



## Academic and Personnel Committee of the Board of Governors of the City of London Freeman's School

**Date:** WEDNESDAY, 4 NOVEMBER 2020  
**Time:** 12.00 pm  
**Venue:** VIRTUAL MEETING – ACCESSIBLE REMOTELY

**Members:** Andrew McMillan (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Deputy Roger Chadwick  
Nicholas Goddard  
Tracey Graham  
Michael Hudson  
Deputy Elizabeth Rogula  
Councillor Chris Townsend  
Lady Gillian Yarrow

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

### Accessing the virtual public meeting

Members of the public can observe this virtual public meeting via YouTube at the following link <https://youtu.be/frCDrWFrjAo>

### Meeting Recordings

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**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. **TERMS OF REFERENCE**  
To receive the Committee's Terms of Reference as approved by the Board of Governors at its meeting on 12 October 2020.  
**For Information**  
(Pages 1 - 2)
4. **MINUTES**  
To agree the public minutes and non-public summary of the meeting held on 13 January 2020.  
**For Decision**  
(Pages 3 - 6)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **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

8. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 13 January 2020.  
**For Decision**  
(Pages 7 - 8)
9. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
**For Information**  
(Pages 9 - 10)
10. **HEADMASTER'S REPORT**  
Report of the Headmaster.  
**For Discussion**  
(Pages 11 - 98)

11. **PROPOSAL TO REALIGN JUNIOR AND SENIOR YEAR GROUPS IN CITY OF LONDON FREEMEN'S SCHOOL**

Report of the Headmaster.

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

12. **DELIVERING REMOTE EDUCATION FOR INTERNATIONAL STUDENTS**

Report of the Headmaster.

**For Discussion**  
(Pages 103 - 112)

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

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

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

### **Composition**

- The Chairman and Deputy Chairman of the Committee shall be selected from amongst its members with the agreement of the Board of Governors.
- Chairman and Deputy Chairman of the Board of Governors of the City of London Freemen's School
- Up to seven other Governors appointed by the Board of Governors (at least one of whom must be a Common Council Governor).

### **Quorum**

The quorum shall be any three Governors.

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

The Committee should report to each following 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;
- To approve non-statutory policies relevant to the wider remit of the Committee; and
- To co-opt any Governor of the Board or any appropriately qualified professional to give advice on specific matters.

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**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF  
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Monday, 13 January 2020**

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 Monday, 13 January 2020 at 3.34 pm

**Present**

**Members:**

Andrew McMillan (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Nicholas Goddard  
Councillor Chris Townsend  
Deputy Elizabeth Rogula  
Brian Harris

**Officers:**

Roland Martin - Headmaster of the City of London Freeman's School  
Paul Bridges - Deputy Head (Academic), City of London Freeman's School  
Polly Dunn - Town Clerk's Department

**In Attendance:**

Tracey Graham

**1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick and Lady Yarrow.

**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 and non-public summary of the meeting held on 6 November 2019, be approved as accurate record.

**4. CITY OF LONDON FREEMEN'S SCHOOL 2020 USEFUL DATES AND POLICY REVIEW SCHEDULE**

Governors received a report of the Town Clerk regarding the City of London Freeman's School 2020 useful dates and policy review schedule.

Governors discussed the timings of forthcoming meetings and wished for there to be time either before or after the meeting to participate in classroom visits. It was agreed that the Town Clerk would gather the availability of Governors.

**RESOLVED**, that the report be noted.

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**

There was one item of urgent business.

Annual Review of Terms of Reference

Governors heard from Town Clerk regarding the terms of reference of the Academic and Personnel Sub-Committee. No changes to the terms of reference were proposed.

**RESOLVED**, that the Academic and Personnel Sub-Committee refer its terms of reference to the Board of Governors unchanged.

Deputy Head's Report on Policies

Governors considered a report of the Deputy Head regarding School policies. It was noted that, on approval, the updated Relationships and Sex Education (RSE) Policy would be hosted on the School's website.

Regarding mention of the pupil involvement in the review of the RSE Policy, a Governor asked at what age it would be appropriate to engage pupils in this process. The Headmaster explained that a decision had been made that only pupils aged 14 and above would be engaged in the process. Governors agreed that the wording of the policy be amended to "through Senior School Council", to reflect this.

Governors requested that the RSE Policy is cross-checked against the School's GDPR Policy, given the requirement to take into consideration the religious background of pupils.

Within the General Topic of *Puberty and Physical Attraction*, a question was raised about the use of the term "fancy". The term had been adopted following advice on the subject as the phrase that young people were more familiar with.

The section on *Families* was a new area of RSE. A gap analysis was underway to identify what needs to be put in place for September 2020. This would inform the "when covered in PSHE" segment.

Governors discussed a pupil's ability to opt back into RSE sessions following their withdrawal by parents. The School believed it was important to notify parents if their child had decided to opt back into RSE. However, the Headmaster acknowledged that there may be some exceptional circumstances in which notifying the parents would not be in the best interest of the child. This would have to be assessed on a case by case basis.

**RESOLVED**, that the Relationships and Sex Education Policy and amendment be referred to the Board of Governors for final approval.



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 Local Government Act.
8. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 6 November 2019, be approved as accurate record.
9. **OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the Sub-Committees non-public outstanding actions.
10. **HEADMASTER'S UPDATE**  
*16.25 – Nicholas Goddard left the meeting.*  
Governors heard an update from the Headmaster regarding general School matters.
11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There was one question.
12. **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.
13. **HEADMASTER'S REPORT**  
Governors received a report of the Headmaster regarding confidential School matters.

**The meeting ended at 4.45 pm**

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Chairman

**Contact Officer: Polly Dunn**  
**[polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)**

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of the Local Government Act 1972.

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