



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

Date: WEDNESDAY, 6 NOVEMBER 2019

Time: 12.00 pm or on the rising of the Finance, General Purposes and Estates
Sub Committee

Venue: COMMITTEE ROOMS, GUILDHALL, EC2P 2EJ

Members: Andrew McMillan (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Deputy Roger Chadwick
Nicholas Goddard
Deputy Elizabeth Rogula
Councillor Chris Townsend
Gillian Yarrow

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

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 of the meeting held on 18 January 2019.
For Decision
(Pages 1 - 4)
4. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 5 - 6)
5. **REPORT ON POLICIES**
A report of the Headmaster.
For Decision
(Pages 7 - 14)
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 18 January 2019.
For Decision
(Pages 15 - 18)
10. **HEADMASTER'S NON-PUBLIC REPORT**
Report of the Headmaster.
For Information
(Pages 19 - 84)

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**

Part 3 - Confidential Agenda – Circulated Separately

13. **CONFIDENTIAL MINUTES**
To agree the confidential minutes of the meeting held on 18 January 2019.

For Decision

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**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 18 January 2019**

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 City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Friday, 18 January 2019 at 2.45 pm

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Nicholas Goddard
Brian Harris
Andrew McMillan
Lady Gillian Yarrow

Officers:

| | |
|--------------------|---|
| Steven Reynolds | - Chamberlain's Department |
| Roland Martin | - Headmaster of the City of London Freeman's School |
| Matt Robinson | - Head of Junior School |
| Sue Williams | - Bursar, City of London Freeman's School |
| Paul Bridges | - Academic Deputy Head |
| Alistair MacLellan | - Town Clerk's Department |
| Polly Dunn | - Town Clerk's Departments |

1. APOLOGIES

Apologies were received from Councillor Chris Townsend.

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 13 November 2018 be approved as a correct record.

4. TERMS OF REFERENCE

Governors considered the Academic and Personnel Sub-Committee's terms of reference as part of the annual review process. The following matters were raised:-

- Governors expressed interest in clarifying the quorum description with respect to Common Council representation. Governors agreed it should

be made clear that, whilst any decision made by the Sub-Committee needed to obtain the support of the majority of present Common Council Governors, the attendance of the Common Council Governor is not necessary for the Sub-Committee to be quorate.

- The Headmaster suggested that the Sub-Committee take responsibility for ratifying any non-statutory policies which would enable the Board of Governors to spend more time on strategic issues. A summary report of Sub-Committee approved policies would be submitted to the Board of Governors for information only.
- Governors requested that Governor's intranet portal be developed so that policies and other helpful resources could be readily accessed.

RESOLVED – That the Sub-Committee recommend the following changes to its terms of reference for approval by the Board of Governors:

- a) amend the wording to better distinguish the role of Common Council Governor(s) in relation to the Sub-Committee's quorum and decision-making ability; and
- b) introduce to the Sub-Committee the power to approve non-statutory policies, reporting on these in summary to the Board of Governors for information only.

5. **HEADMASTER'S REPORT ON POLICIES**

Governors considered a report of the Headmaster on the City of London Freemen's School policies. The following matters were raised:-

- The Chairman requested that the relevant section of the dress code be amended to read "Shoes must be clean and sensible."
- Governors discussed the use of mobile phones during school hours. There were a variety of opinions among the Governors. The Deputy Head explained that there was ongoing consultation work on this matter which had currently only gone to staff and was due to go to staff and parents shortly.
- A Governor asked whether the policy adequately addressed students' dress and appearance for those from different cultures and religions. The Headmaster was mindful that there would be reasonable exceptions to elements of the policy on this basis but explained that the policy would be difficult to manage and enforce if too specific. These instances were better managed on an individual basis

RESOLVED – That the Code of Conduct policy be recommended to the Board of Governors for approval.

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

There were no questions.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.
8. **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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act.
9. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 13 November 2018 be approved as accurate record.
10. **ACTIONS**
Governors considered a report of the Town Clerk on outstanding actions of the Academic and Personnel Sub-Committee.
11. **NON-PUBLIC HEADMASTER'S REPORT**
Governors considered a non-public report of the Headmaster.
12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.
14. **STAFF AND STAFFING MATTERS**
Governors considered a report of the Headmaster on staff and staffing matters.

The meeting ended at 4.17 pm

Chairman

Contact Officer: Polly Dunn
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Academic and Personnel Sub-Committee of the City of London Freemen's School

Outstanding Actions Sheet

| Date | Item | Action | Officer responsible | Progress Update |
|-------------------------|-------------|--|---|--|
| 24 April 2018 | - | Governor Skills Audit to be conducted. | Town Clerk | Report to February 2019 Board Meeting. |
| 10 January 2018 | - | Potential for oriental language provision to be considered in curriculum review. | Headmaster | Due Spring 2019 |
| 13 November 2018 | - | Confirmation to be sought from School and Director of Human Resources that Governor DBS records are up to date. | Town Clerk | Verbal update at November 2019 meeting |
| 13 November 2018 | - | Clarification to be sought from Education Strategy Director on whether letter to ISI has been sent clarifying City independent schools' relationship with City of London Corporation. | Town Clerk | Verbal update at November 2019 meeting |
| 13 November 2018 | - | Schedule of Governor engagement with Staff to be developed. | Head Master, Academic Deputy Head, Head Master's PA | Report due at February 2019 Board Meeting. |
| 18 January 2019 | 2/2019/AP | A proposal for Governor engagement including departmental presentations to the Board; departmental visits by Governors; and a Strategic Summary Departmental Report, to be submitted. | Headmaster | Update at November 2019 meeting. |
| 25 September 2019 (BoG) | 5/2019/AP | It was requested that future iterations of the Junior School report include an overview of academic progress and achievement; the detailed report on the subject would continue to go to the Board's Academic & Personnel Sub-Committee. | Headmaster | Update at January 2020 meeting |

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

Completed Actions Sheet

| Action Number | Action | Progress Update |
|----------------------|---|------------------------|
| 13 November 2018 | Schedule of policies including dates of last review and dates of when renewal is due to be standing item on Board agendas. | Completed |
| 13 November 2018 | Assessment, Reporting and Recording Policy to include an executive summary to provide clarity on its purpose to casual readers. | Completed |
| 13 November 2018 | Education Trips & Visits Policy to be amended to confirm it applies to Boarders and did not apply to Sports trips. | Completed |
| 13 November 2018 | Teaching & Learning Policy to be amended to include explicit reference to 'aspiration'. | Completed |
| 13 November 2018 | Post-Examinations Departmental Reviews to be deferred to January 2019 meeting. | Completed |
| 13 November 2018 | Amendment of terms of reference to include reference to Finance and Academic Sub-Committee meetings to be consecutive with one another. | Completed |
| 1/2019/AP | A table of rolling business to be provided at each meeting of the Sub-Committee. | Completed |
| 3/2019/AP | Revise the terms of reference as agreed in January 2019 | Completed |
| 4/2019/AP | The relevant section of the dress code be amended to read "Shoes must be clean and sensible." | Completed |

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|---|---------------------------------|
| Committee(s) | Dated: |
| The Academic and Personnel Sub-Committee of the Board of Governors of the City of London Freeman's School | 6 th November, 2019. |
| Subject: Headmaster's Report on Policies | Public |
| Report of: Headmaster, City of London Freeman's School | For Decision |

Summary

This report is for Governor engagement and decision.

- a) Background
- b) Recommendation

Recommendation(s)

Members are asked to:

- Scrutinise the policy in this report;
- Ask questions of the policy authors and Headmaster surrounding this policy;
- Approve the policy presented.

Main Report

a) Background

1. Members will remember that they are responsible for the School's policies and that oversight of them is an important part of their duties.
2. SLT has decided that the NEA policy does not need Governor approval, as discussed in the January meeting; the suggestion that this policy should be reviewed at this Committee is erroneous: apologies.
3. The following policy is therefore due for approval at this meeting:
 - Co-Curricular Policy (Attached as *Appendix 1*).At Freeman's, our stated aim is to enable pupils to Learn, to Lead and to Make a Difference; with these last two intentions in mind, the co-curricular life of the School is hugely valuable in helping the School to achieve its stated aims. We have been doing much more in terms of the co-curricular in the last four years and the policy reflects this important engagement with holistic education that we would expect at Freeman's.

b) Recommendation

FOR DECISION

4. It is recommended that, after discussion, Governors approve the Co-Curricular Policy included as appendices in this report.

Appendices

- *Appendix 1: Co-Curricular Policy*

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Headmaster

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Co-curricular Policy

for both the Junior School and Senior School

| | |
|--|--|
| Issue number | 1.0 |
| Name and appointment of owner / author | Jemima Edney, Head of Boarding and Co-curricular |
| Review Body | SLT and Academic & Personnel Sub-committee |
| Last updated | n/a- new policy |
| Reason for update | n/a- new policy |
| Last reviewed by SLT | October 2019 |
| Last reviewed by Governors | n/a- new policy |
| Next SLT review due | July 2023 |
| Next Governor review due | July 2023 |
| Where available | Staff Handbook, parent handbook (restricted area of website) |

Co-Curricular Policy

1 General Statement

This policy sets out the purpose of the co-curricular programme at Freeman's, and the value placed on co-curricular activity as part of a well-rounded Freeman's education. The policy outlines those responsible for ensuring its effective running, the expectations on pupils and staff, and the processes to be followed to ensure the smooth running of the co-curriculum.

2 Policy Statement

The purpose of the co-curricular programme at Freeman's is to support our pupils to develop their learning outside of the classroom, to give pupils opportunity to explore a vast range of activities and to encourage pupils to develop skills in a variety of areas for the better achievement of a rounded and balanced life. The programme is designed to support and complement the academic programme, by offering academically enriching activities as well as those which develop life skills. The co-curricular programme at Freeman's reflects the School's Mission and Aims, which state:

We want children at Freeman's to learn, to lead and to make a difference' and activities are classified in these three areas to enable pupils, parents and staff to identify a fully rounded programme of activities for each pupil. The programme also supports the School's aims;

- *nurturing a community of learners – adults and children – who are ambitious about what they might achieve in and out of the classroom;*
- *providing relevant opportunities for pupils to expand their horizons intellectually and socially; athletically and creatively; emotionally and spiritually;*
- *establishing an environment at Freeman's where everyone involved in the community is respected, trusted and supported;*
- *encouraging responsibility and capability; honesty and reliability; pride and passion;*
- *promoting determination and innovation; flexibility and adaptability; kindness and consideration;*
- *fostering in our pupils the confidence, curiosity, independence and wisdom to succeed in the next stages of their lives.*

The School recognises that some pupils will naturally show enthusiasm and motivation for co-curricular activities whilst others will prefer not to engage. However, the School believes in the value of the co-curricular programme for all pupils, regardless of their abilities and interests, and all will be encouraged to find an area in which they might broaden their experience in school.

3 Personnel

The co-curricular programme is overseen by the Head of Co-Curriculum, Mrs Jemima Edney. She is supported by Form Tutors, Heads of Year, academic staff and those responsible for leading each activity. Pupils are encouraged to become involved in starting up and running their own clubs and societies, promoting leadership and initiative amongst pupils.

4 Provision of activities

The provision of activities may vary from term to term, and is dependent on many factors including, but not limited to, pupil demand, availability of teachers, quality of the provision being offered and the strategic approach determined by the Head of Co-Curriculum and Senior Leadership Team. All available activities appear on the SOCS co-curricular website ahead of each term and pupils and parents are requested to look together at the provision and make their selections before the end of the first week of term. The majority of activities run each week for a full term, although some may take place bi-weekly, for a half termly period or on an ad hoc basis. Some activities incur an extra charge and details of any costs are published on the SOCS co-curricular website, visible to pupils and parents before signing up.

5 Expectations of pupils

All pupils are expected to engage in the co-curricular programme in some way and tutors will hold conversations with those who do not appear keen to become involved. The school understands that some pupils take part in activities outside of school and this is fully encouraged and recognised. Tutors will be aware of an individual pupil's engagement in activities outside of school and will take these into consideration when supporting pupils to develop a fully rounded education. The majority of activities on offer are optional, but there are some exceptions to this, for example in the case of scholars who have an expectation to contribute to the co-curricular activities in their areas of scholarship. Individual departments

may require compulsory attendance for some activities, as set out in their departmental handbooks.

Inevitably a pupil with a busy co-curricular timetable will experience clashes in their time at school. Although clashes can be identified by the SOCS co-curricular website, it remains the responsibility of the pupil to speak to individual staff members if they have a clash.

6 Monitoring

The Co-Curricular programme is led by the Head of Co-Curriculum, Mrs Jemima Edney, who ensures a wide range of age-appropriate activities are available to the pupils, and are led by teachers and coaches with appropriate knowledge. Activities, clubs and societies are run by academic staff, sports coaches, peripatetic music staff and coaches and teachers employed specifically for their co-curricular expertise.

Tutors have an overview of their tutees' co-curricular timetables, and are able to guide pupils to selecting activities that will enable them to experience opportunities to learn, to lead and to make a difference. Tutors will also monitor an individual's time commitments to the co-curricular programme, ensuring that pupils have a healthy balance of activities and free time, dependent on the age of the pupil.

7 Clashes

Whilst staff will do their best to pre-empt and avoid or minimise any clashes in the co-curricular calendar, it is inevitable in a busy school with busy pupils and staff that clashes will occur. Although we hope to enable all pupils to access all activities, there may be occasions where a pupil will need to make a choice between two activities that are running at the same time. It is recommended that the pupil talks to his or her tutor when making these decisions.

There may also be times when a pupil is selected for a fixture, or attending a school trip or event which clashes with a regular activity commitment. Such a clash should be identifiable in the SOCS system by both pupils and staff, but it remains the responsibility of the pupil to speak to the member of staff involved to excuse themselves from an activity.

8 The signing up processes

Pupils are expected to sign up for clubs, **not including academic drop-in clinics**, in advance of their starting date, using the SOCS co-curricular website. Once registered for a club, pupils are expected to commit to that club for the duration of the term. If for any reason a pupil cannot attend a session he or she should, as a matter of courtesy, inform the member of staff in charge **before** the session takes place. Pupils will be asked to sign up for activities each term, even if they wish to remain in an activity for the full year.

9 **Activities incurring extra charge**

Some activities may incur an extra charge, due to equipment costs, coaching costs or transportation. In such cases, details of the charge will be visible on the SOCS co-curricular website during the sign-up process. Charges will be added to the school bill at the end of the following term. Once a pupil has signed up for a club incurring an extra charge, it is not possible to offer a refund unless his/her inability to attend has been caused by the school, for example because they have been selected to a compulsory activity after the sign-up window has closed.

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of the Local Government Act 1972.

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