

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 10 June 2019

Minutes of the meeting of the Board of Governors of the City of London School for
Girls held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 10
June 2019 at 11.00 am

Present

Governors:

Nicholas Bensted-Smith (Chairman)	Dhruv Patel
Rehana Ameer	Peter Bennett
Randall Anderson	Deputy Richard Regan
Alderman Emma Edhem	Mary Ireland (External Member)
Deputy Tom Hoffman (Chief Commoner)	Elizabeth Phillips (External Member)
Sylvia Moys	Deputy Philip Woodhouse (Ex-Officio Member)

Officers:

Polly Dunn	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Steve Reynolds	- Chamberlain's Department
Mohamed Dahiye	- City Surveyor's Department
Susie Gilham	- Deputy Head (Pastoral)
Ena Harrop	- Headmistress
Alan Bubbear	- Bursar

1. APOLOGIES

Alderman Emma Edhem was in the Chair.

Apologies for absence were received from Professor Anna Sapir Abulafia, Tijs Broeke, Deputy Clare James, Deputy Robert Merrett, Sir Michael Snyder and Deputy James Thomson.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

RESOLVED - That the Order of the Court of Common Council dated 25 April 2019 appointing the Board of Governors for 2019/20 and setting out its terms of reference be received.

4. ELECTION OF CHAIRMAN

In accordance with Standing Order 29, the Town Clerk read a list of names of Governors eligible to take the Chair. Nicholas Bensted-Smith, being the only Governor indicating his willingness to serve, was elected Chairman for the ensuing year.

The Chairman welcomed Peter Bennett and Alderman Prem Goyal to the Board of Governors and thanked Tijs Broeke who was standing down from the Board in July 2019.

The Chairman also thanked outgoing Chairman, Deputy Clare James for her excellent work in leading the Board over the past three years. Deputy Richard Regan moved that a vote of thanks for the outgoing Chairman be heard at the next meeting of the Board of Governors on 7 October 2019, a motion that was seconded and agreed unanimously.

5. **ELECTION OF DEPUTY CHAIRMAN**

In accordance with Standing Order 30, Deputy Clare James exercised her right as immediate past Chairman and was appointed Deputy Chairman for the ensuing year.

6. **MINUTES**

RESOLVED - That the minutes of the meeting held on 4 March 2019 be approved as a correct record.

7. **SUB-COMMITTEE MINUTES**

a) **Minutes of the Reference Sub-Committee held on 22 May 2019**

RESOLVED - That the public minutes and non-public summary of the Reference Sub-Committee meeting held on 22 May 2019 be received.

b) **Minutes of the Reference Sub-Committee held on 14 March 2019**

RESOLVED - That the public minutes and non-public summary of the Reference Sub-Committee meeting held on 14 March 2019 be received.

c) **Minutes of the Bursary Committee held on 1 March 2019**

RESOLVED - That the public minutes and non-public summary of the Bursary Committee meeting held on 1 March 2019 be received.

d) **Minutes of the Reference Sub-Committee held on 11 February 2019**

RESOLVED - That the public minutes and non-public summary of the Reference Sub-Committee meeting held on 11 February 2019 be received.

8. **PROPOSAL TO CONVENE FINANCE SUB-COMMITTEE**

Members agreed to vary the order of items on the agenda so that Item 9 was considered next. The Board therefore considered a report of the Town Clerk outlining a proposal to convene a Finance Sub-Committee for the 2019-20 academic year and the following points were made.

- The Chairman noted that he would chair the Finance Sub-Committee in the interim period before a dedicated Finance Chairman was appointed at the October 2019 Board of Governors meeting.
- The composition of the Finance-Sub Committee should be expanded by one to allow all interested Governors to serve.

RESOLVED - That:

- The Finance (City of London School for Girls) Sub-Committee be convened for the 2019-20 academic year.
- The terms of reference and composition of the Finance (City of London School for Girls) Sub-Committee be approved, subject to the comments made.
- The following appointments be made to the Finance (City of London School for Girls) Sub-Committee:
 - Nicholas Bensted-Smith (Chairman)
 - Deputy Clare James
 - Randall Anderson
 - Peter Bennett
 - Alderman Emma Edhem
 - Alderman Prem Goyal
 - Deputy Richard Regan
 - Sir Michael Snyder

9. APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES, AGBIS REPRESENTATIVE AND DESIGNATED ROLES

The Board considered a report of the Town Clerk regarding the appointment of Sub-Committees and Working Parties, Association of Governing Bodies of Independent Schools Representative and Governors' Designated Roles for the 2019-20 academic year.

RESOLVED - That:

- Nick Bensted-Smith be appointed the School's representative to the Association of Governing Bodies of Independent Schools for the 2019-20 academic year;
- That Governor's Designated Roles for the 2019-20 academic year be agreed as follows:

Compliance	Randall Anderson
Creative Arts	Sylvia Moys
Extra-curricular	Deputy Richard Regan
Fundraising	Soha Gawaly
Health and Safety	Peter Bennett
Humanities	Professor Anna Sapir Abulafia
IT	Rehana Ameer
Modern Foreign Languages	Emma Edhem
PE	Deputy Tom Hoffman
Prep School	Elizabeth Phillips
Sixth Form and Careers	Dr Stephanie Ellington
Safeguarding	Mary Ireland
SEND	Dhruv Patel
STEM	Deputy Clare James
Teacher Recruitment	Mary Ireland
Wellbeing	Alderman Prem Goyal

- The terms of reference of the Committees and Working Parties of the Board be approved, and the terms of reference and composition of the Teachers' Pay Panel be noted.
- The following appointments be made to the Committees and Working Parties of the Board:

Bursary Committee

Nicholas Bensted-Smith
Deputy Clare James
Randall Anderson
Deputy Richard Regan

Reference Sub-Committee

Nicholas Bensted-Smith (Chairman)
Deputy Clare James
Randall Anderson
Peter Bennett
Alderman Emma Edhem
Alderman Prem Goyal
Deputy Richard Regan
Sir Michael Snyder

125th Anniversary Working Party

Nicholas Bensted-Smith
Deputy Clare James
Soha Gawaly

Academic Working Party

Elizabeth Phillips (Chairman)
Nick Bensted-Smith
Alderman Emma Edhem
Dr Stephanie Ellington
Mary Ireland
Deputy Clare James
Headmistress
Deputy Head (Academic)
Deputy Head (Pastoral)
Deputy Head (Staff)

10. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which discussed forthcoming events, educational visits, Governors' visiting days, lettings and an update on the expansion project. The report also gave a summary of staff training during the 2018-19 academic year including safeguarding and individual training courses and outlined future continuous professional development provision. The following points were made.

Governor Visits

- The Headmistress encouraged Governors to visit the School to observe a specific subject or shadow a year group.

Partnerships and Outreach with Other Schools

- The Headmistress noted that a report on Partnerships and Outreach would be submitted to the December 2019 meeting of the Board and agreed to circulate the most recent Partnerships report.

Expansion Project - Update

- The Bursar noted that 280 persons had attended recent public exhibitions, the majority of whom have been Barbican Estate residents.
- In response to a comment from a Governor noting that the expansion timeline looked optimistic, the Bursar noted that any delay to the project would push the project back by one calendar year, given that the programme was scheduled to minimise academic disruption.

RESOLVED - That the report be noted.

11. RISK REGISTER 2018-19 FOR THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls providing the Risk Register 2018-19 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund. In response to a comment, the Bursar noted that he would keep Risk 5 (Funding from the City may be reduced) under review.

RESOLVED - That the Board confirmed the register satisfactorily set out the risks facing the charity and that appropriate measures were in place to mitigate those risks.

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

There were no questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

14. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

15. NON-PUBLIC MINUTES

a) Non-Public Minutes of the Board of Governors meeting held on 4 March 2019

RESOLVED – That the non-public minutes of the meeting held on 4 March 2019 be approved as an accurate record.

b) **Non-Public Minutes of the Board of Governors meeting held on 11 February 2019**

RESOLVED – That the non-public minutes of the meeting held on 11 February 2019 be approved as an accurate record.

16. **NON-PUBLIC SUB-COMMITTEE MINUTES**

a) **Non-Public Minutes of the Academic Working Party held on 24 May 2019**

RESOLVED - That the non-public minutes of the Academic Working Party meeting held on 24 May 2019 be received.

b) **Non-Public Minutes of the Reference Sub-Committee held on 22 May 2019**

RESOLVED - That the non-public minutes of the Reference Sub-Committee meeting held on 22 May 2019 be received.

c) **Non-Public Minutes of the Reference Sub-Committee held on 14 March 2019**

RESOLVED - That the non-public minutes of the Reference Sub-Committee meeting held on 14 March 2019 be received.

d) **Non-Public Minutes of the Bursary Committee held on 1 March 2019**

RESOLVED - That the non-public minutes of the Bursary Committee meeting held on 1 March 2019 be received.

e) **Non-Public Minutes of the Reference Sub-Committee held on 11 February 2019**

RESOLVED - That the non-public minutes of the Reference Sub-Committee meeting held on 11 February 2019 be received.

17. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided information of non-public matters in relation to the School.

RESOLVED – That the report be noted.

18. **PRESENTATION ON ‘WELLBEING, EMOTIONAL HEALTH AND ANXIETY – KEY FACTORS’**

The Board heard a presentation of the Deputy Head (Pastoral) on safeguarding.

RESOLVED – That the presentation be noted.

19. **FINANCIAL INFORMATION DASHBOARD**

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls on the Financial Information Dashboard.

RESOLVED – That the report be noted.

20. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a report of the Chamberlain providing an update on cash available in the School's charity: The City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund.

21. **CITY OF LONDON SCHOOL FOR GIRLS - ROOF REMEDIATION WORKS**

The Board considered a report of the City Surveyor requesting delegated authority be granted to the Town Clerk in consultation with the Chairman and Deputy Chairman to agree roof remediation works at the City of London School for Girls during the Summer holidays 2019.

22. **REPORT ON ACTION TAKEN**

The Board received a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

RESOLVED – That the report be noted.

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

There was one non-public question.

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

There was one item of other business.

25. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the meeting held on 11 February 2019 be approved as an accurate record.

26. **CONFIDENTIAL REFURBISHMENT WORKS**

The Board considered a confidential report of the Bursar regarding refurbishment works.

The meeting ended at 1.02 pm

Chairman

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