



**Academic and Personnel Sub Committee of the
Board of Governors of the City of London
Freemen's School**

Date: TUESDAY, 13 NOVEMBER 2018
Time: 12.00 pm
Venue: COMMITTEE ROOMS, GUILDHALL, EC2P

Members: Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend

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Lunch will be served in the Guildhall Club at 1pm

**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 summary of the meeting held on 24 April 2018 (copy attached).

For Decision
(Pages 1 - 4)
4. **ACTIONS SHEET**
Report of the Town Clerk (copy attached).

For Information
(Pages 5 - 6)
5. **TERMS OF REFERENCE**
To note the terms of reference (copy attached).

For Information
(Pages 7 - 8)
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 24 April 2018 (copy attached).

For Decision
(Pages 9 - 14)

10. **HEADMASTER'S REPORT**
Report of the Headmaster (attached).

For Information
(Pages 15 - 116)

11. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Tuesday, 24 April 2018**

Minutes of the meeting of the Academic and Personnel Sub Committee of the Board of Governors of the City of London Freeman's School held at Committee Rooms, Guildhall, EC2V 5HH on Tuesday, 24 April 2018 at 10.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Stuart Fraser
Nicholas Goddard
Brian Harris
Andrew McMillan
Councillor Chris Townsend
Gillian Yarrow

Officers:

Roland Martin	- Headmaster
Stuart Bachelor	- Deputy Headmaster
Susan Williams	- Bursar
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Dame Fiona Woolf.

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

There were no declarations.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 10 January 2018 be approved as a correct record subject to a typographical amendment.

4. ACTIONS SHEET

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following points were made.

Music Annual Departmental Review

- The Headmaster noted that two students in Year 5 had secured diplomas in Music.

Oriental Language Provision

- The Headmaster noted that the new Deputy Head (Academic) had been recruited and therefore this action was on schedule to be completed during the curriculum review planned for September 2018.
- Governors noted that the potential adoption of oriental languages into the school curriculum should be grounded in evidence for local appetite for such provision.
- The Deputy Chairman commented that a language carousel approach to learning was worthy of consideration.

RESOLVED, that the report be received.

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

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT General Data Protection Regulations (GDPR)

In response to a comment from the Chairman, the Town Clerk agreed to clarify whether co-opted Governors could be provided with a City of London Corporation email address to ensure forthcoming GDPR could be adhered to.

Governor Skills Audit

In response to a request from the Chairman, the Town Clerk agreed to conduct a Governor Skills Audit.

7. EXCLUSION OF THE PUBLIC

RESOLVED, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

8. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 10 January 2018 be approved as a correct record.

9. HEADMASTER'S ACADEMIC AND PERSONNEL REPORT

Governors considered an Academic and Personnel report of the Headmaster.

9.1 Appendix 1a - Boarding Policy

Governors considered the Boarding Policy.

9.2 Appendix 1b - PSHE Scheme of Work Policy

Governors considered the PSHE Scheme of Work Policy.

9.3 **Appendix 1c - Right to Study Checks Policy**

Governors considered the Right to Study Checks Policy.

9.4 **Appendix 1d - SEN and EAL Policy**

Governors considered the SEN and EAL Policy.

9.5 **Appendix 1e - Single Central Register Policy**

Governors considered the Single Central Register Policy.

9.6 **Appendix 2 - Predicted Grades 2018**

Governors considered the Predicted Grades 2018.

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

There were no non-public questions.

11. **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 other business.

The meeting ended at 12.09 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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Academic and Personnel Sub-Committee of the City of London Freemen's School

Actions Sheet

Date	Action	Officer responsible	Progress Update
24 April 2018	Single Central Register Policy to be amended to include reference to Governors	Deputy Head	Completed
24 April 2018	PSHE Policy to be amended to include glossary of acronyms	Deputy Head	In progress
24 April 2018	Boarding Policy to be amended to include guidance on money and credit card limits.	Deputy Head	Completed
24 April 2018	Schedule of Policies to be submitted to Board of Governors.	Deputy Head	Completed
24 April 2018	SLT ISI Inspection Debrief Paper to be circulated to Governors.	Headmaster	Completed
24 April 2018	Governor Skills Audit to be conducted.	Town Clerk	To be conducted ahead of November 2018 Board meeting.
24 April 2018	Co-Opted Governors to receive City of London email addresses.	Town Clerk	Completed
10 January 2018	Governors to be updated on status of Music Annual Departmental Review	Deputy Head (Academic)	To be provided at November 2018 Board meeting

Academic and Personnel Sub-Committee of the City of London Freemen's School

Actions Sheet

Date	Action	Officer responsible	Progress Update
10 January 2018	Potential for oriental language provision to be considered in curriculum review.	Headmaster	Due Spring 2019
16 October 2017	Annual Departmental Reporting to feature column on Added Value.	Deputy Head (Academic)	To be discussed as part of DHA's review at November 2018 AP meeting

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London Freeman's School
- Up to four other Governors appointed by the Board of Governors (one of whom must be a Common Council Governor).
- All Governors on the Board are eligible to serve, and any Governors serving on this sub-committee shall serve on the Finance, General Purposes and Estates sub-committee.

Quorum

The quorum shall be any three Governors.

Any decision taken by the sub-committee shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

The sub-committee should report to each Board of Governors' meeting.

Terms of Reference

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

- to monitor general compliance with child protection requirements (not involving individual cases); and
- the development, monitoring and review of policies relating to educational provision to ensure compliance with legal or good practice requirements;
- curriculum and co-curricular issues;
- standards, including academic results;
- pastoral and ethos policy and practice;
- INSET and Professional Development policy and practice;
- staffing issues;
- to make recommendations on any other issues which have been referred by the full Board.

With power to act on the following matters:

- To agree requests for Sabbatical Leave; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

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