



Board of Governors of the City of London School for Girls

Date: MONDAY, 9 MARCH 2020

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,
BARBICAN, EC2Y 8BB

Members:	Nicholas Bensted-Smith (Chairman)	Sylvia Moys Dhruv Patel
	Deputy Clare James (Deputy Chairman)	Deputy Richard Regan
	Rehana Ameer	Professor Anna Sapir Abulafia (External Member)
	Randall Anderson	Dr. Stephanie Ellington (External Member)
	Peter Bennett	Soha Gawaly (External Member)
	Mark Bostock	Mary Ireland (External Member)
	Mary Durcan	Elizabeth Phillips (External Member)
	Alderman Emma Edhem	Deputy James Thomson (Ex-Officio Member)
	Alderman Prem Goyal	Deputy Philip Woodhouse (Ex-Officio Member)
	Deputy Tom Hoffman (Chief Commoner)	

Enquiries: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

Next Meeting Date: 11.00am, Monday 8 June 2020

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

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

3. MINUTES

To agree the public minutes and non-public summary of the meeting held on 2 December 2019.

For Decision
(Pages 1 - 6)

4. SUB-COMMITTEE MINUTES

- a) Draft Minutes of the Finance and Estates Sub-Committee held on 14 February 2020

To receive the draft public minutes and non-public summary of the Finance and Estates Sub-Committee meeting held on 14 February 2020

For Information
(Pages 7 - 12)

5. OUTSTANDING ACTIONS

Report of the Town Clerk.

For Information
(Pages 13 - 14)

6. ANNUAL REVIEW OF TERMS OF REFERENCE

Report of the Town Clerk.

For Decision
(Pages 15 - 18)

7. PROPOSED UPDATE TO THE TERMS OF REFERENCE OF THE FINANCE AND ESTATES SUB-COMMITTEE

Report of the Town Clerk.

For Decision
(Pages 19 - 22)

8. REPORT OF THE HEADMISTRESS

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 23 - 28)

9. **COMPLIANCE UPDATE**

Report of the Headmistress of the City of London School for Girls.

For Information
(Pages 29 - 42)

10. **RISK REGISTER 2019-20 FOR: THE CITY OF LONDON SCHOOL FOR GIRLS
BURSARY FUND AND INCORPORATING THE CITY OF LONDON SCHOOL FOR
GIRLS SCHOLARSHIPS AND PRIZES FUND**

Joint Report of the Chamberlain and the Bursar of the City of London School for Girls.

For Decision
(Pages 43 - 50)

11. **INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) DEFINITION
ON ANTI-SEMITISM**

Report of the Town Clerk.

For Information
(Pages 51 - 54)

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

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

14. **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

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 2 December 2019.

For Decision
(Pages 55 - 60)

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

- a) Draft Non-Public Minutes of the Academic Working Party held on 12 February 2020

To receive the draft non-public minutes of the Academic Working Party held on 12 February 2020.

- b) Draft Non-Public Minutes of the Finance and Estates Sub-Committee held on 14 February 2020

To receive the draft non-public minutes of the Finance and Estates Sub-Committee meeting held on 14 February 2020.

For Information
(Pages 61 - 74)

17. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 75 - 76)

18. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 77 - 142)

19. **SCHOOL PULSE SURVEY FINDINGS**

The Headmistress of the City of London School for Girls to be heard.

For Information

20. **MANAGEMENT OF ARREARS OF FEES AT CLSG - AUTUMN TERM 2019**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 143 - 158)

21. **FINANCIAL INFORMATION DASHBOARD**

Joint Report of the Chamberlain and the Bursar of the City of London School for Girls.

For Information
(Pages 159 - 172)

22. **CLSG EMERGING ESTATE STRATEGY**

Report of the Headmistress of the City of London School for Girls.

For Decision
(Pages 173 - 176)

23. **NOTICE PERIODS REQUEST: RESOLUTION**

To receive a resolution of the Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freemen's School to the Establishment Committee.

For Information
(Pages 177 - 178)

24. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

For Information
(Pages 179 - 180)

25. **LEAVERS' CEREMONY**

The Headmistress of the City of London School for Girls to be heard.

For Information

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

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

Part 3 - Confidential Agenda - Circulated Separately

28. **CONFIDENTIAL SUB-COMMITTEE MINUTES**

- a) Draft Confidential Minutes of the Finance and Estates Sub-Committee

To receive the draft confidential minutes of the Finance and Estates Sub-Committee meeting held on 14 February 2020.

For Information

29. **REPORT OF THE HEADMISTRESS - APPENDICES G - J**

Confidential Appendices to be read in conjunction with Agenda Item 18.

For Decision

30. **STAFFING STRUCTURE**

Report of the Headmistress of the City of London School for Girls.

(Appendix 3 – To Follow)

For Decision

31. **TEACHING SALARY BENCHMARKING REVIEW**

Report of the Headmistress of the City of London School for Girls.

For Information

This page is intentionally left blank

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Monday, 2 December 2019**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, 2nd Floor West Wing, Guildhall on Monday, 2 December 2019 at 11.20 am

With the agreement of the Chairman, the meeting started at a slightly later time than advertised to allow Governors to attend a vigil following a recent terrorist incident at London Bridge.

Present

Members:

Nicholas Bensted-Smith (Chairman)	Alderman Emma Edhem
Deputy Clare James (Deputy Chairman)	Alderman Prem Goyal
Rehana Ameer	Deputy Tom Hoffman (Chief Commoner)
Peter Bennett	Dhruv Patel
Mark Bostock	Mary Ireland (External Member)
Mary Durcan	

Officers:

Kerry Nicholls	- Clerk
Steven Reynolds	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Ellie Perkins	- Head of Careers
Justine Venditti	- Senior Deputy Head (Staff)

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Dr Stephanie Ellington, Sylvia Moys, Elizabeth Phillips, Deputy Richard Regan, Sir Michael Snyder and Deputy Philip Woodhouse.

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

There were no declarations of interest.

3. MINUTES

In considering Minute 9: Report of the Headmistress, the Bursar confirmed that repairs to the water-damaged art room had been completed and it was now back in use.

RESOLVED – That the minutes of the meeting held on 7 October 2019 be approved as an accurate record.

4. **SUB-COMMITTEE MINUTES**

a) **Minutes of the Reference Sub-Committee held on 17 October 2019**

RESOLVED – That the public minutes and non-public summary of the Reference Sub-Committee meeting held on 17 October 2019 be received.

b) **Minutes of the Finance Sub-Committee held on 17 October 2019**

RESOLVED – That the public minutes and non-public summary of the Finance Sub-Committee meeting held on 17 October 2019 be received.

5. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining Outstanding Actions.

RESOLVED – That the Outstanding Actions report be noted.

6. **PROPOSAL TO ESTABLISH A FINANCE AND ESTATES SUB-COMMITTEE**

The Board considered a report of the Town Clerk proposing the amalgamation of the Reference and Finance Sub-Committees of the City of London School for Girls into a joint Finance and Estates Sub-Committee.

In discussion, the Board agreed that the Reference and Finance Sub-Committees of the City of London School for Girls be amalgamated into a joint Finance and Estates Sub-Committee. An election for Chairman of the Finance and Estates Sub-Committee was conducted. Peter Bennett, being the only Governor willing to serve, was elected Chairman for the ensuing year. The Chairman observed that the Finance and Estates Sub-Committee would be reviewing its terms of reference at its next meeting and that any proposed changes would be presented to the meeting of the Board of Governors on 9 March 2020.

At the request of a Governor, the Board of Governors agreed that the composition of the Finance and Estates Sub-Committee be amended to allow up to seven other Governors, appointed by the Board of Governors. The Board of Governors further agreed that Mark Bostock be appointed to the Finance and Estates Sub-Committee.

RESOLVED – That:

- The Reference and Finance Sub-Committees be amalgamated into the Finance and Estates Sub-Committee for the 2019/20 academic year;
- The composition and terms of reference of the Finance and Estates Sub-Committee be approved, subject to the amendment made;
- The following appointments be made to the Finance and Estates Sub-Committee:
 - Randall Anderson

- Nicholas Bensted-Smith
 - Peter Bennett
 - Mark Bostock
 - Alderman Emma Edhem
 - Alderman Prem Goyal
 - Deputy Clare James
 - Deputy Richard Regan
 - Sir Michael Snyder
- Peter Bennett be appointed Chairman of the Finance and Estates Sub-Committee for the 2019/20 academic year.

7. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided an update on the Strategic Review and UCAS and careers preparation. The report also gave details of the work of the East London Consortium.

Strategic Review

Work was being undertaken with staff and pupils to explore the School's core values and this would be supported by the findings of the RS Academics School Pulse survey. The School was working with small groups of staff on plans for partnership working and students would be asked to contribute to the Strategic Review process.

East London Consortium

Schools within the East London Consortium were working together to share best practice on coaching, including work shadowing opportunities. The School would be offering access to selected lessons at the School for identified highly able students from other schools.

London Bridge Incident

The School had not been directly affected by the recent terrorist incident at London Bridge, but the incident would be talked about at a forthcoming assembly. The Chairman observed that the City of London Police had offered to provide support to the School if needed and would liaise with the Headmistress about this following the meeting.

RESOLVED – That the report be noted.

8. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2018/19 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a report of the Chamberlain outlining the draft Annual Report and Financial Statements 2018/19 of the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund.

RESOLVED – That the report be noted.

9. **WORK OF THE CAREERS TEAM (PRESENTATION)**

With the agreement of the Board, the presentation on the work of the Careers Team was considered within the Part 1 – Public Agenda.

The Board considered a presentation by the Head of Careers outlining the support and guidance provided by the Careers Team and the following points were noted:

- The Careers Team worked with all pupils between Years 7 to 13, placing emphasis on Key Stages 4 and 5. The main focus of the Autumn term was the university application process for Year 13, including interview preparation which was further complemented by enrichment activities to help students stand out from other candidates. During the remainder of the year, careers events were held across different year groups. This covered as many industries as possible with a mix of speakers that pupils could choose from. The School also delivered a Higher Education evening for Sixth Form pupils which could be broadened out to include the other City independent schools in future.
- Prospects acted as independent careers advisor to the School and primarily supported Year 9 and 11 pupils in selecting their options for Key Stages 4 and 5. The School had a full-time staff member to support students interested in applying to American universities whilst the Head of Careers supported other students applying to study internationally. The benefits of degree apprenticeships were also promoted to students.
- The School's careers focus tended to be towards online materials including subscriptions to online careers programmes which had regularly updated resources and formed part of the School's strategy to support pupils within a rapidly changing careers market. The School frequently circulated details of careers opportunities to students, and number of Year 12 students participated in interactive programmes with City employers. The School also drew on local links by working with a number of livery companies and there was scope to build on this.
- The Chairman queried whether the School provided opportunities for pupils to meet with entrepreneurs. The Head of Careers explained that pupils met with representatives of different industries and backgrounds including entrepreneurs. Students also arranged their own activities which had previously included speed-dating events with representatives varying industries and backgrounds.
- A Governor underlined the rate of economic growth in the Asian and African regions and queried how students could benefit from this. The Headmistress confirmed that it was part of the School's ethos to prepare students to have a global outlook and that this could include cultural exchanges. Increasing numbers of students were applying to universities in these regions, including China, and opportunities to study abroad were available via innovative providers such as Minerva and joint BA/BSc programmes. Another Governor highlighted the importance of

building links with large firms located in the City which offered global opportunities and internships.

- A Governor noted that the City of London Corporation would shortly be running a conference for Sixth Form students around the careers available within the organisation and that 160 attendees were expected from across London, including several pupils from the School.

RESOLVED – That the presentation be noted.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

a) CLSG Exchange Programme to New Zealand and Canada

The Board considered a report of the Headmistress outlining a proposal for two new exchange programmes to New Zealand and Canada.

RESOLVED – That the establishment of two new exchange programmes to New Zealand and Canada be approved.

12. EXCLUSION OF THE PUBLIC

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

13. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on 7 October 2019 be approved as an accurate record.

14. NON-PUBLIC SUB-COMMITTEE MINUTES

a) Non-Public Minutes of the Reference Sub-Committee held on 17 October 2019

RESOLVED – That the non-public minutes of the Reference Sub-Committee meeting held on 17 October 2019 be received.

b) Non-Public Minutes of the Finance Sub-Committee held on 17 October 2019

RESOLVED – That the non-public minutes of the Finance Sub-Committee meeting held on 17 October 2019 be received.

c) Non-Public Minutes of the Academic Working Party held on 20 November 2019

RESOLVED – That the non-public minutes of the Academic Working Party meeting held on 20 November 2019 be received.

15. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining non-public Outstanding Actions.

16. **REPORT OF THE HEADMISTRESS**

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

17. **PROPOSED 2020/21 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Bursar outlining the proposed 2020/21 revenue budget.

18. **REPAIRS, MAINTENANCE AND IMPROVEMENT FUND**

The Board considered a joint report of the Chamberlain, the Headmistress and the City on the Repairs, Maintenance and Improvements Fund.

19. **GATEWAY 6: CITY OF LONDON SCHOOL FOR GIRLS' GYMNASIUM ACCOMMODATION**

The Board considered a Gateway 6 report of the City Surveyor reporting the outcome of the gymnasium accommodation project.

20. **REPORT OF ACTION TAKEN**

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

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

There were no questions.

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

There were no items of urgent business.

The meeting ended at 1.07 pm

Chairman

Contact Officer: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON SCHOOL FOR GIRLS
Friday, 14 February 2020**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 14 February 2020 at 11.00 am

Present

Members:

Peter Bennett (Chairman)
Randall Anderson
Nicholas Bensted-Smith
Mark Bostock

Officers:

Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Steven Reynolds	- Chamberlain's Department
Jane Elliott-Waine	- Compliance Manager
Shyrose Mitha	- Finance Manager
Mark Smith	- Facilities Manager
Kerry Nicholls	- Clerk

1. APOLOGIES

Apologies for absence were received from Alderman Emma Edhem, Alderman Prem Goyal and Deputy Clare James.

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

There were no declarations.

3. MINUTES

A. Minutes of the meeting of Reference Sub-Committee held on 17 October 2019

RESOLVED, that the minutes of the meeting of the Reference Sub-Committee held on 17 October 2019, be approved as an accurate record.

B. Minutes of the meeting of Finance Sub-Committee held on 17 October 2019

RESOLVED, that the minutes of the meeting of the Finance Sub-Committee held on 17 October 2019, be approved as an accurate record.

4. **SCHEDULE OF STANDING ITEMS**

In considering the Schedule of Standing Items, Governors agreed to add the City of London School for Girls Risk Register as a standing item for all future meetings.

It was noted that the annual Repairs, Maintenance and Improvement Fund report (including the school's 20-year RM&I plan) would be reported annually to the Finance and Estates Sub-Committee in late Autumn prior to consideration by the Board of Governors.

RESOLVED, that the Schedule of Standing Items be updated to reflect Governors' comments.

5. **REVIEW OF TERMS OF REFERENCE**

Governors considered the Terms of Reference of the Finance and Estates Sub-Committee and agreed that the Board of Governors be requested to agree the following amendments:

- Terms of Reference, second paragraph to be amended to state:

"To *agree* arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) *and repairs and maintenance expenditure within agreed budgets*, as well as other such matters as the Board may from time to time decide for the year ensuing."
- Terms of Reference, third paragraph references to "School's property" to be amended to "operational property."

RESOLVED, that the Board of Governors of the City of London School for Girls be requested to agree the proposed amendments to the Terms of Reference of the Finance and Estates Sub-Committee.

6. **COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing a compliance update and the following points were noted:

- The City of London School for Girls had appointed a Compliance Manager, shared with the City of London School, to provide additional capacity to deal with the increasingly complex compliance requirements in schools. The Compliance Manager was now in post and was working to coordinate levels of compliance across key areas of the School's functions including meeting the requirements of the Independent Schools Standards Regulations, health and safety, fire safety, human resources and risk management.
- The Chairman identified two areas within the School's detailed risk register where the RAG risk rating had increased which comprised CLSG-06: Breakdown in Health and Safety Policies Results in Harm and Reputational Damage for which a range audits had been undertaken,

and CLSG-07: Maintenance of Buildings and Site which had arisen as a result of the Summer Works 2019 programme being incomplete. The Compliance Manager confirmed that comprehensive action plans were in place to mitigate these risks and that progress would be reported to future meetings of the Finance and Estates Sub-Committee. The Chairman requested that the detailed risk register be updated to include the action being taken to address each risk by the target date.

- Work was underway to review recommendations arising from recent audits on health and safety and fire safety by the City of London Corporation and an external fire safety assessment which were expected to include a number of 'quick wins' as well as indicate areas where additional resource was required. In response to a question from a Governor, the Bursar advised that robust evacuation plans were in place in case of fire. The School was held to different standards of fire safety than residential properties but there were no outstanding actions on fire safety with implications for the Barbican residential estate. A Governor requested that the Fire Risk Assessment be provided to Committee Members following the meeting.
- The Audit and Risk Management Committee of the City of London Corporation had met on 28 January 2020 to consider outstanding audit recommendations of the City of London School for Girls at which it had been confirmed that action had been taken on all 23 outstanding recommendations, and that six items had been closed. Work was underway to close the remaining outstanding recommendations and progress updates would be reported to members of the Finance and Estates Sub-Committee via e-mail.
- The Headmistress observed that the School's detailed risk register did not currently include a risk relating to the COVID-19 (Corona) virus; however, the School was taking all steps necessary to inform and protect staff, pupils and their families. Robust measures were in place to respond to a case of the virus within the School community, including proposals to deliver a virtual school.

RESOLVED, that the current Compliance position be noted.

7. RISK REGISTER 2019-20 FOR: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND

Governors considered a joint report of the Chamberlain and Bursar presenting the Risk Register 2019-20 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund and the following points were noted:

- A proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds was in

development and would be considered by the Finance and Estates Committee in due course.

- The Chairman requested that a report giving more detail on Risk 1: The Income from Investments in the Charities Pool may Decline be provided to the next meeting of the Finance and Estates Sub-Committee on 20 May 2020.

RESOLVED, that:

- Members' comments on the Risk Register 2019-20 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund be noted; and,
- The Board of Governors of the City of London School for Girls be requested to review and confirm that the register satisfactorily set out the risks facing the charity and that appropriate measures were in place to mitigate those risks.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There was no other urgent business.

10. **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 1 of Schedule 12A of the Act.

11. **NON-PUBLIC MINUTES**

A. **Non-Public Minutes of the meeting of Reference Sub-Committee held on 17 October 2019**

RESOLVED, that the non-public minutes of the meeting of the Reference Sub-Committee held on 17 October 2019, be approved as an accurate record.

B. **Non-Public Minutes of the meeting of Finance Sub-Committee held on 17 October 2019**

RESOLVED, that the non-public minutes of the meeting of the Finance Sub-Committee held on 17 October 2019, be approved as an accurate record.

12. **OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk outlining non-public Outstanding Actions.

13. **MANAGEMENT OF ARREARS OF FEES AT CLSG - AUTUMN TERM 2019**
Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls for the Autumn 2019 term.
14. **FINANCIAL INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.
15. **ESTATES UPDATE**
- A. **Report of Action Taken Between Meetings**
- Governors received a report of the Town Clerk regarding an action taken under urgent authority since the last meeting.
- B. **CLSG Emerging Estate Strategy**
- Governors considered a report of the Headmistress setting out the emerging estate strategy for the City of London School for Girls.
16. **LEAVERS' CEREMONY**
Governors heard the Headmistress on the Year 13 Leavers' Ceremony 2020.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of urgent business.

The meeting ended at 1.00 pm

Chairman

Contact Officer: Kerry Nicholls
kerry.nicholls@cityoflondon.gov.uk

This page is intentionally left blank

CITY OF LONDON SCHOOL FOR GIRLS
Board of Governors – Outstanding Actions (Public)

Action Number	Date	Action	Responsible Officer	Progress Update
15/19/BG	2 December 2019	Chairman to liaise with Headmistress around support offered by the City of London Police in relation to the recent terrorist incident at London Bridge.	Chairman	Completed.

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 9 March 2020
Subject: Annual Review of Terms of Reference	Public
Report of: Town Clerk	For Decision
Report author: Kerry Nicholls, Town Clerk's Department	

Summary

This is the City of London School for Girls' annual review of its terms of reference and composition, where Members are invited to recommend any changes to the Policy and Resources Committee and the Court of Common Council for consideration. Members are also asked to consider whether the frequency of meetings of the Board during the year ensures adequate opportunity to review the business brought before it, or whether meetings can be convened more frequently, or less frequently.

Main Report

1. Each Grand Committee appointed by the Court of Common Council is invited to review its terms of reference annually and put any proposed amendments to the City's Policy and Resources Committee and ultimately the Court of Common Council for approval.
2. Any changes, if agreed by Policy Committee in March 2020 and the Court of Common Council in April 2020, will take effect ahead of the scheduled June 2020 meeting of the Board of Governors.
3. In considering the existing **terms of reference**, approved in April 2019, Governors will want to consider 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 Headmistress to account; and ensure sound financial management. Members are also invited to consider whether they feel the composition of the Board remains appropriate.
4. **Frequency of Meetings.** The Board is scheduled to meet on four occasions each year. In 2020 the Board will meet on 9 March, 8 June, 5 October and 7 December. Members are invited to comment on whether they feel this frequency of meetings allows for proper consideration of business, or whether the Board could meet more frequently or infrequently (e.g. monthly, every two months, or quarterly).
5. The Board will consider the appointment of its Sub-Committees and their respective terms of reference at its June 2020 Board meeting.

Conclusion

6. This paper sets out the Board's annual review of its terms of reference and invites Members to comment on its terms of reference and its frequency of meetings. Any proposed changes will be referred either the Policy and Resources Committee and Court of Common Council, or the City's governance review, for consideration.

Recommendation(s)

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;
- Consider whether the frequency of meetings of the Board remains appropriate; and,
- Delegate authority to make any further changes to the 2020/2021 terms of reference to the Town Clerk, in consultation with the Chairman and Deputy Chairman

Appendices

- Board of Governors of the City of London School for Girls – Court Order 2019

Kerry Nicholls

Town Clerk's Department

E: kerry.nicholls@cityoflondon.gov.uk

1. Constitution

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to six 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 Emma Edhem
- 1 Prem Goyal, O.B.E., J.P.

COMMONERS

- 4 (4) Randall Keith Anderson
- 17 (4) Tom Hoffman, M.B.E., Deputy
- 17 (4) Sylvia Doreen Moys
- 18 (3) Richard David Regan, O.B.E., Deputy
- 29 (3) Sir Michael Snyder
- 10 (2) Clare James, Deputy
- 2 (2) Robert Allen Merrett, Deputy
- 1 (1) Dhruv Patel, O.B.E., *for three years*
- 2 (2) Rehana Banu Ameer, *for three years*
- 5 (1) Nicholas Michael Bensted-Smith, J.P.
- 2 (1) Tijs Broeke

Vacancy

together with :-

Prof. Anna Abulafia
 Dr. Stephanie Ellington
 Soha Gawaly
 Mary Ireland
 Elizabeth Phillips
Vacancy

together with the ex-officio Members referred to in paragraph 1 above and one Member to be appointed this day.

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.

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 9 March 2020
Subject: Proposed Update to the Terms of Reference of the Finance and Estates Sub-Committee	Public
Report of: Town Clerk	For Decision
Report author: Kerry Nicholls, Town Clerk's Department	

Summary

Governors are requested to consider the updated terms of reference of the Finance and Estates Sub-Committees of the City of London School for Girls for approval.

Recommendations

That the Board approves the proposed update to the terms of reference of the Finance and Estates Sub-Committee (at Appendix A).

Main Report

Background

1. At its meeting on 2 December 2019, the Board of Governors of the City of London School for Girls agreed a proposal to amalgamate the Reference and Finance Sub-Committees of the City of London School for Girls into a joint Finance and Estates Sub-Committee, agreeing the provisional composition, terms of reference and chairmanship for the 2019/20 academic year.
2. The Finance and Estates Sub-Committee met for its inaugural meeting on 14 February 2020. In considering the provisional terms of reference of the Finance and Estates Sub-Committee, Members identified a number of areas in which the terms of reference could be updated to provide greater clarity on the Sub-Committee's responsibilities including the Sub-Committee's role in agreeing arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and repairs and maintenance expenditure within agreed budgets, as well as other such matters as the Board may from time to time decide for the year ensuing.

Appendices

- Appendix A – Updated Terms of Reference of the Finance and Estates Sub-Committee.

Kerry Nicholls

Town Clerk's Department

E: kerry.nicholls@cityoflondon.gov.uk

CITY OF LONDON SCHOOL FOR GIRLS

TERMS OF REFERENCE

Finance and Estates Sub-Committee

Composition

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

All Governors on the Board are eligible to serve.

The Chairman of the Finance and Estates Sub-Committee should not be the Chairman of the Board (as per AGBIS guidelines) and will be appointed by the Board.

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.

Terms of Reference

To monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions, including but not limited to scrutiny of the annual budget, termly budget monitoring, review of investments and reserves held by the School and consideration of any proposals for major capital spending as defined in the Capital Programme.

To agree arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and repairs and maintenance expenditure within agreed budgets, as well as other such matters as the Board may from time to time decide for the year ensuing.

To monitor and take an advisory role relating to the School's estate and facilities, including any strategy relating to the acquisition, development or disposal of operational property, the use of the operational property including lettings, compliance with health and safety requirements and risk management.

To meet four times each academic year sufficiently in advance of Board of Governors' meetings to report on any matters that need agreement.

Membership

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

This page is intentionally left blank

Committee: Board of Governors of the City of London School for Girls	Date: 9 March 2020
Subject: Report of the Headmistress	Public
Report of: Jenny Brown, Headmistress, CLSG	For Information
Report author: Alan Bubbear, CLSG	

Recommendation(s)

The Board of Governors is asked to note the Report

Main Report

Forthcoming Events

10 th March	Year 10 City Girls in the City Day
	Year 7 Joint Social
11 th March	Year 13 Parents Evening
13 th March	RPE Year 9 Trip to Jewish Museum
	Early Music Lunchtime Concert
16 th March	Year 9 Vaccinations
17 th March	Prep Open Evening
	Joint Concert with CLS
20 th March	Prep Spring Showcase
23 rd March	ABRSM & Trinity Exams
24 th March	Art GCSE Exam (+ 25 th)
	RADA Shakespeare Award Assessments
	Study Abroad Evening
25 th March	Year 7 Concert
1 st April	Term Ends 4PM
20 th April	Term Begins
	Year 8 Vaccinations
27 th April	Parent Information Evening – Study Skills
28 th April	Year 7 Challenge
29 th April	Founders Day
30 th April	Junior Maths Challenge
	Leavers Concert
1 st May	Year 11 Last Day
	Year 5: Grade 1 Speaking Verse and Prose
	LAMDA Exam
4 th May	GCSE History Exam
7 th May	Year 13 Last Day
8 th May	May Bank Holiday
12 th May	Parent Forum – Mobile Phones
13 th -15 th May	Staff Days

18 th -25 th May	School Exam Week (Year 7 ILP, Year 8-10 & 12)
25 th -29 th May	Half Term
1 st -2 nd June	Year 10 Exams
3 rd June	10 to 6 Day
	Year 12 EPQ Training Session by academics from Leeds University
	Year 7 Parents Evening
4 th June	Year 10 Visit to Queen Mary University

Educational Visits

19 th -21 st March	Year 12 CERN
27 th -30 th March	Year 8 Barcelona
28 th March-5 th April	Year 10 & 12 Beijing and Xi'an
29 th March – 3 rd April	Year 9 & 10 Antibes Trip
2 nd – 16 th April	Year 12 Mission Trip to Tanzania
1 st – 2 nd May	Year 9 Bronze DofE Practice Expedition (New Forest)
4 th – 10 th June	Year 10 German EXchnage
5 th – 6 th June	Year 9 Bronze DofE Qualifying Expedition (New Forest)

Governors' Visiting Days

1. The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group. Elizabeth Phillips visited on 4th November and Clare James visited on the 11th November 2019.
2. Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

Health and Safety

3. There was six reportable incidents between the period from 22nd November to current date consisting of the following:
 - 22nd Nov 2019 broken glass in eye student attended Moorfields
 - 2nd Dec 2019 pupil spilt hot soup on leg attended hospital
 - 28th Jan 2020 pupil hurt elbow, ambulance called and attended hospital
 - 5th Feb a Catering Assistant dropped hot soup on themselves and attended hospital after school.
 - 6th Feb a Chemistry technician dropped a chemical on her leg and suffered burns which needed hospital treatment.
 - 25th Feb a pupil was hit with a tennis ball in eye and attended Moorfields
4. The minutes of the H&S meeting on 9th January 2020 are attached at Appendix A.

Lettings

Hirer	Dates	Venue
Cor et Lumen Christi Community	22 nd – 23 rd February	Main Hall
City of London Police Swimming	Every Wednesday	Swimming Pool
Global Harvesters Fellowship	Every Sunday	Main Hall or New Hall
Go Mammouth	Every Monday, Tues, Wed and Thursday Evenings	Gymnasium
Justin Craig Education	2 nd – 5 th January 2020	Classrooms
London Gay Men's Chorus	18 th January 2020 24 th February 2020	New Hall, Black Box & Music Rooms
London Symphony Chorus	December 4, 5, 10, 12, January 7, 9, 13, 25, 30 and February 6 and 10 th	Main Hall / New Hall
International House	December 7, 14, January 11 & February 8 th	Main Hall, A/B floor classrooms
Royal Philharmonic Society	7 th & 8 th December	New Hall
Royal Choral Society	Every Monday	Main Hall
Tri For Fitness	Every Tuesday	Swimming Pool
Swimming Class	Every Sunday	Swimming Pool
Sport & Arts London Swimming	Every Saturday	Swimming Pool
Otter Swimming Club	Every Wednesday	Swimming Pool
3S Swim School	Every Mon, Thurs, Fri and Sunday	Swimming Pool

List of Appendices

Appendix A Health and Safety Minutes

Alan Bubbear

Bursar, CLSG

T: 0207 847 5524

E: bursar@clsg.org.uk

This page is intentionally left blank

City of London School for Girls

Health & Safety Committee Minutes

Meeting Held on 9th January 2020

Present: Alan Bubbear (Chairman), [REDACTED]	
Apologies	
Peter Bennett	
Item 1 Previous Minutes	
Minutes on previous minutes were discussed	
Item 2 Matters Arising	
Driver Assessment Checks	
Driver Assessment Checks on City Learning. JEW to follow up with anyone still to complete.	JEW
Windows in Science Labs	
Staff are still having difficulty-opening windows. Grippers to enable easy closure of the windows are still being looked into by the premises team.	MS
Safety Critical Roles	
There has been an exercise carried out city wide to identify safety critical roles within the city. Definition applies to those people using power tools, motor vehicles, working at heights, Pool Attendants, Dog Handlers etc. AB advise that this list never got compiled and asked JEW to follow up	JEW
Gas Taps in Labs	
AB asked the science technicians if there were any problems with the gas taps and advised that an engineer will be in termly to check.	
Health and Safety Audit Recommendations	
AB circulated the audit recommendation to those members of staff that had actions to complete. AB confirmed that PE were up to date and that JEW was working with science. JEW advised that she had carried out an audit of the science department and that there would be some actions to be carried out as a result of this. MS advised that most of actions had been put in place.	JEW/MS
Health and Safety Policy Review	
AB to circulate after the meeting	AB
Item 3 Safety Drills	
AB confirmed that these were carried out over the Autumn term.	AB

Item 4 Risk Register	
People were asked to take a look at the risk register after the meeting and were asked to update the Bursar if they had any comments.	
Item 5 Health and Safety Accident Statistics	
MS advised that there had been two reportable incidents since November. AB asked KA if she recorded all accidents on medical records, which she confirmed she did.	
Item 6 Departmental Risk Assessments	
AB advised that JEW has been asked to take a look at the to make them more user friendly JEW advised that for general areas she will devise a template. She advised that training was needed and that she would arrange for this to happen. RT asked if she needed to complete an assessment and was advised not.	JEW
Item 7 Health and Safety Audit Update	
James Brocklehurst confirmed that he would be expecting a catering health and safety audit this term and that they would be asking for a fire risk assessment for the building.	
Item 8 Fire Risk Assessment Update	
MS confirmed that two fire risk assessments had taken place and that he would distribute to staff.	MS
Item 9 Health and Safety Assurance Inspections Update	
Progress was reported on action plans for outstanding Health and Safety and Fire Risk Assessment Audits. These would continue to be reported at Board level and would require additional staffing and financial resources which the Bursar confirmed would be prioritised to ensure the working and learning environment remains safe.	AB
Item 10 AOB	
First Aiders Training KB confirmed that first aiders were all current and up to date	AB
Police Response Pack AB advised that training on the major trauma kit still needed to be arranged - AB to arrange this	
Science Labs ST advised that the cleaners are not locking the science labs. MS confirmed that he had spoken with the cleaners to resolve this.	
Next Meeting	VP
To be held in April 2020 VP to arrange	

Committee(s): Finance and Estate Sub-Committee of the City of London School for Girls Board of Governors of the City of London School for Girls	Date(s): 14 February 2020 9 March 2020
Subject: CLSG Compliance Update	Public
Report of: Jenny Brown, Headmistress	For Information
Report author: Jane Elliott-Waine, Compliance Manager	

Summary

The City of London School for Girls (CLSG) has appointed a Compliance Manager, shared with the City of London School (CLS), to provide additional capacity to deal with the increasingly complex compliance requirements in schools. This initial report outlines the scope of work to be completed over the next 6 months to ensure that levels of compliance are well co-ordinated across key areas of the schools function including meeting the requirements of the Independent Schools Standards Regulations, health and safety, fire safety and risk management.

Recommendation(s)

This is the first report to be submitted and the Sub-Committee and Board are asked to note the current position.

Main Report

Background

1. A new position of Compliance Manager (CM) was created at the end of 2019. This post is a collaboration between CLSG and CLS and the purpose of the role is to oversee compliance requirements with relevant legislation including the Independent Schools Standards Regulations, oversee management of the school's health and safety, fire safety, risk register, asset register and promote continual improvement in these areas. This initial report outlines the Compliance Managers initial findings and priorities for the next 6 months.

Current Position

2. Key areas of focus for the CM over the next 6 months include:
 - Review current compliance operations, procedures and systems within CLSG and City of London Corporation (CoL) to gain a full understanding of the them;
 - Review actions arising from CoL Health and Safety Audits, CoL Fire Safety Audit, external Fire Risk Assessment and other relevant CoL Audit reports and work with designated managers to ensure recommendations are completed;

- Review CLSG Health, Safety and Fire policies and procedures to ensure they are aligned to the CoLs own documentation and to ensure they are legally compliant and follow current best practice;
- Review current training records, identify gaps in staff training against the CoL training Matrix and ensure staff are appropriately trained to meet our legal obligations;
- Review current availability of evidence required to meet the Independent School Standards Regs for Part 3 - Welfare, health and safety of pupils, Part 4 - Suitability of staff, supply staff and proprietors and Part 5 - Premises of and accommodation at schools. Work with relevant CLSG Managers and CoL departments to ensure we can demonstrate compliance in these areas are met; and,
- Working with the Bursar, update the Risk Register and review current identified risks to assess current relevance.

CLSG will be inspected by Independent Schools Inspectorate (ISI) in the next 12 months therefore a key area of focus for the CM will be inspection readiness. The Senior Deputy Head (SDH) has recently been given responsibility for inspection readiness and attended ISI training at the beginning of January. A review has already been undertaken by the CM of the required policies for ISI inspection and report sent to the SDH. Meetings between the SDH and CM have now been scheduled to work through the process of collating evidence for the next inspection.

The following is a breakdown of the actions from recent audit reports and at the next meeting we will be able to provide an update of the number of actions resolved. The CM and Facilities Manager will work together to breakdown the required actions to ensure they are closed out by responsible staff.

Audit report title	Number of overall actions / Non compliances	Number of Red RAG score 3 actions	Number of Amber RAG score 2 actions	Number for Green RAG 1 score actions	Current Overall Level of Assurance Red/Amber/Green
CoL H&S Audit	38	3	22	13	Amber
CoL Fire Audit	24	13	11	N/A	Amber
Fire Risk Assessment	26	4	10	12	Amber

The risk register is attached as an appendix for information and review.

Options

3. It is clear that resources are required to improve levels of compliance across the areas mentioned above and it is envisaged that extra staff and additional budgets will be required by CLSG to assist in meeting its targets.

Corporate & Strategic Implications

4. Corporate audit teams have highlighted deficiencies with compliance with CoL own policies and systems therefore the report findings should ensure CLSG can meet the objectives of the Corporation's Plans.

Implications

5. Failure to improve compliance could have implications of not meeting the standards required during an ISI inspection, which could lead to reputation damage to the school and corporation. The risks associated with not meeting health, safety and fire legislation include legal, financial and property damage implications to the Corporation and school communities.

Conclusion

6. The CM will work closely with department managers within the school and CoL to ensure that levels of compliance increase and to provide assurances that CLSG are doing all that is necessary to mitigate levels of risk to the school and CoL.

Appendices

- Appendix 1 – CLSG Risk Register

Jane Elliott-Waine, Compliance Manager
E: WaineJ@clsg.org.uk

This page is intentionally left blank

CLSG Detailed risk register


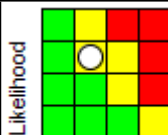
Report Author: Alan Bubbear

Generated on: 24 October 2019

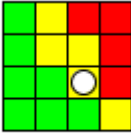
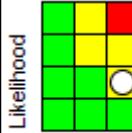



Rows are sorted by Risk Score

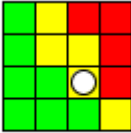
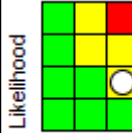

Code & Title: CLSG City of London School for Girls Risk Register 9

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-08 Threat from raised security level 06-May-2015 Alan Bubbear	Cause: We do not respond appropriately to threat arising from raised security level Event: Pupils and staff may be put at unnecessary risk Effect: Pupils and staff may suffer physical harm and CLSG and CoL may suffer reputational damage		12	No change to threat level. We are intending to install a tannoy system in school over the summer holiday to facilitate communication around the site. A bomb drill was carried out earlier this month. 31 January 2020		6	03-Jul-2020	Constant

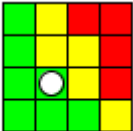
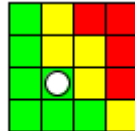
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CLSG-08.01 Staff training	Ensure staff are aware of emergency plans and their roles in the event of a security incident	Table top exercise for Crisis Management Team held last term. First aid training for staff delivered last term	Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-08.02 Updated Plans	Update School Emergency plan to ensure it conforms to best practice	Critical Incident plan to be reviewed and updated last term. Further review before Bursar leaves in the summer term	Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-08.03 Exercise Plans	Hold annual exercise of School security emergency plan	Nothing new to report. Desktop exercise took place last term as planned	Alan Bubbear	31-Jan-2020	03-Jul-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-01 Loss of income due to drop in student numbers 30-Mar-2015 Jenny Brown	Causes: Socio-economic changes/ greater competition from other private schools for top class education Event: Significant reduction in student applications to attend CLSG to point where we have more places than suitable applicants Effect: income falls to a level where it puts in jeopardy the services offered by the school or its overall viability as an institution.	 Likelihood	8	Outcome of general election seems to have provided some stability to families choosing an independent education for their daughters. We are seeing strong application numbers in the 11+ entrance process 31 Jan 2020	 Likelihood	8	03-Jul-2020	 Constant

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
CLSG-01.01 Marketing Strategy	Ensure marketing strategy is updated to reflect latest achievements and why CLSG is an excellent learning establishment	We will be reviewing the marketing for the school as part of the wider strategic review for the school. We are due to update our website and content this coming year. We have commissioned some independent advice on our Marketing operations to help strengthen this area		Samantha Robson	31-Jan-2020	03-Jul-2020
CLSG-01.02 Bursary Funding	Ensure that bursary funding is available for most needy pupils	The Head of Development continues to make good progress with the fundraising and development of the strategy to support this in the coming months. We will have exceeded our match funding ceiling this year (as we did last year). We are working towards a strategy of needs blind admission to CLSG but we are some way off having sufficient funds to be able to do this yet. New sources of funding continue to be identified.		Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-01.03 Brexit Impact	Monitor strength of student pipeline or for increase in numbers of parents giving notice of withdrawal due to jobs moving off shore.	We have had good numbers of pupils sitting the 11+ entrance exams this year. Numbers alone are only one indicator though and we are reviewing the quality of the candidates and how we can further increase our conversion rate (the rate at which offers made are accepted).		Alan Bubbear	31-Jan-2020	31-Oct-2019

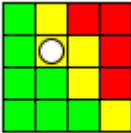
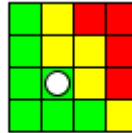

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-04 Failure of child protection procedures 30-Mar-2015 Susie Gilham	Cause: Lack of appropriate termly staff training, ineffective management and supervision of staff re safeguarding. Event: Failure to deliver actions under the School's safeguarding policy. Effect: Physical or mental harm suffered by a student, damage to the School and City of London's reputation, possible legal action, investigation by regulator(s)	 Likelihood Impact	8	Staff training in emergency treatment of medical conditions such as allergies, asthma and epilepsy provided in January as part of ongoing safeguarding training 31 Jan 2020	 Likelihood Impact	8	03-Jul-2020	 Constant

Action no, Title	Action description	Latest Note		Action owner	Latest Note Date	Due Date
CLSG-04.01 Child protection procedures	Strict adherence to child protection policies	Latest training given in January 2020 to all staff during INSET at the start of term.		Susie Gilham	31-Jan-2020	03-Jul-2020
CLSG-04.02 Training and awareness programme	Termly training of staff, safer recruitment training undertaken by all hiring managers, changes to relevant legislation drawn to the attention of all staff within a week	Mandatory safeguarding completed by all staff in September following update of KCSIE.		Susie Gilham	31-Jan-2020	03-Jul-2020

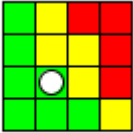
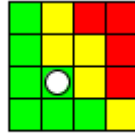
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-05 IT failure 08-Apr-2015 David Libby	Cause: Loss of server/security breach or virus denies access to vital IT services Event: Physical damage to servers (e.g. fire/flood) or virtual damage (hacking or virus) takes down services Effect: Teaching and support services compromised for an extended period	Likelihood  Impact	4	Recommendations from a recent Cyber Audit of the school have largely been completed. External resource is being brought in to help with addressing issues identified during system penetration testing by an external consultant 31 Jan 2020	Likelihood  Impact	4	03-Jul-2020	Decreasing

Page 37

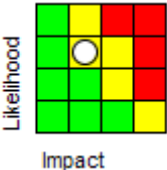
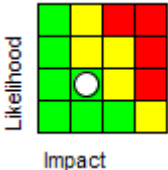
Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
CLSG-05.01 Back Up	Off-site back up of critical data	School's data robustly backed up now as demonstrated recently when we had to retrieve data we thought had been lost.		David Libby	31-Jan-2020	03-Jul-2020
CLSG-05.02 Firewalls and virus software	Ensure firewall security is reviewed termly and virus software updates run weekly	Latest hardware and software all updated and running security updates regularly. External and Internal penetration testing took place with the recommendations now being acted on		David Libby	31-Jan-2020	03-Jul-2020
CLSG-05.03 IT Strategy	Regular review of IT strategy to ensure that it remains congruent with overall strategic goals of school and supports the teaching programme in particular	As part of Cyber Security Audit IT strategy and related documents were all updated and approved by Internal Audit		David Libby	31-Jan-2020	03-Jul-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-03 Teaching standards drop 30-Mar-2015 Jenny Brown	Causes: School terms and conditions of service are uncompetitive Event: unable to recruit good quality teaching staff Effect: Existing staff leave, erosion over time of academic standards, school and CoL reputation adversely affected	 Likelihood	6	The latest parent and pupil survey recognised the very high standard of teaching at the school. Staff are being supported with coaching training rolling out widely across the school and the considerable efforts around Teaching and Learning bearing fruit. 31 Jan 2020	 Likelihood	4	03-Jul-2020	 Constant

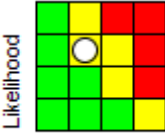
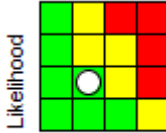
Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
CLSG-03.01 Terms and Conditions	Consult staff on terms and conditions, carry out benchmarking of wider market	The latest benchmarking exercise which compares teacher salaries and allowances across the sector shows that we continue to offer a competitive package		Justine Venditti	31-Jan-2020	03-Jul-2020
CLSG-03.02 Staff welfare programme	Maintain a staff welfare programme, enable their continued professional development	The staff wellbeing committee continues to generate events and initiatives to aid staff wellbeing. There is support from the School Counsellors and the City's wellbeing team and staff have been advertising these events across the school.		Justine Venditti	31-Jan-2020	03-Jul-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-09 Adverse political context 14-Mar-2017 Jenny Brown	Cause: Increasing perception of independent schools as "elitist and privileged" Event: Change to the DfE requirement for schools, reintroduction of grammar schools or introduction of VAT on school fees Effect: School's business model becomes unviable, or school has to significantly increase outreach or school's ability to recruit affected	Likelihood  Impact	4	Political threats to the sector have receded somewhat with the outcome of the general election. The next point at which concerns might emerge is towards the end of 2020 when the details of the new trade agreement with the EU may impact. Independent education does not currently feature on the Conservative political agenda. The outcome of the Tomlinson Review and Fundamental Review in the City may have some impact on the Independent Schools 31 Jan 2020	Likelihood  Impact	4	03-Jul-2020	Decreasing

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CLSG-09.01 Outreach Programme	Ensure we continue to develop and record our outreach work with City Academies and other local schools.	Partnership (as outreach is going to be described in the new strategy) is going to form a major strand of the strategic plan for CLSG over the next five years with senior staff being recruited to lead this and significant resources being dedicated to this work			Jenny Brown	31-Jan-2020	03-Jul-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-06 Breakdown in Health and Safety Policies results in harm and reputational damage 13-Apr-2015 Alan Bubbear	Cause: Failure to adhere to H&S policies Event: Food Hygiene compromised/risk assessments not done/fire tests not carried out Effects: Harm sustained by staff/pupils, reputational damage and possible financial claims and prosecution		6	The School had a Health and Safety Audit in the Summer Term. All red actions have been addressed and we are working through the remaining recommendations. An audit of the catering operation in November gave the caterers a very good report. The new compliance manager is tracking the recommendations from a recent Fire Risk Assessment and is working with the Facilities team to address these 31 Jan 2020		4	03-Jul-2020	Increasing

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CLSG- 06.04 Testing	Regular testing of fire alarms and evacuation procedures	False fire alarms early in the term have meant we have practised fire evacuations a number of times. The fire alarm is tested weekly and the fire risk assessment has identified a number of other areas for us to improve. The Facilities Manager is making very good progress ensuring all the paperwork is in order for the school	Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-06.01 H&S policies	H&S policies flow from overarching CoL policies, H&S manager ensures that they are fit for purpose for school environment	H&S meeting held earlier this Term. H&S Policy updated and approved by the Board in October 2019. The new Compliance Manager is reviewing it again with a view to providing clearer guidance to key staff about their responsibilities under the policy	Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-06.02 Staff awareness	Termly briefings to all staff on H&S issues	H&S training delivered as part of induction training with mandatory on line training completed before probation confirmed. H&S audit identified that a more formal suite of training and record keeping would benefit the school. Compliance Manager is carrying out a training needs analysis with a view to identifying and then arranging training for staff across the school	Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-06.03 Inspections	Regular audits of H&S arrangements and food quality standards	H&S Audit carried out in Summer Term 2019. Recommendations being implemented. Externally run Fire Risk Assessment for the school took place in the Autumn Term with action plans to address the recommendations being drawn up.	Alan Bubbear	31-Jan-2020	03-Jul-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CLSG-07 Maintenance of Buildings and Site 13-Apr-2015 Alan Bubbear	Cause: Failure to develop School in accordance with School Development Plan Event: Under investment in repairs and maintenance budget Effect: Reputational damage to School and CoL resulting in bad publicity/drop in pupil numbers	 Likelihood Impact	6	Summer works from last year still not fully completed. Works for next summer have been agreed by the Board and Project Sub. Additional works will be added to address need for improved dining (identified in Parent and Pupil survey) and additional office space. Issues with electrical distribution boards and raw sewage leaking into the swimming pool also have to be addressed. 31 Jan 2020	 Likelihood Impact	4	03-Jul-2020	Increasing

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CLSG-07.01 R&M Budget	R&M Budget prepared and agreed before start of financial year building on long term rolling programme of works	R&M budget continues to be sufficient to cover required works. Additional work resulting from the aborted expansion plan will need to be funded from Capital Reserves			Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-07.02 FM Contractor	Ensure that FM contractor delivers to standard. Participation in CoL working groups. Provide monitoring evidence to City Surveyors to enable good management of the contract	Currently experiencing significant problems getting FM issues addressed. The problem has been escalated particularly with regard to Building Management System which controls the heating in the school, the electrical distribution boards which (in some cases) are dangerous, and the swimming pool which a) has a leak and b) is being contaminated by sewage from the Barbican Estate			Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-07.03 Inspections	Weekly inspections of ongoing works by City Surveyors. Monthly review of works programme with City Surveyors. Annual review with Board of Governors	Process of monthly meetings continue to be frustrating with little progress being made from month to month on issues e.g. the building heating controls. Quotes are also frustratingly high for what is being supplied leading to constant push back by the school. A real question about the value added by having FM team in Guildhall.			Alan Bubbear	31-Jan-2020	03-Jul-2020
CLSG-07.04 CLSG Expansion	Manage communications surrounding possible expansion of CLSG Prep to minimise adverse political risk and reputational damage	With the Expansion Plans being cancelled we now have the opportunity to reset communications and relations with the Barbican Residents. The Headmistress is due to meet with them this term			Alan Bubbear	31-Jan-2020	07-Sep-2020

This page is intentionally left blank

Committee(s):	Date(s):
Finance and Estate Sub-Committee of the City of London School for Girls	14 February 2020
Board of Governors of the City of London School for Girls	9 March 2020
Subject: Risk Register 2019-20 for: The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund	Public
Report of: The Chamberlain and The Bursar of The City of London School for Girls	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 for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund for review by Members on behalf of the Trustee, the City of London Corporation. The purpose of the review is to ensure that existing risks are reconsidered, any new risks are identified and that appropriate measures are in place to mitigate those risks. This register has been prepared and scored using the City of London Corporation Risk Matrix at Appendix 1.

Currently, the register contains eight risks, six of which have a green score and two a score of amber. There are no red risks and no new risks have been identified in the year. In addition, the risk scores are unchanged from last year.

Recommendations

1. The Finance and Estates Sub-Committee is asked to review the register to ensure it satisfactorily sets out the risks facing the charity, that appropriate measures are in place to mitigate those risks and to report its findings to the Board of Governors of the City of London School for Girls; and,
2. The Board of Governors of the City of London School for Girls is asked to consider any comments from its Finance and Estates Sub-Committee and to review and confirm that the register satisfactorily sets out the risks facing the charity 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 for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund administered by the Board of Governors of the City of London School for Girls 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 Girls is set out in Appendix 2. This contains eight 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. Funding from the City may reduce – overall risk score of amber (8);
 6. Charity lacks direction, strategy, and forward planning – overall green (4);
 7. Conflicts of interest – overall risk score of green (1); and
 8. 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.

Risk 5 would be mitigated through trying to agree a phased approach to any reduction to ensure that replacement funds could be found from elsewhere. However, the School has reduced confidence in the potential outcomes of these mitigating actions compared to last year and the resulting risk remains at 8, the level of the current risk.

6. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the Risk Owner in the register.
7. No new risks have been identified, and the risk scores remain unchanged to those presented to this Board last year.

Conclusion

8. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets 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 The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund

Contacts:

Alan Bubbear

Bursar, The City of London School for Girls

T: 020 7847 5524

E: BURSAR@CLSG.ORG.UK

Steven Reynolds

Group Accountant, Chamberlain's Department

T: 020 7332 1382

E: steven.reynolds@cityoflondon.gov.uk

This page is intentionally left blank

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

This page is intentionally left blank

CoL School for Girls Bursary and Scholarships and Prizes Funds - Risk Register to be considered by the Board of Governors of the City of London School for Girls

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 CLSG	Funds are managed by professional fund manager. Monitoring of fund manager's performance by Chamberlain/ Financial Investment Board.	Possible	Major	Amber 12	↔	Continue with existing controls	Possible	Major	Amber 12
2	Grants/awards/loans may be given for purposes not complying with charity's objectives	Headmistress of CLSG	Board of Governors of the CLSG	Trustees have their objectives before them when agreeing grants. Ensure awards are only given for stated purposes.	Rare	Minor	Green 1	↔	Continue with existing controls	Rare	Minor	Green 1
3	Applicants for financial assistance do not disclose full details of their circumstances	Headmistress of CLSG	Board of Governors of the CLSG	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 with existing controls	Possible	Minor	Green 3
4	Insufficient beneficiaries complying with the objects of the Trust	Headmistress of CLSG	Board of Governors of the CLSG	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 with existing controls	Unlikely	Serious	Green 4
5	Funding from the City may be reduced following change in its budget policy which could result in serious impact on the charity and lead to adverse user reaction and bad publicity.	Headmistress of CLSG	Board of Governors of the CLSG	Appropriate representation to be made to the City Corporation if budget policy provides risk to charity. Identify new funders.	Unlikely	Major	Amber 8	↔	Try to agree phased approach to any City reduction in support to ensure replacement funds can be found from elsewhere.	Unlikely	Major	Amber 8
6	The Charity lacks direction, strategy and forward planning	Headmistress of CLSG	Board of Governors of the CLSG	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 with existing controls	Rare	Major	Green 4
7	Conflicts of interest	Headmistress of CLSG	Board of Governors of the CLSG	Understanding of trust law. Protocol for disclosure of potential conflict of interest.	Rare	Minor	Green 1	↔	Continue with existing controls	Rare	Minor	Green 1
8	Loss of staff	Headmistress of CLSG	Board of Governors of the CLSG	Documentation of systems, plans and projects. Training programmes.	Possible	Minor	Green 3	↔	Continue with existing controls	Possible	Minor	Green 3

This page is intentionally left blank

Committee(s): Board of Governors of the City of London School for Girls	Date(s): 9 March 2020
Board of Governors for the City of London School	11 March 2020
Subject: International Holocaust Remembrance Alliance (IHRA) Definition on Anti-Semitism	Public
Report of: The Town Clerk	For Information
Report author: Polly Dunn, Senior Committee and Member Services Officer	

Summary

This report outlines changes to the City of London Corporation's Teachers Code of Conduct (from the Teachers' Guide).

Recommendation(s)

The Board of Governors is asked to note the amendment to paragraph 44 of the Teachers' Code of Conduct.

Main Report

1. Both the Secretary of State for Communities and Local Government and the Leaders' Committee of London Councils had recommended that UK and London local authorities consider adopting the International Holocaust Remembrance Alliance (IHRA) Definition on Anti-Semitism. The Court of Common Council was asked to consider these recommendations in light of a reported increase in anti-Semitic incidents across the UK during the first half of 2019, and the adoption of the definition by at least 19 London boroughs.
2. At its meeting of 30 January 2020, the Establishment Committee considered and approved a resolution of the Policy & Resources Committee: that the IHRA definition of anti-Semitism, including the agreed working examples (Appendix 1) be adopted, with the inclusion of the IHRA definition and working examples within the Members' and Officers' Code of Conduct approved.
3. The City of London Corporation's Teachers' Guide contains a Teachers' Code of Conduct, which is separate to the Officers' Code of Conduct.
4. The proposed amendment to Paragraph 44 of the Teachers' Code of Conduct is indicated in underlined text below:

Equality and Inclusion

All members of the local community, customers and colleagues have a right to be treated with fairness and equity. All City Corporation employees and other workers must ensure that the City Corporation's policies relating to equality and

inclusion are complied with in addition to the requirements of the law. Such policies would include the: Equal Opportunity Policy, Lone Working Policy (incorporating the Preventing Violence Policy), Grievance Procedure, Recruitment and Selection Policy and Managing People Policy. The City Corporation has also adopted and expects compliance with the International Holocaust Remembrance Alliance definition of Antisemitism attached as Appendix 1.

5. This amendment was reported under urgent business for the City of London Freemen's Board meeting held on 5 February 2020 and was approved.

Conclusion

6. By agreeing to this amendment, the expectations of the teachers employed at the City's independent schools, will be brought in line with that of the non-teaching staff, who are subject to the Officer's Code of Conduct.

Appendices

- Appendix 1 – IHRA Definition of Anti-Semitism

Background Papers

International Holocaust Remembrance Alliance (IHRA) Definition on Anti-Semitism – Report of the Policy and Resources Committee 17 October 2019 (Reported to the Court of Common Council on 5 December 2019)

Polly Dunn

Senior Committee and Member Services Officer

E: polly.dunn@cityoflondon.gov.uk

IHRA Definition of Anti-Semitism

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

IHRA Working Examples

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.

- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries).

Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews.

Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank