

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Friday, 10 December 2021

Minutes of the meeting of the Board of Governors of the City of London School for
Girls held at Guildhall at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)	Dhruv Patel
Peter Bennett (Deputy Chairman)	Professor Anna Sapir Abulafia (External Member)
Randall Anderson	Del Cooke (External Member)
Mary Durcan	Dr. Stephanie Ellington (External Member)
Alderman Prem Goyal	Elizabeth Phillips (External Member)
Alderman Robert Howard	Deputy Philip Woodhouse (Ex-Officio Member)

Officers:

Jayne Moore	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Nicholas Basye	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Aqib Hussain	- Chief Operating Officer's Department
Jenny Brown	- Headmistress
John Hall	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)
Rachel Thompson	- Head, City Junior School
Charles Griffiths	- Bursar, City of London School

1. APOLOGIES

Apologies for absence were received from Rehana Ameer, Mark Bostock, Mark James and Shravan Joshi.

Apologies for lateness were received from Alderman Prem Goyal.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That the minutes of the previous meeting are approved as an accurate record.

4. PUBLIC OUTSTANDING ACTIONS

RESOLVED – That the Outstanding Actions report be noted.

5. SUB-COMMITTEE MINUTES

a) **Draft Minutes of the Bursary Committee meeting held on 25 November 2021**

RESOLVED - That the public minutes and non-public summary of the Bursary Committee meeting held on 25 November 2021 be received.

b) **Draft Minutes of the Finance and Estates Committee meeting held on 10 November 2021**

RESOLVED - That the public minutes and non-public summary of the Finance and Estates Committee meeting held on 10 November 2021 be received.

c) **Draft Minutes of the Governance Committee meeting held on 10 November 2021**

RESOLVED - That the public minutes and non-public summary of the Governance Committee meeting held on 10 November 2021 be received.

6. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress which provided updates on COVID-19, the School's Estates Strategy: *Finding Space to Pioneer*, and forthcoming events and the following point was made:

- Action had been taken to remove asbestos identified on the Main School site during the Autumn 2021 term. There continued to be issues with the heating system on the Main School site but work was underway to address this and the School continued to be heated for staff and pupils.

RESOLVED – That the report be noted.

7. POLICIES FOR APPROVAL

The Board considered a report of the Headmistress setting out seven school policies for approval and the following point was made:

- In considering the Online Digital and eSafety Policy, the Chairman noted the requirement for the Board of Governors to coordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs. The Chairman proposed this requirement be led by Rehana Ameer, Governor with Designated Responsibility for ICT and this was supported by the Board.

RESOLVED – That:

- The following policies be approved:
 - Online Digital and eSafety policy;
 - Recruitment;
 - Record keeping;
 - Attendance;

- Behaviour;
 - Exclusions; and,
 - Pupil Equal Opportunities
- The Governor with Designated Responsibility for ICT coordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs.

8. CITY JUNIOR SCHOOL GOVERNANCE STRUCTURE

The Board considered a joint report of the Headmistress of the City of London School for Girls and the Head of the City of London School setting out a proposed governance structure for the City Junior School and the following points were made:

- At present, the City Junior School was governed jointly by the Boards of Governors of the City of London School and City of London School for Girls and informed by the informal *Project EDWIN* Working Group which comprised representatives of both Boards and schools. Following consideration of an appropriate governance structure for the City Junior School, it had been proposed that a joint Sub-Committee comprising equal representation of the two Senior Schools be established to act as a Board of Governors for the City Junior School. It was also proposed that the terms of reference of the two Senior Schools be amended to include oversight of the City Junior School.
- The Board was advised that in considering the proposed Terms of Reference of the Board of Governors of the City Junior School at its meeting on 8 December 2021, the Board of Governors of the City of London School had resolved the following amendment be made to the Sub-Committee's constitution to enable the widest possible body of talent and expertise for the Sub-Committee:
 - "up to 3 ~~external~~ additional members as ~~co-opted non-City of London Corporation~~ *Governors with experience relevant to the Board*"

The proposed amendment was supported by the Board of Governors of the City of London School for Girls.

- A Governor suggested that the Terms of Reference further be amended to specify two Deputy Chairmen be appointed to the Sub-Committee, comprising one non-City of London Corporation Governor and one City of London Corporation Governor. This would support robust succession planning, as only City of London Corporation Governors were eligible to serve as Chair. The Board agreed that further consideration be given to this proposal should the Policy and Resources Committee support the establishment of the Sub-Committee at its meeting on 16 December 2021.

- In discussing appointments to the new Sub-Committee, should it be established, two expressions of interest comprising Peter Bennett and Alderman Robert Howard were received in respect of the two Common Councillor Governors roles whose appointment was supported by the Board. Two expressions of interest comprising Mark James and Elizabeth Phillips were received in respect of the one Co-opted Governor role. The Board agreed that delegated authority be granted to the Town Clerk in consultation with the Chairman and Deputy Chairman for any decisions relating to the operation of the City Junior School required in advance of the next meeting of the Board of Governors on 11 February 2022, including the Co-opted Governor appointment to the Board of Governors of the City Junior School.

RESOLVED – That:

- In principle agreement be given to the creation of a Sub-Committee to undertake the duties of a Board of Governors of the City Junior School;
- The draft Terms of Reference for the Board of Governors of the City Junior School be approved, subject to the below outlined amendment;
 - “up to 3 ~~external~~ additional members as ~~co-opted non-City of London Corporation~~ Governors with experience relevant to the Board”
- The proposed revised Terms of Reference of the Board of Governors of the City of London School for Girls to include oversight of the City Junior School be agreed,
- The appointment of Peter Bennett and Alderman Robert Howard as Common Councillor Governors representing the Board of Governors of the City of London School for Girls on the City Junior School be agreed.
- Delegated authority be granted to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls for any decisions relating to the operation of the City Junior School required in advance of the next meeting of the Board of Governors on 11 February 2022, including the Co-opted Governor appointment to the Board of Governors of the City Junior School.

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

There were no questions.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was one item of other business.

The Chairman announced that Dhruv Patel would shortly be stepping down as a Governor and led the Board in thanking him for his excellent service to the Board and the School, particularly as Governor with Designated Responsibility for Special Educational Needs and Disabilities (SEND).

11. **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.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were approved as an accurate record.

13. **NON-PUBLIC OUTSTANDING ACTIONS**

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

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

a) **Draft Non-Public Minutes of the Bursary Committee meeting held on 25 November 2021**

RESOLVED - That the non-public minutes of the Bursary Committee meeting held on 25 November 2021 be received.

b) **Draft Non-Public Minutes of the Finance and Estates Committee meeting held on 10 November 2021**

RESOLVED - That the non-public minutes of the Finance and Estates Committee meeting held on 10 November 2021 be received.

c) **Draft Non-Public Note of the Informal Joint Meeting of the Finance and Estates Committees of the City of London School and the City of London School for Girls held on 23 November 2021**

RESOLVED - That the non-public note of the informal joint meeting of the Finance and Estates Committees of the City of London School and the City of London School for Girls held on 23 November 2021 be received.

d) **Draft Non-Public Minutes of the Governance Committee meeting held on 10 November 2021**

RESOLVED - That the non-public minutes of the Governance Committee meeting held on 10 November 2021 be received.

e) **Draft Non-Public Minutes of the Academic Working Party meeting held on 15 November 2021**

RESOLVED - That the non-public minutes of the Academic Working Party meeting held on 15 November 2021 be received.

15. **PROPOSED 2022/23 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls presenting the proposed 2022/23 Revenue Budget.

16. REPAIRS, MAINTENANCE & IMPROVEMENTS FUND 2022/23 AND 20-YEAR PLAN OF WORKS

The Board considered a joint report of the Chamberlain, the City Surveyor and the Bursar of the City of London School for Girls presenting the proposed Repairs, Maintenance and Improvement Fund 2022/23 and 20-Year Plan of Works.

17. PROPOSED 2022/23 REVENUE BUDGET FOR CITY JUNIOR SCHOOL AND PROPOSED TUITION FEE FROM OPENING IN SEPTEMBER 2022

The Board considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls presenting the proposed 2022/23 Revenue Budget for City Junior School and proposed tuition fee from its opening in September 2022.

18. TOM AND GOVERNANCE REVIEW: COL INDEPENDENT SCHOOLS

The Board considered a joint report of the Headmistress of the City of London School for Girls, Head of the City of London School, Headmaster of the City of London Freeman's School and the Town Clerk & Chief Executive on proposals for the City of London Independent Schools arising from the Target Operating Model and Governance Review.

19. CLSG ESTATES UPDATE

The Board considered a report of Headmistress of the City of London School for Girls presenting an update on estates work across the School.

20. REPORT OF THE HEADMISTRESS

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

21. HEAD'S REPORT ON CITY JUNIOR SCHOOL

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

22. REGULAR UPDATE ON THE SCHOOL'S RISK REGISTER

The Board considered a report of the Headmistress of the City of London School for Girls presenting the regular update on the School's Risk Register.

23. CLSG GOVERNOR SKILLS AUDIT AUTUMN 2021 AND GOVERNANCE UPDATE

The Board considered a report of the Town Clerk presenting the findings of Skills Audit Autumn 2021 and providing a governance update.

24. REPORT OF ACTION TAKEN BETWEEN MEETINGS

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

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

There were no questions.

26. **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.

27. **CONFIDENTIAL MINUTES**

The confidential minutes of the previous meeting were approved as an accurate record.

28. **CONFIDENTIAL OUTSTANDING ACTIONS**

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

29. **TOM REVIEW**

The Board considered a report of the Bursar of the City Junior School presenting an update on the Target Operating Model pilot project.

The meeting ended at 12.53 pm

Chairman

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