



## Board of Governors of the City of London School

**Date:** WEDNESDAY, 13 MARCH 2019

**Time:** 1.45 pm

**Venue:** CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

**Members:**

Deputy James Thomson (Chairman)	Alderman & Sheriff Vincent Keaveny
Tim Levene (Deputy Chairman)	Ronel Lehmann (External Member)
Alexander Barr	Lord Levene of Portsoken (External Member)
Deputy Keith Bottomley	Deputy Edward Lord
Deputy Roger Chadwick (Ex- Officio Member)	Paul Madden (External Member)
Dominic Christian	Christopher Martin (External Member)
Marianne Fredericks	Sylvia Moys
Rosie Gill (External Member)	Ian Seaton
Caroline Haines	Paul Stein (External Member)
Deputy Clare James (Ex-Officio Member)	

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

**Lunch will be served at the City of London School from 12.30pm**

**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**

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

**For Decision**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 7 December 2018.

**For Decision**  
(Pages 1 - 4)

4. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

**For Decision**  
(Pages 5 - 8)

5. **APPOINTMENTS TO COMMITTEES**

The Chairman to be heard.

**For Decision**

6. **HEAD'S REPORT**

Report of the Head of the City of London School.

**For Information**  
(Pages 9 - 12)

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

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

9. **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**

### **10. NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 7 December 2018.

**For Decision**  
(Pages 13 - 24)

### **11. HEAD'S NON-PUBLIC REPORT**

Report of the Head.

**For Decision**  
(Pages 25 - 32)

### **12. THE MASTERPLAN**

Report of the Head and the Bursar.

**For Decision**  
(Pages 33 - 36)

a) Appendix 1 - Programme Summary information Sheet (Pages 37 - 38)

b) Appendix 2 - City of London School Masterplan

*NB - Please see supplementary agenda for the Masterplan document.*

### **13. COMPLIANCE REPORT**

Report of the Head.

**For Decision**  
(Pages 39 - 74)

### **14. THE JOHN CARPENTER CLUB**

Report of the Head.

**For Decision**  
(Pages 75 - 78)

### **15. CITY OF LONDON SCHOOL SUMMER REVENUE WORKS 2019**

Report of the City Surveyor.

**For Decision**  
(Pages 79 - 94)

16. **HEALTH AND SAFETY REPORT**

Report of the Head.

**For Information**  
(Pages 95 - 106)

17. **SAFEGUARDING REPORT**

Report of the Head.

**For Information**  
(Pages 107 - 112)

18. **MANAGEMENT INFORMATION DASHBOARD**

Report of the Chamberlain and the Bursar.

**For Information**  
(Pages 113 - 132)

19. **ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

**For Information**  
(Pages 133 - 134)

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

**For Decision**

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

**For Decision**

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

22. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 7 December 2018.

**For Decision**

23. **REVIEW OF SENIOR MANAGEMENT TEAM PAY STRUCTURES**

Report of the Director of Human Resources.

**For Decision**

24. **HARDSHIP BURSARY APPLICATIONS AND CASHFLOW FORECASTS**

Report of the Chamberlain and the Head.

**For Decision**

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## **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL** **Friday, 7 December 2018**

Minutes of the meeting of the Board of Governors of the City of London School held at Committee Rooms, West Wing, Guildhall, EC2V 5HH on Friday, 7 December 2018 at 11.00 am

### **Present**

#### **Members:**

Deputy James Thomson (Chairman)	Alderman & Sheriff Vincent Keaveny
Tim Levene (Deputy Chairman)	Ronel Lehmann (External Member)
Alexander Barr	Paul Madden (External Member)
Dominic Christian	Sylvia Moys
Marianne Fredericks	Ian Seaton
Rosie Gill (External Member)	Paul Stein (External Member)
Caroline Haines	

#### **Officers:**

Alan Bird	- Head
Dr Richard Brookes	- Senior Deputy Head
Charles Griffiths	- Bursar
Alistair MacLellan	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department

#### **1. APOLOGIES**

Apologies were received from Deputy Keith Bottomley, Deputy Roger Chadwick, Deputy Clare James, Lord Levene of Portsoken, Deputy Edward Lord and Christopher Martin.

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

There were no declarations.

#### **3. MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 17 October 2018 be approved as a correct record.

#### **4. MINUTES - FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the public minutes and non-public summary of the Finance and Estates Committee meeting held on 14 November 2018 be received.

#### **5. SCHOOL UPDATE**

Governors considered an update report of the Head regarding the School.

**RESOLVED**, that the report be received.

6. **TEACHERS' PAY PANEL UPDATE**  
Governors considered an update report of the Head regarding the School.  
**RESOLVED**, that the report be received.
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There was no other business.
9. **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 Local Government Act.
10. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 17 October 2018 be approved as a correct record subject to some typographical corrections being made.
11. **NON-PUBLIC MINUTES - FINANCE AND ESTATES COMMITTEE**  
**RESOLVED**, that the non-public minutes of the Finance and Estates Committee meeting held on 14 November 2018 be received.
12. **OUTSTANDING ACTIONS**  
Governors considered a report of the Town Clerk regarding outstanding actions from previous meetings.
13. **HEAD'S REPORT**  
Governors considered an update report of the Head.
14. **BURSAR'S REPORT**  
Governors considered an update report of the Bursar.
15. **PROPOSED 2019/20 REVENUE BUDGET**  
Governors considered joint report of the Chamberlain and the Head regarding the proposed 2019/20 Revenue Budget.
16. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**  
Governors considered a joint report of the Chamberlain, Head, and the City Surveyor regarding the Repairs, Maintenance and Improvement Fund.
17. **DEVELOPMENT AND ALUMNI RELATIONS OFFICE UPDATE**  
Governors considered an update report of the Head regarding the Development and Alumni Relations Office.
18. **SAFEGUARDING REPORT**  
Governors considered a Safeguarding report of the Head.

19. **COMPLIANCE COMMITTEE**  
Governors considered a report of the Head regarding the School Compliance Committee.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no non-public questions.
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no non-public business.
22. **CONFIDENTIAL MINUTES**  
**RESOLVED**, that the confidential minutes of the meeting held on 17 October 2018 be approved as a correct record.
23. **CONFIDENTIAL APPENDICES - TEACHERS' PAY PANEL**  
Governors considered the confidential appendices to the public report of the Director of Human Resources regarding the Teachers' Pay Panel.
24. **HARDSHIP BURSARY APPLICATION**  
Governors considered a Hardship Bursary application.
25. **CONFIDENTIAL HEAD'S REPORT**  
Governors considered a confidential report of the Head
26. **CONFIDENTIAL QUESTIONS**  
There were no confidential questions.
27. **CONFIDENTIAL ANY OTHER BUSINESS**  
There were no confidential questions.

**The meeting ended at 1.00 pm**

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Chairman

**Contact Officer: Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)**

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<b>Committee:</b> Board of Governors of the City of London School	<b>Date:</b> 13 March 2019
<b>Subject:</b> Annual Review of Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Polly Dunn, Town Clerk's Department	

## **Main Report**

1. Each year each Grand Committee appointed by the Court of Common Council – which includes the Board of Governors of the City of London's independent schools - is invited to review its terms of reference and put any proposed amendments to the City's Policy and Resources Committee and ultimately the Court of Common Council for decision.
2. Any changes, if agreed by Policy and Resources Committee in March 2019 and the Court of Common Council in April 2019, will take effect ahead of the scheduled June 2019 meeting of the Board of Governors. The Policy and Resources Committee meets 24 hours after the Board meeting on 13 March and therefore any proposed changes to the terms of reference will be tabled at the Policy and Resources Committee.
3. In considering the existing terms of reference, Governors will want to contemplate whether, in their view, they afford the Governing Body sufficient ability to effectively discharge its duties to the School: setting the School vision; holding the Headmaster to account; and ensuring sound financial management. Governors may also wish to consider the frequency and timing of their meetings.

## **Recommendation:**

- That Members consider the attached Terms of Reference and come to a view whether any amendments should be referred to the Policy and Resources Committee and the Court of Common Council for approval.

**Appendix – Terms of Reference 2018/19, Board of Governors of the City of London School.**

## **Alistair MacLellan**

Town Clerk's Department

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BOWMAN, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2018, doth hereby appoint the following Committee until the first meeting of the Court in April, 2019.
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### **BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**

**1. Constitution**

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 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 for Girls
  - the Chairman of the Board of Governors of City of London Freeman's School
- up to eight co-opted non-City of London Corporation Governors with experience relevant to the Board

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 2018)**

**ALDERMEN**

- 2 Vincent Thomas Keaveny

**COMMONERS**

- 9 (4) Ian Christopher Norman Seaton  
 5 (4) James Michael Douglas Thomson, Deputy  
 9 (3) Marianne Bernadette Fredericks  
 6 (3) Sylvia Doreen Moys  
 2 (2) Dominic Gerard Christian  
 1 (1) Caroline Wilma Haines, *for three years*  
 1 (1) Alexander Robertson Martin Barr  
 3 (1) Keith David Forbes Bottomley, Deputy  
 1 (1) Timothy Levene  
 9 (1) Charles Edward Lord, O.B.E., J.P., Deputy

together with:-

Ronel Lehmann

Lord Levene of Portsoken

Christopher Martin

*Vacancy*

*Vacancy*

*Vacancy*

*Vacancy*

*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 Head and, where appropriate, the deputies and the Bursar.

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<b>Committee(s):</b> Board of Governors, City of London School	<b>Date(s):</b> 13/03/2019
<b>Subject:</b> Head's Report	<b>Public</b>
<b>Report of:</b> Alan Bird, Head	<b>For Information</b>
<b>Report author:</b> Alan Bird, Head. City of London School.	

## Summary

This report provides governors with an update on news from the School since the last meeting of the Board.

## Recommendation(s)

Governors are asked to note the report.

## Main Report

### Academic Update

1. The Trinity Book Awards Project has been developed. The Second Form had a day-off-timetable to produce creative responses and the display of these in the Library is impressive; Board Games were made in teams using IT&C skills and Art & Design, and – again – the outcomes were first class.
2. A Junior Sixth Young Enterprise group is developing a revision App that is enjoying success in the competition. We look forward to hearing how well their App, Notify, does. It has secured funding from the JCC, and was represented at the BETT Conference in January 2019.
3. For the second year running, a CLS Sixth Form pupil was awarded the highest mark in the Financial Securities Essay.
4. A range of external academic competitions are being entered, and we are enjoying success in Mandarin, Coding, Robotics and Olympiads.
5. EQI ISI preparation continues with the updating of the SEF, and continued evidence collation across Pupil Development and Pupil Achievements. The work of the Compliance Committee continues.
6. Alps has been utilised and soft-launched to HoDs. We can now use this to track boys, input changes in predictions, monitor progress, and it will give us reliable VA data in August for Sixth Form. We are looking to utilise this for the Fifth Form in a bespoke fashion. The software was presented to the Academic and Education Committee in February 2019.
7. We continue to trial two on-line learning platforms: Uplearn with the S6 Economists and Seneca with GCSE groups. Both use algorithms to offer on-line revision. Both offer teachers the potential to monitor the time spent on work, as well as how successful the work has been. Feedback on Uplearn and

Seneca is being gathered and the companies are keen to respond to our feedback.

### Co-Curricular Update

- **Charity:** The Charity Committee are, as usual, working hard to raise funds for the nominated charity. This term, 8 staff have given morning or early evening lectures (TED style) in what is known as Cit. Ed. This is likely to raise in excess of £1000.
- **Holocaust Memorial:** Alongside the annual ceremony (led by the Jewish Society), a number of other activities took place including a visit from Manfred Goldberg (a survivor of the Riga Ghetto and Stutthof Camp), a webinar with the holocaust survivor Harry Spiro and sessions delivered in class by the Holocaust Education Trust. Paul Stein's presence at the Holocaust Memorial Ceremony was particularly appreciated by the boys.
- **Sport:** Our teams are faring well in a range of competitions and we are confident of more trophies this year. In January, the U13 team won the National ISFA Futsal tournament. What is particularly notable is the high level of participation by the boys, with over 300 competitive fixtures taking place in Football, Basketball and Water Polo so far this academic year.
- **International Honours:** The President of the JCC was in again to award an international honours tie to a boy in the S6th Form who has represented GB at American Football.
- **Music & Drama:** This term there has been a number of informal music recitals, giving younger boys the opportunity to develop their performance confidence, by playing in front of their peers and parents. The music at the Lower School Concert was of the usual high standard and there is a packed schedule for the second-half of term with the Spring Concert, Spring Soiree and Brass Concert all taking place in the final two weeks of term. The main drama production this term is 'N1', a student-led venture.
- **Schools' Challenge:** Our Schools' Challenge Quiz Team have reached the regional finals, defeating London Oratory, South Hampstead and Haberdashers' Aske's Boys School en route.
- **Chinese Speaking Competition:** A boy in the J6th Form was placed 2<sup>nd</sup> nationally in the British Council Chinese Speaking Competition.
- **Clubs and Societies:** These continue to flourish and the boys had a lovely opportunity to show-off what they do at a new Parents Bursary Scheme event – 'Clubs and Societies Showcase'. Their ability to talk in an engaging and confident manner with visitors was particularly impressive.
- **Trips:** The trips schedule remains a busy one and over the February half-term the History Department were in Berlin, the Modern Languages Department were in Seville and Hamburg and the PE Department took 40 boys skiing in Jasper.

### Pastoral Update

- The most recent Parents' Forum saw a presentation from Steve Oakes on 'Mindset for Success at GCSE and A-level'. It was very well received. The next one will take place at CLSG on 6<sup>th</sup> March, and covers E-Safety.
- LGBT History Month: Tim Otty, QC and Matthew Todd (former editor of Attitude and author of The Straightjacket) spoke to the Third and Fourth Form.

- A roundtable of academics from Goldsmith's University will discuss the challenges for professionals in engaging with affluent neglect and emotional abuse. This will be hosted by CLS on 20<sup>th</sup> March. CBS took part in an 'expert panel' to assess findings.
- ARB is part of a panel at an HMC Conference on 1<sup>st</sup> March, to try to encourage senior managers from diverse backgrounds to consider school leadership. CBS is speaking on Diversity and Inclusion at a dinner of senior staff from across the independent sector on 15<sup>th</sup> March.
- Student Day in January was very successful; alongside one-to-one talks with tutors, there were excellent presentations on finance, drugs education, wellbeing and disability.
- A reflection group with a counsellor and 10 members of staff is up and running.
- Appointments have been made to the posts of Head of Lower School, Head of Middle School, Head of OG, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, and Head of PSHE. A new post of Head of Transition has also been appointed to support the transition of new pupils into CLS.
- We are currently appointing a new counsellor for one day so we have 5 day provision.
- Uptake of the HPV vaccine has been very significant.

## **Appendices**

- None

### **Alan Bird**

Head

City of London School

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