



Board of Governors of the City of London School

Date: THURSDAY, 13 JUNE 2019

Time: 11.00 am

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

Members:	Deputy James Thomson	Alderman & Sheriff Vincent Keaveny
	Tim Levene	Ronel Lehmann (External Member)
	Alexander Barr	Lord Levene of Portsoken (External Member)
	Deputy Keith Bottomley	Deputy Edward Lord
	Dominic Christian	Paul Madden (External Member)
	Marianne Fredericks	Christopher Martin (External Member)
	Rosie Gill (External Member)	Sylvia Moys
	Caroline Haines	Ian Seaton
	<i>Chairman of the City of London</i>	Paul Stein (External Member)
	<i>Freemen's School (Ex-Officio Member)</i>	<i>Chairman of the City of London School for Girls (Ex-Officio Member)</i>

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

Presentations on Safeguarding and PSHE will be given at 10.30am
Lunch will be served at the City of London School at 1pm

NB Part of this meeting may be subject to Audio Visual Recording

Future Board meeting dates

9 October 2019 – 11am (City of London School)
11 December 2019 – 11am (City of London School)
11 March 2020 – 11am (Guildhall)
10 Jun 2020 – 11am (City of London School)
7 October 2020 – 11am (City of London School)
9 December – 11am (City of London School)

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **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 A 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 9 April 2019.

For Decision
(Pages 3 - 6)
7. **MINUTES OF THE GOVERNANCE COMMITTEE**
To receive the public minutes of the Governance Committee meeting held on 24 May 2019.

For Information
(Pages 7 - 8)
8. **MINUTES OF THE FINANCE & ESTATES COMMITTEE**
To receive the public minutes of the Finance & Estates Committee meeting held on 24 May 2019.

For Information
(Pages 9 - 10)
9. **MINUTES OF THE ACADEMIC & EDUCATION COMMITTEE**
To receive the public minutes of the Academic & Personnel Committee meeting held on 24 May 2019.

For Information
(Pages 11 - 14)

10. **APPOINTMENT OF COMMITTEES, PANELS AND REPRESENTATIVES**

Report of the Town Clerk.

For Decision
(Pages 15 - 24)

11. **HEAD'S REPORT**

Report of the Head.

For Information
(Pages 25 - 28)

12. **OUTREACH & PARTNERSHIP**

Report of the Head.

For Information
(Pages 29 - 34)

13. **RISK REGISTER 2018-19 FOR THE CITY OF LONDON SCHOOL BURSARY
FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND
PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**

Joint Report of the Chamberlain and the Bursar.

For Decision
(Pages 35 - 44)

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

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

16. **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

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 9 April 2019.

For Decision
(Pages 45 - 50)

18. **NON-PUBLIC MINUTES OF THE GOVERNANCE COMMITTEE**

To receive the non-public minutes of the Governance Committee held on 24 May 2019.

For Information
(Pages 51 - 54)

19. **NON-PUBLIC MINUTES OF THE FINANCE & ESTATES COMMITTEE**
To receive non-public minutes of the Finance & Estates Committee held on 24 May 2019.
- For Information**
(Pages 55 - 58)
20. **NON-PUBLIC MINUTES OF THE ACADEMIC & PERSONNEL COMMITTEE**
To receive the non-public minutes of the Academic & Personnel Committee held on 24 May 2019.
- For Information**
(Pages 59 - 62)
21. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
- For Information**
(Pages 63 - 66)
22. **HEAD'S NON-PUBLIC REPORT**
Report of the Head.
- For Information**
(Pages 67 - 92)
23. **FINANCIAL INFORMATION DASHBOARD**
Joint Report of the Chamberlain and Bursar.
- For Information**
(Pages 93 - 112)
24. **CITY OF LONDON SCHOOL DECISION TO PROGRESS WITH PHASE 1 OF THE MASTERPLAN AND UPDATE TO THE APPLICATION TO THE CITY FOR A LOAN TO FUND PHASES 1 TO 4 OF THE SCHOOL'S MASTERPLAN**
Report of the Head.
- For Decision**
(Pages 113 - 136)
25. **OPTIONS FOR THE FUTURE OF THE CITY OF LONDON BURSARY FUND, THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**
Report of the Head.
- For Decision**
(Pages 137 - 150)

26. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**
Report of the Chamberlain.
- For Decision**
(Pages 151 - 152)
27. **PROPOSAL TO CHANGE THE SCHOOL'S DEPOSIT AND FEES PAID ON ACCEPTANCE OF A PLACE**
Report of the Bursar.
- For Decision**
(Pages 153 - 158)
28. **REGULAR UPDATE OF THE SCHOOL'S RISK REGISTER**
Report of the Bursar.
- For Information**
(Pages 159 - 174)
29. **STRATEGIC VISION 2019-2024**
Report of the Head.
- For Decision**
(Pages 175 - 202)
30. **DEVELOPMENT AND ALUMNI RELATIONS REPORT AND PLAN**
Report of the Head.
- For Information**
(Pages 203 - 228)
31. **UPDATE ON THE SCHOOL'S BURSARY AND SCHOLARSHIP PROGRAMME**
Report of the Bursar.
- For Information**
(Pages 229 - 232)
32. **SAFEGUARDING**
Report of the Head.
- For Information**
(Pages 233 - 240)
33. **HEALTH & SAFETY AND WELFARE**
Report of the Head.
- For Information**
(Pages 241 - 264)

34. **COMPLIANCE COMMITTEE**

Report of the Head.

NB – Please note that appendix 1 will be tabled at the meeting.

For Decision
(Pages 265 - 310)

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

36. **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

37. **CONFIDENTIAL MINUTES OF THE ACADEMIC & PERSONNEL COMMITTEE**

To receive the confidential minutes of the Academic & Personnel Committee meeting held on 24 May 2019.

For Information

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

Report of the Head.

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 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 2019)**

ALDERMEN

- 2 Vincent Thomas Keaveny, Sheriff

COMMONERS

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

together with:-

Ronel Lehmann

Lord Levene of Portsoken

Christopher Martin

Paul Madden

Rosie Gill

Paul Stein

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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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL **Tuesday, 9 April 2019**

Minutes of the meeting of the Board of Governors of the City of London School held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 9 April 2019 at 10.00 am

Present

Members:

Deputy James Thomson (Chairman)	Alderman & Sheriff Vincent Keaveny
Tim Levene (Deputy Chairman)	Lord Levene of Portsoken (External Member)
Deputy Keith Bottomley	Deputy Edward Lord
Marianne Fredericks	Ian Seaton
Caroline Haines	

Officers:

Alan Bird	- Head, City of London School
Charles Griffiths	- Bursar, City of London School
Steven Reynolds	- Chamberlain's Department
Ola Obadara	- Property Projects Director, City Surveyor's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received on behalf of Alexander Barr, Rosie Gill, Ronel Lehmann, Paul Madden, and Christopher Smith.

Governors expressed their congratulations to both Rosie Gill on the birth of her daughter; and to Paul Stein for the birth of his daughter.

Condolences were extended to Christopher Smith, following the recent death of his wife.

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

There were none.

3. MINUTES OF THE BOARD OF GOVERNORS (13 MARCH 2019)

RESOLVED – that the public minutes of the meeting held on 13 March 2019 be approved as accurate record.

4. MINUTES OF THE GOVERNANCE COMMITTEE (25 FEBRUARY 2019)

Public minutes of the Governance Committee meeting held on 25 February 2019.

RECEIVED.

5. **MINUTES OF THE FINANCE & ESTATES COMMITTEE (25 FEBRUARY 2019)**

Public minutes of the Finance & Estates Committee meeting held on 25 February 2019.

RECEIVED.

6. **MINUTES OF THE ACADEMIC & EDUCATION COMMITTEE (25 FEBRUARY 2019)**

Public minutes of the Academic & Education Committee meeting held on 25 February 2019.

RECEIVED.

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

There were none.

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

There was one item of other business.

The Town Clerk informed the Board of Governors that a Governor representative from the City of London School was needed on the City of London Corporation Education Unit's Culture and Creative Learning Forum. No Governor had yet expressed an interest, but all were invited to email the clerk for more information should they wish to volunteer.

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 that 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 OF THE BOARD OF GOVERNORS (13 MARCH 2019)**

RESOLVED – that the non-public minutes of the meeting held on 13 March 2019, be approved as accurate record.

11. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding outstanding actions from the previous meeting.

12. **NON-PUBLIC MINUTES OF THE GOVERNANCE COMMITTEE (25 FEBRUARY 2019)**

Non-public minutes of the Governance Committee meeting held on 25 February 2019.

RECEIVED.

13. **NON-PUBLIC MINUTES OF THE FINANCE & ESTATES COMMITTEE (25 FEBRUARY 2019)**

Non-public minutes of the Finance & Estates Committee meeting held on 25 February 2019.

RECEIVED.

14. **NON-PUBLIC MINUTES OF THE ACADEMIC & EDUCATION COMMITTEE (25 FEBRUARY 2019)**

Non-public minutes of the Academic & Education Committee meeting held on 25 February 2019.

RECEIVED.

15. **CITY OF LONDON SCHOOL - MASTERPLAN LOAN APPLICATION**

Governors considered a report of the Head regarding the City of London School's Masterplan Loan Application.

16. **CITY OF LONDON SCHOOL MASTERPLAN PHASE 1 - GATEWAY 3/4**

Governors considered a report of the City Surveyor and the Bursar regarding the options appraisal for Phase 1 of the City of London School Masterplan.

17. **SAFEGUARDING UPDATE**

Governors received a report of the Head regarding a safeguarding update.

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

There were none.

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

There was none.

20. **CONFIDENTIAL MINUTES OF THE BOARD OF GOVERNORS (13 MARCH 2019)**

RESOLVED, that the confidential minutes of the meeting held on 13 March 2019, be approved as accurate record.

21. **CONFIDENTIAL MINUTES OF THE FINANCE & ESTATES COMMITTEE (25 FEBRUARY 2019)**

Confidential minutes of the Finance & Estates Committee meeting held on 25 February 2019.

RECEIVED.

The meeting ended at 11.12 am

Chairman

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

GOVERNANCE COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 24 May 2019

Minutes of the meeting of the Governance Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 9.00 am

Present

Members:

Deputy James Thomson (Chairman) Paul Stein
Alderman & Sheriff Vincent Keaveny

Officers:

Alan Bird	- Head, City of London School
Dr Richard Brookes	- City of London School
Charles Griffiths	- City of London School
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Tim Levene, Deputy Edward Lord and Lord Levene of Portsoken.

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

There were none.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 25 February 2019, be approved as accurate record.

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

There were none.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. 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 that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 25 February 2019, be approved as accurate record.

8. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding Outstanding Actions.

9. **HEAD'S REPORT**

Governors considered a report of the Head.

10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There were three items of other business.

The meeting closed at 10.00 am

Chairman

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

FINANCE & ESTATES COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 24 May 2019

Minutes of the meeting of the Finance & Estates Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 10.00 am

Present

Members:

Deputy James Thomson
Alexander Barr

Ian Seaton
Paul Stein

Officers:

Alan Bird	- City of London School
Charles Griffiths	- City of London School
Steven Reynolds	- Chamberlain's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Keith Bottomley and Deputy Edward Lord. Tim Levene dialled into the meeting. Governors moved for James Thomson to take the Chair in his absence.

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

There were none.

3. MINUTES

Alexander Barr wished to clarify his declaration of interest at item 2. He noted that he still worked for the company in question, but that he was at arm's length to the part of the organisation that dealt with the tender.

RESOLVED, that the public minutes of the meeting held on 25 February 2019, be approved as accurate record, subject to the proposed amendment.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. 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 that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 25 February 2019, be approved as accurate record.

8. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding Outstanding Actions.

9. **REPORT OF THE BURSAR**

Governors received a report of the Bursar.

10. **OPTIONS FOR CITY OF LONDON FUNDS AND TRUSTS**

Governors considered a report of the Bursar regarding the options for the City of London School Funds and Trusts.

11. **FINANCIAL INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and the Bursar regarding the Financial Information Dashboard.

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were none.

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

There was no other business.

14. **CONFIDENTIAL MINUTES**

This item was deferred to the next Finance & Estates Committee meeting.

The meeting closed at 11.02 am

Chairman

**Contact Officer: Polly Dunn
020 7332 3726**

ACADEMIC & EDUCATION COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL

Friday, 24 May 2019

Minutes of the meeting of the Academic & Education Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 11.00 am

Present

Members:

Christopher Martin (Chairman)
Dominic Christian
Caroline Haines

Paul Madden
Deputy James Thomson

Officers:

Alan Bird	- Head, City of London School
Dr Richard Brookes	- Senior Deputy Head, City of London School
Coco Stevenson	- Deputy Head Pastoral, City of London School
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Rosie Gill and Tim Levene.

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

Caroline Haines declared that she was Chair of Standards at Newham Collegiate.

3. MINUTES

RESOLVED, that public minutes of the meeting held 25 February 2019, be approved as accurate record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were none.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were two items of urgent business:

Outreach and Partnerships Report

Governors received a report of the Head regarding the School's Outreach and Partnership activities and noted the very impressive collection of School activities, paying particular attention to the success of the City of London Corporation's Virtual School.

The Head explained that, the new Strategic Plan of the School (to come to the Board for final approval in June) featured three key anchors, the first of which was “Kind”. The activities outlined within the report therefore formed a fundamental part of the School’s ethos. The Head felt that, under the second of the three anchors: “aware”, there was still more that could be done to support the City of London’s Corporate Plan 2018-23, especially in relation to the City of London Academies. Governors heard that HMC were beginning to focus on the themes of partnership and public benefit. The Head shared with the Committee a brochure from Norwich School entitled “Reaching Out”, he proposed that in future the City of London School seek to produce something similar to highlight what it was doing for the community.

Whilst staff were often initially very enthused by the prospect of various outreach projects and events, that they often demanded a lot of time and resource. Governors noted that the reallocation of roles as outlined in the report would enable the School to further better its outreach and partnerships work.

A Governor asked how many students who graduate the School and go on to be doctors. Approximately 12 boys per year (approx. 10%) go on to study Medicine at University.

RECEIVED.

Note of thanks

Governors and Head wished to thank the Committee’s Chairman, Christopher Martin, for his continued dedication to the role of Governor and specifically for his significant contribution to the work of the Academic & Education Committee.

6. **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 that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

7. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 25 February 2019, be approved as accurate record.

8. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding Outstanding Actions.

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

The Chairman moved to take this item earlier in the agenda due to staff commitments.

Governors considered one item of urgent business.

Sabbatical Applications for 2020-21

Governors considered a report of the Head regarding Sabbatical Applications for 2020-21.

10. **REPORT OF THE HEAD**

Governors received a report of the Head.

11. **SAFEGUARDING & PASTORAL REPORT**

Governors received a report of the Head regarding an update safeguarding and pastoral matters.

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND THAT THE COMMITTEE AGREES SHOULD BE CONSIDERED IN CONFIDENTIAL SESSION**

There was one item of confidential business.

The meeting closed at 1.05 pm

Chairman

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

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Committee(s) Board of Governors of the City of London School	Dated: 13 June 2019
Subject: Appointment of Sub-Committees, Panels and Representatives	Public
Report of: Town Clerk	For Decision
Report author: Polly Dunn, Town Clerk's Department	

Summary

The Board of Governors at its first meeting each year has the opportunity to review its Committees and their respective terms of reference. This report sets out the composition and terms of reference of the Finance and Estates Committee, the Academic and Education Committee, the Governance Committee, the Bursary Committee and a Teachers' Pay Panel and invites the Board to appoint Governors from among its membership to serve on those Committees.

Details of the composition and terms of reference of the Committees are set out in an appendix.

Recommendation(s)

- It is recommended that Governors consider the terms of reference of and appoint to its various Committees, Panels and lead Governors, outlined below.

Main Report

1. Governors are asked to consider the appointment of the following Committees, representatives and Panels.

Finance and Estates Committee

2. The Committee primarily has a monitoring and advisory role, identifying any financial problems before they become serious and recommending a course of action to the Board, which would take any relevant decisions. The Committee usually meets once a term in sufficient time to report to the Board on any matters that need agreement.
3. Governors are invited **to appoint up to 4 Governors** (one of whom must be a Common Council Governor) to this Committee. These appointments are in addition to the Chairman and Deputy Chairman of the Board.
4. At the 2 October 2017 meeting of the Finance and Estates Committee, it was noted that AGBIS guidelines state that the Chairman of the Board should not

act as Chairman of any Finance sub-committee appointed by the Board. Governors are therefore invited to appoint a Governor who is not Chairman of the Board as Chairman of the Finance and Estates Committee for 2019/20.

5. Membership of the Finance and Estates Sub Committee for 2018/19 was as follows.

- Chairman of the Board
- Deputy Chairman of the Board (Chairman)
- Alex Barr
- Keith Bottomley
- Deputy Edward Lord
- Ian Seaton
- Paul Stein

Academic and Education Committee

6. The Academic and Education Committee has an important role in supporting the Head and Senior Management Team, ensuring that important curricular and pastoral issues are given appropriate discussion by the Board. To enable the Committee to fulfil this role it is expected that Governors appointed to the Committee would, with the Head's support, observe classes and meet with pupils from time to time. The Committee usually meets twice a year in sufficient time to report to the Board any matters that need agreement.

7. Governors are invited **to appoint up to 4 or 5 Governors** (one of whom must be a Common Council Governor) to this Committee.

8. Membership of the Academic and Education Committee for 2018/19 was as follows.

- Christopher Martin (Chairman)
- Chairman of the Board
- Deputy Chairman of the Board
- Dominic Christian
- Rosie Gill
- Caroline Haines
- Paul Madden

Governance Committee

9. The Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Common Council Governors.

10. Governors are invited **to appoint up to 3 Governors** (one of whom must be a Common Council Governor) to this Sub-Committee.

11. Membership of the Governance Committee for 2018/19 is as follows.

- Chairman of the Board
- Deputy Chairman of the Board
- Alderman Vincent Keaveny
- Lord Levene of Portsoken
- Deputy Edward Lord
- Paul Stein

Bursary Committee

12. The Bursary Committee is concerned with 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.

13. Governors are invited **to appoint up to 5** to this Committee.

14. Membership of the Governance Sub Committee for 2018/19 is as follows.

- Chairman of the Board
- Deputy Chairman of the Board
- Ian Seaton

Association of Governing Bodies of Independent Schools (AGBIS)

15. The Association of Governing Bodies of Independent Schools (AGBIS) supports and advises governing bodies of schools in the independent sector on all aspects of governance, under the umbrella of the Independent Schools Council.

16. The Board is asked to appoint the School's representative to AGBIS for the 2019/20 academic year.

Teachers' Pay Panel

17. In February 2015 the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.

18. The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.

19. The Teachers' Pay Panel may meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if

necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Appendices

Appendix 1 – Committee Composition and Terms of Reference

Contact:

Polly Dunn

Town Clerk's Department

polly.dunn@cityoflondon.gov.uk

Appendix 1

Finance and Estates Sub-Committee

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Sub-Committee will be attended by the Head, the Senior Deputy Head and the Bursar. Other members of staff and advisers may be invited by the Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the 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

The Sub-Committee has the power to act on the following matters:

- To agree action to be taken on arrears of fees; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

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

- Adoption of strategic financial targets eg cash reserves, level of surplus, percentage of staff costs to gross fees etc;
- Advice on the creation of a five to ten year financial plan;
- The annual budget;
- Any proposed fee increases and additional charges;
- Consideration of any proposals for major capital spending, including development of facilities;
- The review of any investments and reserves held by the School;

- 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.);
- Policy on and application of scholarships and bursaries;
- Fund raising policy and activity;
- Policy on and implementation of lettings and any other commercial activity.

Academic and Education Sub-Committee

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings of the Sub-Committee will be attended by the Head and the Senior Deputy Head. The Deputy Head Pastoral and Assistant Heads Academic; Teaching and Learning and Outreach; Co-curricular, and staff development and strategic development will attend as appropriate. Other members of staff and advisers may be invited by the Sub-Committee. Attendees do not have a vote.
- The Clerk to the Governors will be the Committee Secretary.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.
- The Committee should report to each Board of Governors' meeting.

Terms of Reference

The Committee has the power to act on the following matters:

- To agree requests for Sabbatical Leave; 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 School's ethos and aims;
- The development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- Curriculum, co-curricular and pastoral issues;

- Standards, including academic results;
- Pastoral policy and practice, including oversight of safeguarding and the single central register;
- INSET and Professional Development policy and practice;
- Staffing issues;
- Parental complaints procedures;
- Monitoring general compliance with child protection requirements (not involving individual cases);
- Making recommendations on any other issues referred by the full Board.

Governance Sub-Committee

The Sub-Committee's role is to source, interview and select the co-opted members of the Governing Board. It is also to advise on the skills needed on the Governing Board to assist in the selection of new Governors. The Sub-Committee meets as required. It met four times during 2017/18.

Composition

- The Chairman of the Sub-Committee shall be selected from amongst its members with the agreement of the Full Governing Board.
- Chairman and Deputy Chairman of the Board of Governors;
- Up to three other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- Meetings will be attended by the Head, the Senior Deputy Head, and the Bursar. Attendees do not have a vote.
- The Bursar will co-ordinate the work of the Committee.

Quorum

The quorum shall be any three Governors.

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

The Committee has the power to act on the following matters:

- The Committee will maintain and annually update a skills audit of the Governing Board, identifying and noting gaps;
- The Committee will seek to identify individuals able to serve as co-opted Governors. Such individuals will be interviewed and elected to the Board as agreed by the majority of those present, including a majority of Common Council Governors present and voting.
- Such gaps as may occur should be used as guidance helping to assist in the selection of Common Council Governors;

Bursary Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls
- Up to five other Governors appointed by the Board of Governors.

The quorum shall be any three Governors.

Terms of Reference

The Bursary Committee at their sole discretion after considering recommendations by the Head 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.

Teachers Pay Panel

Purpose of the Teachers' Pay Panel

- The Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School have delegated to a Teachers' Pay Panel, consisting of the Chairmen of their Boards, the authority to consult and decide upon the annual teachers' pay award within agreed parameters from the Boards.
- The Teachers' Pay Panel will consult with the Schools' Staff Side or Common Room representatives and an official from the Association of Teachers and Lecturers regarding the Teachers' pay submission.
- The Teachers' Pay Panel will usually meet in March of each year. The Panel may decide to hold further meetings or conduct further communications via letter if necessary. However the aim will be to have made any decisions regarding pay by the end of the Spring term.

Membership:

The Chairmen of the Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School. In their absence they may nominate a deputy from the membership of their Board of Governors.

One of the Chairmen of the Boards of Governors will act as the Chairman of the Teachers' Pay Panel on an annual rotation.

Quorum:

The Quorum will be three and will consist of a Governor from each of the three Boards.

Consultation Process:

During the process of deliberation, the Teachers' Pay Panel will meet with:

One representative from the Staff Side or Common Room of the City of London School, the City of London School for Girls and the City of London Freeman's School; and

The full time official from the Association of Teachers and Lecturers.

The following will be in attendance during deliberations in an advisory capacity:

- The Director of Human Resources
- The Heads of the City of London School, the City of London School for Girls and the City of London Freeman's School or in their absence their Deputy.

Remit of the Teachers' Pay Panel:

To approve any pay award that will apply to the teachers' main grade and all teachers' management grades.

Any decisions around responsibility and other allowances or payments will be specified.

Timing

The timing of the process will be as follows:-

Financial information will be provided by the schools to the Staff Side and Common Room representatives in the autumn term of each year.

Any pay submission made by the Staff Side and Common Room will be made to a meeting of the Joint Consultative Committee in January/early February of each year.

Teachers' Pay Panel will usually meet in March.

Final decision to be made by the end of the Spring term if at all possible.

Termination

The Boards of Governors will review on an annual basis the continuation of the Teachers' Pay Panel.

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Committee(s): Board of Governors, City of London School	Date(s): 13/06/2019
Subject: Head's Report	Public
Report of: Alan Bird, Head	For Information
Report author: 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. Alongside this report, the annual Outreach and Partnerships Report for the School is submitted for the Board's consideration.

Recommendation(s)

Governors are asked to note the report.

Main Report

Academic Report

- The 5th Form and Senior 6th Form have finalised their preparations for GCSE and A-level/pre-U examinations, which are now underway.
- The Perse Coding Competition has been a success and we are progressing through the rounds.
- Enrichment and extension competitions aimed at the Junior 6th have been advertised and we anticipate a good uptake. The John Carpenter Essay Competition will run again for the Junior 6th across the summer. These are good opportunities for the Junior 6th to finalise their thinking as far as university applications are concerned.
- Extension and enrichment reading lists for the pupils who will join the Junior 6th and Senior 6th in September are being updated and circulated.
- The Extended Projects undertaken by many boys in the Junior 6th have been internally marked and moderated, and the results look promising. Final results will come in August.
- The new value-added software – ALPS – is being rolled out, with Heads of Department meeting with the Assistant Head (Academic) and/or the Deputy Head of Sixth Form for training.
- Various on-line platforms are being trialed in many subjects for the purposes of assessment practice and feedback: these offer great potential in terms of teaching and learning (e.g. through differentiated questioning, immediate feedback, and in guiding teachers as to areas of relative weakness).

- The 4th Form had an off-timetable day in early May, and engaged in a range of cross-curricular activities, focusing on the environment.
- EQI ISI preparation continues with the SEF reflecting the Strategic Vision 2019-2024.

Co-Curricular Report

- **Charity:** The Summer Term is always a busy one for the Charity Committee and the boys are working hard to raise large sums of money for Tiny Tickers. In the last two weeks of term there will be the Sponsored Walk, the 48 Hour Sponsored Row and a Charity Concert.
- **Sport:** The 1st XI Football side won the London Independent Schools FA Cup and the Bromley & District Cup. They came agonizingly close to an unprecedented treble, losing in the final minute of extra-time in the County Cup. The U16 and U18 Basketball sides were both LISBA League Champions. The U11, U13, U16 and U18 Table Tennis teams took part in the Jack Petchey East London Qualifier Teams Tournament. The U16 and U18 teams have qualified for the Jack Petchey London Final. A boy in the 5th Form became the England National Individual Champion (U18) and will represent England at the British Senior Schools competition, in Guernsey, in late June.
- **Music:** The Spring Concert was a great success, with, for the first time, the London Youth Choir participating. The Youth Choir and the CLS Chamber Choir sung Benjamin Britten's Rejoice in the Lamb together. This was followed by outstanding performances of Death & The Maiden D.810 (Schubert) by the Senior String Orchestra and Symphony No.2 'Little Russian' (Tchaikovsky) by the First Orchestra. The Spring Soirée provided the perfect showcase for the range of musical interest and talent, and also raised over £7000 for the Charity Appeal. The work of the Friends of CLS should be acknowledged in helping, alongside the Music Department, to arrange this event.
- **CCF:** The Annual Inspection proved to be a super occasion, notably with 60 girls from CLSG participating.
- **App Development:** A group of boys have developed an App (called Notify), which uses machine learning and text recognition techniques to create an application which allows for the compiling, learning and testing of notes to be far more efficient. They successfully bid for financial backing and are soon to launch. They are being mentored by an Old Citizen.
- **Duke of Edinburgh Award:** We recently had our DofE License renewed, with fulsome praise from the organization for our programme. Over 100 boys are participating in Gold, Silver and Bronze expeditions this term.
- **British Physics Experimental Projects:** 3 boys received a Gold award for their experimental report on the angles formed by soap films on various three-dimensional shapes. This is the first time the school has achieved a Gold award in this competition and the reports are judged by very strict criteria. In at least one previous year no Gold awards were given in the entire country, so this is a significant achievement.

- **Public Speaking:** CLS were runners-up in the Tacitus Public Speaking Competition and a 3rd Form boy won the Corporation of London International Churchill Society debating competition.
- **Clubs and Societies:** The Feminist Society continues to flourish – they meet regularly with their equivalent at CLSG, with more than 30 pupils often in attendance. IGEM (an international Biology competition in which we have had past success) is running this year in conjunction with CLSG (20+ girls visit each week as part of this). There are always new clubs and societies coming on stream – for example, a group of Junior Sixth Formers have set up a Maths Logic Club, with the assistance of the Maths Department, with a focus on preparing students for thinking skills tests (increasingly used for university admissions).
- **Partnership:** Staff and pupils are benefiting from the School's partnership programme with the City of London Corporation's Virtual School. More details of this partnership can be found in the Outreach and Partnerships Report.

Pastoral Report

- The School took part in events to commemorate the 25th anniversary of the 1994 Genocide against the Tutsis in Rwanda. Two boys attended the commemoration at City Hall and met the Mayor of London. They were commended for their involvement by the Ishami Foundation, as were the Third Form, all of whom completed work related to the issue, which was on display at City Hall.
- The flag raising will take place at the School in June to celebrate Pride. Two events will take place: one for current boys during morning break, and one in the evening at an LGBT+ Alumni event. A former pupil made an address at the boarding school he is attending in the USA (as part of his Gap Year), talking about his experiences as a gay pupil at CLS, the support he had enjoyed, and the importance of the LGBT+ Society to him.
- Mental Health Week was marked in School with a series of events centred around the theme of body image: there were debates in Junior and Senior Debating Club, workshops in PSHE, and a talk from Samuel Pollen (author of 'The Year I Didn't Eat') about his eating disorder.

Appendices

- None

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Committee(s): Academic and Education Committee, City of London School Board of Governors, City of London School Education Board	Date(s): 24/05/2019 13/06/2019 18/072019
Subject: Outreach and Partnerships Report	Public
Report of: Alan Bird, Head, City of London School	For Information
Report author: Alan Bird, Head, City of London School	

Summary

City of London School (CLS) sees its partnerships with other educational institutions as central to its values and ethos. Through effective partnership, the School can broaden its perspective and learn from excellent practice elsewhere; it can play its part within the broader Corporation, city and society of which it is part; and it can enrich both the educational experience of the pupils, and the professional experience of staff.

This report provides a brief summary and flavour of the partnership and outreach work that has been undertaken (or facilitated) by the School over the last academic year. It should be noted that, in addition to the work that is referenced in this report, very many CLS pupils are engaged in further community-based work within their local communities. Since the continued development of this work is at the heart of the School's Strategic Plan for the coming years, the final section of the report provides a brief summary of the areas for further development over the coming year.

Recommendation(s)

Governors are asked to note the report.

Main Report

Partnership and Outreach Work involving CLS Pupils

In much of CLS's partnership work, CLS pupils benefit from the opportunity to work with other young people and institutions.

- The pupils' annual Charity Appeal continues to be at the very heart of School life. The pupils vote for the charity that they wish to support, and the entire community then works together, through a very wide range of activities and initiatives, to raise funds for that charity over the academic year. In September

2018, the School presented a cheque for over £84,000 to **AmRef Health Africa** (<https://amref.org>): these funds had been raised through the 2017-18 academic year, and the total was a record for the School. Later in the Autumn Term, the pupils elected to support **Tiny Tickers** (www.tinytickers.org) for 2018-19, a small charity that seeks to improve the early detection and care of babies with serious heart conditions. Charitable endeavours through the current year have included the Spring Soiree, the Sponsored Walk and the Sponsored Row, alongside an ongoing programme of mufti days, cake sales, busking and much more besides. The Head is undertaking a sponsored sky-dive in June 2019 as part of the appeal!

- The School continues its engagement with **IntoUniversity** (<https://intouniversity.org>), an organisation that seeks to prepare young people from disadvantaged backgrounds for progression to tertiary education. Boys have, over the course of this year, volunteered for over 150 hours, and this is further enhanced by staff support. Over the Easter holiday, five staff volunteered to provide targeted academic support in preparation for upcoming public examinations.
- The School continues its engagement with **Project Rousseau** (www.projectrousseau.org), an organisation that seeks to prepare young people from disadvantaged backgrounds in the USA for progression to tertiary education. CLS pupils once again hosted Project Rousseau pupils during their visit to London in January 2019, with the Annual Dinner hosted at CLS on 17th January 2019. CLS pupils will be travelling to the USA in October 2019, to support the organisation's work in New York.
- The School is developing a new and exciting link with the **City of London Corporation's Virtual School**, which provides an education for young people who have arrived in the City of London, seeking asylum from unstable conditions in their home country. The School has developed a ten-week programme of activities for pupils in the Virtual School, which will include opportunities in Art, Drama, Science, DT, Sport and reading. CLS pupils in Year 12 will support this programme, which will be overseen on a voluntary basis by CLS staff. The programme is running for the first time through the Summer Term 2019, though it is hoped that it can be repeated for new cohorts of Virtual School pupils through the 2019-20 academic year.
- The **Salmon Centre** is an institution in South London that provides both the young and the elderly in the community with facilities, contacts and events that help to enrich their lives. The School has a long-standing relationship with the Centre, and the current Chairman is the parent of a CLS pupil. Pupils from CLS help with events at the Salmon Centre on a weekly basis, including football, music recitals and even historical re-enactments!
- On a weekly basis, a group of pupils undertakes voluntary work at the **Maggie Cancer Care Centre** at St. Bart's. Primarily, this involves the co-ordination of activities with a musical focus.

- The **Medical Society** organised and hosted a Medical Conference for over 100 Year 12 pupils from across London (primarily aimed at supporting subsequent applications to university), with free places provided to pupils from City of London Corporation academies. Newham Collegiate was particularly well represented at the Conference itself.
- The work of the **Community Service Organisation** continues to make a significant impact on the local community. 35 pupils in Year 10 devote 60 hours each over the year, setting up their own community projects, which include working with local places of worship, giving chess lessons at a local centre for the elderly, working with asylum seekers, or working with local charitable organisations. A further 12 pupils in Year 10 are Youth Ambassadors for Transport for London, working with a range of school communities to raise awareness of safe travel amongst young people. A further 12 pupils in Year 10 are part of the Green Schools' Project, a social action group that seeks to implement ways of increasing environmental awareness and green operations at CLS.
- 115 pupils at CLS take part in the **Duke of Edinburgh Programme**, and contribute to the wider community as part of the service aspect of the course. This work includes coaching at local sports clubs, helping out at local libraries, working in local charity shops, helping at local churches, and contributing as part of the IntoUniversity programme.

The School is also seeking to increase the range of activities that are undertaken in partnership with the City of London School for Girls. Alongside long-standing partnership work in music and drama in particular, over 60 pupils from CLSG are now coming to CLS on a weekly basis as part of the School's CCF Contingent, and they are also participating in camps and all other training activities. This year's IGEN Project is also drawing pupils together from both CLS and CLSG.

Partnership and Outreach Engagement by CLS Staff

All of the activities outlined above see staff from CLS working with pupils. In addition, CLS staff are involved in the following projects.

- The School's link with **Bentworth Ark Academy** continues: a member of the School's SMT sits on the Academy's Board of Governors, and takes responsibility for Board oversight of teaching and learning. A member of School staff provides sessions to introduce pupils in the Academy to debating, and then invites Year 6 pupils to CLS in the Summer Term, to enrich their education in Science.
- The School continues to offer and provide practice interviews for applicants to the universities of Oxford and Cambridge from other Schools. In addition, pupils from the City of London academies were invited to participate in the School's programme of mock interviews for medical applicants, and pupils from Newham Collegiate attended the School's US Universities' Forum. The member of staff at the School who supports applications to US universities has

offered to act as a consultant for Newham Collegiate, to support their work in this area.

- The School's Head of Senior Debating hosted a debating workshop in February 2019, delivered by the English Speaking Union, in which teams of pupils from most of the City of London Family took part.
- The Head of Economics runs the Fundamentals of Financial Services Course every summer, and five City schools have once again been invited to participate.
- The School Librarian sits on the National Committee of the School Libraries' Group, representing School Librarians from all types of school. He recently hosted a Regional Training Day at the School, and last year hosted the inaugural meeting for School Librarians from all of the City of London Corporation's schools. All City of London schools are also invited to bring pupils to our regular Author Events.
- The School is increasingly seen as a vanguard in the promotion of LGBT+ equality. The Deputy Head (Pastoral) and Head of Sixth Form have been invited to advise and support other schools as they set up LGBT+ societies, and CLS has hosted and visited other schools to meet with teachers and pupils, offering further advice and support.

These activities sit alongside a range of others: staff serve as governors at local schools; staff provide support to schools in the areas of learning support, safeguarding, reading and curriculum development.

CLS Premises

CLS is also delighted, wherever possible, to make its premises available to support educational and charitable initiatives in the local community.

Most significantly, the School is proud to be the home for the **London Youth Choir** (www.londonyouthchoir.com). This Choir (which, in fact, runs five separate choirs for young people of different ages and experience) seeks to bring music to children from across London, who might not otherwise have that opportunity. This sees over 250 young people from across London coming to CLS each Monday; the Choir is progressing towards a membership of 300. Each week, the Choir rehearses at CLS, and the School has hosted the Choir's concerts in July 2018 and October 2018, and will do so again in July 2019. In March 2019, the Choir participated in a joint concert with pupils from CLS.

Beyond this, CLS's premises have been used for the following over the last academic year:

- The Samaritans (whose international headquarters are adjacent to the School) used the School site for their summer party, and will use the School for its annual national conference in July 2019.

- 40 tickets were provided free of charge to staff from the City Schools to CLS's conference on Creativity and Innovation in Education (October 2018).
- St. Paul's Cathedral School uses the CLS swimming pool on a weekly basis for swimming lessons for its own pupils.
- The choristers from the Temple Church use the premises for football each Sunday, and the Temple Church Conference was hosted at CLS in January 2019.
- In June 2018, CLS hosted a national event for the Duke of Edinburgh Award Scheme, with 180 delegates in attendance.
- The Physics Partners' Charity holds meetings at CLS each term: the charity trains Physics teachers across Africa.

Developments for 2019-20

Over this academic year, the School's partnership work has been overseen by the Assistant Head (Head of Sixth Form). From September 2019, following a reallocation of roles on the Senior Management Team, this work will be undertaken by the Senior Deputy Head and the Deputy Head (Co-Curricular and Operations).

Whilst sustaining the projects outlined above, a major strategic aim for the School is to develop its partnership work over the coming five years: it is a central theme in the new Strategic Plan for the School. As this work is undertaken, the School will seek to do the following: quantify the value of its work with increasing rigour, so as to dedicate resources to activities where it can have the most positive impact (and, in so doing, demonstrate ever more clearly the public benefit of the School's work); ensure that the School's curriculum provides the scope for all pupils to benefit from the School's partnerships; work with the Education team at the City of London Corporation to ensure that it continues to contribute fully to the City of London's Education Strategy; and ensure that the operational infrastructure within the School provides the basis for delivering the School's medium-term aims in the areas of partnership and outreach.

Appendices

None

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Committee(s):	Date:
Board of Governors of the City of London School	13 June 2019
Subject: Risk Register 2018-19 for: The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust	Public
Report of: The Chamberlain and The Bursar of The City of London School	For Decision
Report author: Steven Reynolds, Chamberlain's Department.	

Summary

This report provides a key risks register at Appendix 2 for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund and, at Appendix 3, a key risks register for The City of London School Education Trust, both for review by Members on behalf of the trustee (the City of London Corporation), to ensure that existing risks are reconsidered, any new risks are identified and that appropriate measures are in place to mitigate those risks.

These registers have been prepared and scored using the City of London Corporation Risk Matrix at Appendix 1.

Currently, the risk register for the Bursary Fund contains seven risks, of which six are assessed as 'green' with scores from 1 to 4 (on a risk scale from 1 to the highest risk score of 32) and one which is 'amber' with a score of 12. The register for the Education trust contains four risks, all of which are assessed as 'green' with scores from 1 to 4. Currently, there are no 'red' risks on either register. No new risks have been identified, and the risk scores remain unchanged to those presented to this Board last year.

Recommendations

Members are asked to review the two risk registers to confirm that they satisfactorily set out the risks facing the School's two charities and that appropriate measures are in place to mitigate those risks.

Main Report

Background

1. This report provides a key risks register for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund at Appendix 2 and a key risks register for The City of London School Education Trust at Appendix 3, both administered by the Board of Governors of the City of London School on behalf of the trustee (the City of London Corporation).
2. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
3. The Charities SORP requires that the register is reviewed annually to ensure that existing risks are reconsidered and any new risks are identified.

Review of Risks

4. The method of assessing risk reflects the City of London's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The City of London Corporation risk matrix, which explains how risks are assessed and scored, is attached at Appendix 1 of this report.
5. The risk register to be reviewed by the Board of Governors of the City of London School for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund is set out in Appendix 2. This contains seven risks as summarised below:
 1. Income from investments may decline – overall risk score of amber (12);
 2. Awards may not comply with objectives – overall risk score of green (1);
 3. Applicants do not disclose full details – overall risk score of green (3);
 4. Insufficient beneficiaries – overall risk score of green (4);
 5. Charity lacks direction, strategy, and forward planning – overall green (4);
 6. Conflicts of interest – overall risk score of green (1); and
 7. Loss of staff – overall risk score of green (3).

Mitigation of amber risks

Risk 1 is mitigated through investments being managed by a professional fund manager, whose performance is monitored by the Chamberlain and Financial Investment Board. All current measures are being taken and nothing further can be done (at this time) to mitigate the risk.

6. The risk register to be reviewed by the Board of Governors of the City of London School for The City of London School Education Trust is set out in Appendix 3. This contains four risks as summarised below:

1. Awards may not comply with objectives – overall risk score of green (1);
 2. Charity lacks direction, strategy, and forward planning – overall green (4);
 3. Conflicts of interest – overall risk score of green (1); and
 4. Loss of staff – overall risk score of green (3).
7. Each risk has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner' in each register.
8. No new risks have been identified, and the risk scores remain unchanged to those presented to this Board last year.

Conclusion

9. The various risks faced by the two charities have been reviewed and Members are asked to confirm that the attached registers satisfactorily set out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

Appendices

- Appendix 1 - City of London Corporation Risk Matrix
- Appendix 2 - Charity Risk Register for The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund
- Appendix 3 – Charity Risk Register for The City of London School Education Trust

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City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

Impact title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people Objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

(C) Risk scoring grid

Likelihood	Impact				
	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

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The CoL School Bursary Fund Incorporating The CoL School Scholarships and Prizes Funds - Risk Register to be considered by the Board of Governors CLS

Risk No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Current Risk				Planned Actions	Target Risk		
					Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
1	The income from investments in the Charities Pool may decline	Chamberlain	Board of Governors of the CLS	Funds are managed by professional fund manager. Monitoring of fund manager's performance by Chamberlain/ Financial Investment Board.	Possible	Major	Amber 12	↔	Continue existing controls	Possible	Major	Amber 12
2	Grants/awards/loans may be given for purposes not complying with charity's objectives	Head of CLS	Board of Governors of the CLS	Trustees have their objectives before them when agreeing grants. Ensure awards are only given for stated purposes.	Rare	Minor	Green 1	↔	Continue existing controls	Rare	Minor	Green 1
3	Applicants for financial assistance do not disclose full details of their circumstances	Head of CLS	Board of Governors of the CLS	Applicants are required to complete and sign application form and provide supporting evidence. Officers follow up obvious discrepancies when assessing the application. Ensure scrutiny is rigorous, Bursar conducts a face to face meeting with all applicants for support from the funds to judge need.	Possible	Minor	Green 3	↔	Continue existing controls	Possible	Minor	Green 3
4	Insufficient beneficiaries complying with the objects of the Trust	Head of CLS	Board of Governors of the CLS	Advertising, actively looking for beneficiaries. Where possible investigate appropriateness of widening purpose of Trust to increase pool of potential donors.	Unlikely	Serious	Green 4	↔	Continue existing controls	Unlikely	Serious	Green 4
5	The Charity lacks direction, strategy and forward planning	Head of CLS	Board of Governors of the CLS	A strategic plan which sets out the key aims, objectives and policies, financial plans and budgets. Monitoring of financial and operational performance.	Rare	Major	Green 4	↔	Continue existing controls	Rare	Major	Green 4
6	Conflicts of interest	Head of CLS	Board of Governors of the CLS	Understanding of trust law. Protocol for disclosure of potential conflict of interest.	Rare	Minor	Green 1	↔	Continue existing controls	Rare	Minor	Green 1
7	Loss of staff	Head of CLS	Board of Governors of the CLS	Documentation of systems, plans and projects. Training programmes.	Possible	Minor	Green 3	↔	Continue existing controls	Possible	Minor	Green 3

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The City of London School Education Trust - Risk Register to be considered by the Board of Governors of the City of London School

Risk No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Current Risk				Planned Actions	Target Risk		
					Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
1	Grants/awards/loans may be given for purposes not complying with charity's objectives	Head of CLS	Board of Governors of the CLS	Trustees have their objectives before them when agreeing grants. Ensure awards are only given for stated purposes.	Rare	Minor	Green 1	↔	Continue existing controls	Rare	Minor	Green 1
2	The Charity lacks direction, strategy and forward planning	Head of CLS	Board of Governors of the CLS	A strategic plan which sets out the key aims, objectives and policies, financial plans and budgets. Monitoring of financial and operational performance.	Rare	Major	Green 4	↔	Continue existing controls	Rare	Major	Green 4
3	Conflicts of interest	Head of CLS	Board of Governors of the CLS	Understanding of trust law. Protocol for disclosure of potential conflict of interest.	Rare	Minor	Green 1	↔	Continue existing controls	Rare	Minor	Green 1
4	Loss of staff	Head of CLS	Board of Governors of the CLS	Documentation of systems, plans and projects. Training programmes.	Possible	Minor	Green 3	↔	Continue existing controls	Possible	Minor	Green 3

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