



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

**Date:** THURSDAY, 29 NOVEMBER 2018

**Time:** 11.00 am

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

**Members:**

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

**Enquiries:** Alistair MacLellan  
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**Lunch will be served in Guildhall Club at 1pm**

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

**John Barradell  
Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

### 1. APOLOGIES

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

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

### 3. MINUTES

- a) **Board of Governors - 6 June 2018** (Pages 3 - 10)  
*N.B the following expressions of interest under Matters Arising (Appointment of Sub-Committees and Working Groups).*

*Gillian Yarrow has expressed an interest in serving on the Finance, General Purposes and Estates Sub-Committee and the Academic and Personnel Sub-Committee.*

*Andrew McMillan and Chris Townsend have expressed an interest in serving on the Masterplan Focus Group.*

- b) **Board of Governors - 27 September 2018** (Pages 11 - 12)
- c) **Finance, General Purposes and Estates Sub-Committee - 13 November 2018** (Pages 13 - 16)
- d) **Academic and Personnel Sub-Committee – 13 November 2018** (Pages 17 - 20)

### 4. ACTIONS

Report of the Town Clerk.

**For Information**  
(Pages 21 - 22)

### 5. HEADMASTER'S REPORT ON NAMING OF BOARDING HOUSE

Report of the Headmaster.

**For Decision**  
(Pages 23 - 26)

### 6. HEADMASTER'S REPORT ON POLICIES

Report of the Headmaster.

**For Decision**  
(Pages 27 - 28)

- a) **Appendix 1 - Governor Policy Scrutiny Schedule** (Pages 29 - 30)
- b) **Appendix 2 - Attendance Policy** (Pages 31 - 50)
- c) **Appendix 3 - Security, Access Control, Workplace Safety and Lone Working Policy** (Pages 51 - 56)
- d) **Appendix 4 - Assessment, Recording and Reporting Policy** (Pages 57 - 62)
- e) **Appendix 5 - Educational Trips & Visits Policy** (Pages 63 - 78)
- f) **Appendix 6 - Teaching & Learning Policy** (Pages 79 - 90)
- g) **Appendix 7 - Careers Education and Guidance Policy** (Pages 91 - 98)

**7. REPORT OF THE HEAD OF THE JUNIOR SCHOOL**

Report of the Head of the Junior School.

**For Information**  
(Pages 99 - 102)

**8. HEADMASTER'S REPORT (INCLUDING NEW STANDING ITEM ON BREXIT)**

Report of the Headmaster.

**For Information**  
(Pages 103 - 106)

- a) **Appendix 1 - School Roll** (Pages 107 - 108)
- b) **Appendix 2 - KPMG Study** (Pages 109 - 110)
- c) **Appendix 3 - Recent and Forthcoming Events** (Pages 111 - 114)
- d) **Appendix 4 - Extra-Curricular Music Programme** (Pages 115 - 118)

**9. TEACHERS' PAY PANEL UPDATE**

Report of the Director of Human Resources.

**For Information**  
(Pages 119 - 120)

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

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

**12. 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**

### **13. NON-PUBLIC MINUTES**

- a) **Board of Governors - 6 June 2018** (Pages 121 - 126)
- b) **Note of Inquorate Board of Governors - 27 September 2018** (Pages 127 - 134)
- c) **Finance, General Purposes and Estates Sub-Committee - 13 November 2018** (Pages 135 - 136)
- d) **Academic and Personnel Sub-Committee - 13 November 2018** (Pages 137 - 140)

### **14. NON-PUBLIC ACTIONS**

Report of the Town Clerk.

**For Information**  
(Pages 141 - 142)

### **15. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

Joint Report of the Headmaster, Chamberlain and City Surveyor.

**For Decision**  
(Pages 143 - 152)

### **16. PROPOSED 2019/20 REVENUE BUDGET**

Joint Report of the Chamberlain and the Headmaster.

**For Decision**  
(Pages 153 - 180)

### **17. HEADMASTER'S REPORT**

Report of the Headmaster.

**For Information**  
(Pages 181 - 188)

### **18. HEADMASTER'S SAFEGUARDING REPORT**

Report of the Headmaster.

**For Information**  
(Pages 189 - 190)

### **19. HEADMASTER'S REPORT ON HONG KONG TRIP**

Report of the Headmaster.

**For Information**  
(Pages 191 - 196)

20. **OLD FREEMEN'S ASSOCIATION (OFA) REPORT ON MEMBERSHIP**  
Report of the Headmaster.

**For Decision**  
(Pages 197 - 204)

21. **GOVERNOR SKILLS AUDIT - NOVEMBER 2018**  
Report of the Town Clerk.

**For Information**  
(Pages 205 - 206)

22. **REPORT ON ACTION TAKEN**  
Report of the Town Clerk.

**For Information**  
(Pages 207 - 208)

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

24. **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**

25. **MINUTES**  
To approve the confidential minutes of the meeting held on 13 June 2018.

**For Decision**

26. **CONFIDENTIAL APPENDICES - TEACHERS' PAY PANEL**  
Confidential appendices to the Report of the Director of Human Resources (Item 9).

**For Information**