recorded in the school file of the pupil. These sanctions will be reviewed by Headmaster periodically, usually at the point of transition between sections, and may be deemed to have expired but will still remain on file. In the event of a sanction being deemed to have expired pupil and parents will be informed. An expired sanction will not be referred to in internal or external references.

Staff should be notified of a suspension (pupil name and duration). The details of a disciplinary matter and its investigation should only be divulged to pupils and staff on a need-to-know basis.

Once a pupil has completed a suspension and has returned to School, reasonable efforts should be made to rehabilitate the pupil concerned and help put the matter behind him/her. As part of this, the Headmaster sees all suspended pupils on their return to School.

There is no appeal as such against a suspension. However, if parents have an objection to any part of the process they should use the School Complaints Policy.

A Permanent Exclusions Policy exists as a separate document.

Equal Opportunities Policy

for both the Junior School and Senior School

Issue number	1.1
Name and appointment of owner / author	Anna Atkins, HR Manager and Stuart Bachelor, Deputy Head
Review Body	SLT, Finance Sub-committee and Full Board of Governors
Last updated	21 st May, 2019
Reason for update	annual review
Last reviewed by SLT	May 2019
Last reviewed by Governors	April 2018 (Finance Sub-committee)
Next SLT review due	March 2021
Next Governor review due	June 2019
Where available	Staff Handbook



Equal Opportunities Policy

The City of London Freeman's School abides by the policy of the Corporation of London. This is particularly relevant with respect to the recruitment and employment conditions of staff.

Racism, sexism, negative attitudes towards disability and other discriminatory practices will not be tolerated.

Aims

The School aims

- to provide an educational environment which is open to all pupils, whatever their background, ethnic origin, nationality, religious belief or non-belief, gender, sexual orientation gender identity or physical ability,
- to foster a sense of community in which all pupils and staff are valued and can thrive, regardless of background, ethnic origin, nationality, religious belief or non-belief, gender, sexual orientation, gender identity or physical ability,
- to promote an atmosphere of positive recognition of each other's achievements and contributions, through the academic curriculum and in the 'hidden' curriculum,
- to appoint staff who are the most suitable for the post, regardless of background, ethnic origin, nationality, religious belief or non-belief, gender, marital status, sexual orientation, gender identity, age, responsibility for dependants, physical capability or trade union or political activity,
- to encourage the professional development of any member of staff, within the School or in other schools, regardless of background, ethnic origin, nationality, religious belief or non-belief, gender, marital status, sexual orientation, gender identity, age, responsibility for dependants, physical disability or trade union or political activity.

Objectives

The School will:

- help pupils to develop self esteem and recognise that they are valued as individuals,
- encourage pupil to be open-minded and to challenge prejudice,
- enable pupils to contribute actively to the education provided by bringing their cultural differences, values and perspectives to it,
- not restrict access to any suitable academic course,
- ensure that all pupils have equal access to all non-academic activities, given any constraints of the School's traditional provision and facilities,
- be sensitive about equal opportunities issues in the content and processes of the curriculum which stereotype people or label them as inferior or limited,
- act strongly to deal with any instances of intolerance, discrimination or victimisation,
- use every opportunity available to foster the ethos of equal opportunities, particularly in School, form and tutor group assemblies and in PSHE.

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