



Board of Governors of the City of London School for Girls

Date: FRIDAY, 10 DECEMBER 2021

Time: 11.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Nicholas Bensted-Smith (Chairman)	Deputy Richard Regan
Peter Bennett (Deputy Chairman)	Professor Anna Sapir Abulafia (External Member)
Rehana Ameer	
Randall Anderson	Del Cooke (External Member)
Mark Bostock	Dr. Stephanie Ellington (External Member)
Mary Durcan	Mark James (External Member)
Alderman Prem Goyal	Elizabeth Phillips (External Member)
Alderman Robert Howard	Tim Levene (Ex-Officio Member)
Shravan Joshi	Deputy Philip Woodhouse (Ex-Officio Member)
Dhruv Patel	

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

Next Meeting Date: 10.00am, Friday 11 February 2022.

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/81axSHAFc9k>

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. MINUTES

To agree the public minutes and non-public summary of the meeting held on 14 October 2021.

For Decision
(Pages 7 - 12)

4. PUBLIC OUTSTANDING ACTIONS

Report of the Town Clerk.

For Information
(Pages 13 - 14)

5. SUB-COMMITTEE MINUTES

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

To receive the draft minutes and non-public summary of the Bursary Committee meeting held on 25 November 2021.

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

To receive the draft minutes and non-public summary of the Finance and Estates Committee meeting held on 10 November 2021.

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

To receive the draft minutes and non-public summary of the Governance Committee meeting held on 10 November 2021.

For Information
(Pages 15 - 22)

6. REPORT OF THE HEADMISTRESS

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

For Information
(Pages 23 - 26)

7. **POLICIES FOR APPROVAL**

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

For Decision
(Pages 27 - 98)

8. **CITY JUNIOR SCHOOL GOVERNANCE STRUCTURE**

Joint report of the Headmistress of the City of London School for Girls and the Head of the City of London School.

For Decision
(Pages 99 - 108)

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

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

11. **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

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 October 2021.

For Decision
(Pages 109 - 116)

13. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 117 - 118)

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

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

To receive the draft non-public minutes of the Bursary Committee meeting held on 25 November 2021.

- b) Draft Non-Public Minutes of the Finance and Estates Committee meeting held on 10 November 2021
- To receive the draft non-public minutes of the Finance and Estates Committee meeting held on 10 November 2021.
- 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
- To receive the 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
- d) Draft Non-Public Minutes of the Governance Committee meeting held on 10 November 2021
- To receive the draft non-public minutes of the Governance Committee meeting held on 10 November 2021.
- e) Draft Non-Public Minutes of the Academic Working Party meeting held on 15 November 2021
- To receive the draft non-public minutes of the Academic Working Party meeting held on 15 November 2021.

For Information
(Pages 119 - 142)

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

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

For Decision
(Pages 143 - 168)

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

Joint report of the Chamberlain, the City Surveyor and the Bursar of the City of London School for Girls.

For Decision
(Pages 169 - 176)

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

Joint Report of the Chamberlain and the Bursar of City Junior School.

For Decision
(Pages 177 - 194)

18. **TOM AND GOVERNANCE REVIEW: COL INDEPENDENT SCHOOLS**
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 Town Clerk & Chief Executive.
For Decision
(Pages 195 - 210)
19. **CLSG ESTATES UPDATE**
Report of the Headmistress of the City of London School for Girls.
For Decision
(Pages 211 - 226)
20. **REPORT OF THE HEADMISTRESS**
Report of the Headmistress of the City of London School for Girls.
For Decision
(Pages 227 - 236)
21. **HEAD'S REPORT ON CITY JUNIOR SCHOOL**
Report of the Head of the City Junior School.
For Information
(Pages 237 - 242)
22. **REGULAR UPDATE ON THE SCHOOL'S RISK REGISTER**
Report of the Headmistress of the City of London School for Girls.
For Information
(Pages 243 - 260)
23. **CLSG GOVERNOR SKILLS AUDIT AUTUMN 2021 AND GOVERNANCE UPDATE**
Report of the Town Clerk.
For Information
(Pages 261 - 270)
24. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.
For Information
(Pages 271 - 272)

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

27. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the meeting held on 14 October 2021.

For Decision

28. **CONFIDENTIAL OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information

29. **TOM REVIEW**

Report of the Bursar of the City Junior School.

For Information

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Thursday, 14 October 2021**

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

Present

Members:

Nicholas Bensted-Smith (Chairman)	Alderman Prem Goyal
Peter Bennett (Deputy Chairman)	Alderman Robert Howard
Rehana Ameer	Dhruv Patel
Randall Anderson	Professor Anna Sapir Abulafia (External Member)
Mark Bostock	Del Cooke (External Member)
Mary Durcan	Dr. Stephanie Ellington (External Member)

Officers:

Kerry Nicholls	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Mark Jarvis	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Aqib Hussain	- Chief Operating Officer's Department
Jenny Brown	- Headmistress
John Hall	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)
Neil Codd	- Deputy Head (Academic)
Susie Gilham	- Deputy Head (Pastoral)
Rachel Thompson	- Head of Preparatory School

1. APOLOGIES

Apologies for absence were received from Tim Levene, Mark James, Shravan Joshi and Elizabeth Phillips.

Apologies for lateness were received from Randall Anderson.

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

Dhruv Patel declared an interest in having a family member registered in the admissions process of the City Junior School for the 2022/23 academic year.

3. MINUTES

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

4. OUTSTANDING ACTIONS

RESOLVED – That the Outstanding Actions report be noted.

5. SUB-COMMITTEE MINUTES

a) **Draft Minutes of the Bursary Committee meeting held on 15 June 2021**

RESOLVED - That the public minutes and non-public summary of the Bursary Committee meeting held on 15 June 2021 be received.

b) **Draft Minutes of the Finance and Estates Committee meeting held on 13 September 2021**

RESOLVED - That the public minutes and non-public summary of the Finance and Estates Committee meeting held on 13 September 2021 be received.

6. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress which provided updates on forthcoming events, 2021 Leavers, destinations and gap years and COVID-19 and the following point was made:

- There had been an increase in the number of students diagnosed with COVID-19 in recent weeks, particularly in Year 11, and 31 pupils were currently self-isolating. Following guidance from the Department for Education, the School had moved into Stage One of its contingency measures with all pupils (unless exempt) required to wear a face covering when not in lessons. The School had also reintroduced a bubble system and pupils were required to take regular lateral flow tests. The School had participated in a COVID-19 vaccination pilot scheme for schools early in the Autumn 2021 term and there had been high take-up with over 70% of eligible pupils electing to be vaccinated. In response to a question from a Governor, the Headmistress advised that the School had not been contacted by anti-vaccination groups prior to the vaccination session but had received letters during the first lockdown in 2020 objecting to mask wearing.

RESOLVED – That the report be noted.

7. POLICIES FOR APPROVAL

Governors considered a report of the Headmistress setting out ten school policies for approval and the following points were made:

- With regard to the Fire Safety Policy and Procedures, the Deputy Chairman queried the frequency of fire evacuation procedures and the Bursar confirmed that these were conducted on a termly basis. In response to a further question about the Health and Safety and Wellbeing Policy, the Bursar confirmed that updates to the policy were very minor and mainly intended to bring the School in line with arrangements at the City of London School. The Headmistress advised that whilst approval was sought for a Newly Qualified Teachers Induction Policy, this was the final year of Newly Qualified Teachers who would be known as Early Careers Teachers from the 2022/23 academic year.

- A Governor queried where School policies were held. The Headmistress confirmed that all policies required for inspection or that could be made publicly available were published to the School's website. Governors could request other policies directly from the School.

RESOLVED – That the following policies be approved:

- Admissions Policy;
- Anti-Bullying Policy;
- EAL Policy;
- ECT Induction;
- Fire Policy and Procedures;
- Health, Safety and Wellbeing Policy;
- Induction Policy for NQTs;
- Missing Child Policy;
- Safeguarding and Child Protection Policy - Changes have been made to the in light of changes to KCSIE 2021; and,
- SEND Policy.

8. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2020/21 OF THE SCHOOL'S CHARITY THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND

The Board considered a report of the Chamberlain presenting the draft Annual Report and Financial Statements 2020/21 of the School's charity, *The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund* and the following point was made:

- During the year ended 31 March 2021 total funds within the School's charity had increased by £903,217. This favourable movement comprised a net gain on investments of £813,311, voluntary income of £759,979, and investment income of £175,599. The increase in funds had been partly offset by expenditure on charitable activities of £845,672 in awarding 53 bursaries and 25 prizes. There had been no costs relating to fundraising during the 2020/21 financial year. The School's External Auditor, BDO LLP would be commencing its audit of the draft Annual Report and Financial Statements in mid-September 2021. Once this work was completed, the accounts would be submitted to the Finance Committee of the City of London Corporation for approval on behalf of the Court of Common Council.

RESOLVED - That the draft Annual Report and Financial Statements 2020/21 of the School's charity be received.

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 were no items of urgent business.

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 15 June 2021**
RESOLVED - That the non-public minutes of the Bursary Committee meeting held on 15 June 2021 be received.
 - b) **Draft Non-Public Minutes of the Finance and Estates Committee meeting held on 13 September 2021**
RESOLVED - That the non-public minutes of the Finance and Estates Committee meeting held on 13 September 2021 be received.
 - c) **Draft Non-Public Minutes of the Academic Working Party meeting held on 20 September 2021**
RESOLVED - That the non-public minutes of the Academic Working Party meeting held on 20 September 2021 be received.
15. **REPORT OF THE HEADMISTRESS**
The Board approved the report of the Headmistress which provided information on non-public matters in relation to the School.
16. **ANALYSIS OF EXAM RESULTS**
The Board heard an update of the Headmistress providing an analysis of exam results for the School for the 2020/21 academic year.
17. **ESTATES UPDATE**
The Board considered a report of the Bursar presenting an update on estates work across the School.
18. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2022 (GATEWAY 1-4)**
The Board considered a report of the City Surveyor on the Summer Works 2022 (Gateway 1-4) for the School.

19. **CITY JUNIOR SCHOOL GOVERNANCE**

The Board heard an update of the Headmistress on City Junior School Governance.

20. **ALLOCATION OF THREE INDEPENDENT SCHOOLS FUNDING WITHIN THE SCHOOLS FUNDING MODEL**

The Board considered a joint report of the Director of Community and Children's Services and the Chamberlain on the allocation of funding to the three City of London Independent Schools within the City of London Corporation's schools' funding model.

21. **CLSG BURSARY FUNDING UPDATE**

The Board considered a report of the Headmistress providing an update on Bursary funding.

22. **FINANCIAL INFORMATION DASHBOARD**

The Board considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.

23. **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.

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

There were no questions.

25. **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.

26. **CONFIDENTIAL MINUTES**

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

27. **CONFIDENTIAL OUTSTANDING ACTIONS**

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

28. **CONFIDENTIAL QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There was one question.

The meeting ended at 1.07 pm

Chairman

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

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

Action Number	Date	Action	Responsible Officer	Progress Update
18/20/BG/P	-	-	-	-

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**BURSARY COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF
LONDON SCHOOL FOR GIRLS
Thursday, 25 November 2021**

Minutes of the meeting of the Bursary Committee of the Board of Governors of the
City of London School for Girls held at 9.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)
Peter Bennett (Deputy Chairman)
Randall Anderson
Shravan Joshi

Officers:

Jenny Brown	- Headmistress
John Hall	- Bursar
Kerry Nicholls	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Nicholas Basye	- Chamberlain's Department
Charlie Pearce	- Chief Operating Officers' Department

1. APOLOGIES

There were no apologies.

**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 15 June 2021 be approved.

**4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
COMMITTEE**

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

6. 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.

7. **NON-PUBLIC MINUTES**
RESOLVED - That the non-public minutes of the meeting held on 15 June 2021 be approved.
8. **NON-PUBLIC OUTSTANDING ACTIONS**
The Committee considered a report of the Town Clerk outlining non-public Outstanding Actions.
9. **HARDSHIP BURSARY APPLICATIONS - AUTUMN 2021 TERM**
The Committee considered a joint report of the Chamberlain and the Bursar of the City of London School for Girls presenting hardship bursary applications received during the Autumn 2021 Term.
10. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 9.15 am

Chairman

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

**FINANCE AND ESTATES COMMITTEE OF THE BOARD OF GOVERNORS OF
THE CITY OF LONDON SCHOOL FOR GIRLS
Wednesday, 10 November 2021**

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

Present

Members:

Peter Bennett (Chairman)
Randall Anderson
Nicholas Bensted-Smith
Mark Bostock
Alderman Prem Goyal
Alderman Robert Howard
Dhruv Patel

Officers:

Jenny Brown	- Headmistress
Jane Elliott-Waine	- Compliance Manager
John Hall	- Bursar
Rhiannon Leary	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Charlie Pearce	- Chief Operating Officer's Department

1. **APOLOGIES**

There were no apologies for absence.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that the minutes of the meeting held on 13 September 2021 be approved as an accurate record.

4. **PUBLIC OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk outlining public Outstanding Actions and the following point was made:

- Specialist legal advice was being sought on the proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds and further updates would be provided to the Finance and Estates Committee when available.

RESOLVED, that public Outstanding Actions be noted.

5. **SCHEDULE OF STANDING ITEMS**

Governors considered a report of the Town Clerk outlining the Schedule of Standing Items.

RESOLVED, that the Schedule of Standing Items be noted.

6. **CLSG HEALTH, SAFETY AND COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing an update on health, safety and compliance matters at the City of London School for Girls and the following point was made:

- The Independent Schools' Inspectorate undertook a material change inspection of the School on 3 November 2021. This had been a positive experience for the School which showcased its strong culture of ownership around compliance matters and the Inspector had recommended the Department for Education allow the School's planned material change. In response to a question from the Chairman, the Compliance Manager advised that Independent Schools did not qualify for the Government scheme to install carbon dioxide monitors in state-funded education settings. Instead, the School had purchased and installed four carbon dioxide monitors across the Main School site as well as a portable monitor to take measurements in areas identified as being of concern.

RESOLVED, that the current position be noted.

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

There were no questions.

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

There was no other urgent business.

9. **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.

10. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 13 September 2021 be approved as an accurate record.

11. **NON-PUBLIC OUTSTANDING ACTIONS**

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

12. **CLSG RISK REGISTER UPDATE**

Governors considered a report of the Headmistress providing an update on the Risk Register of the City of London School for Girls.

13. **MANAGEMENT OF ARREARS OF FEES AT CLSG**
Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls.
14. **PROPOSED 2022/23 REVENUE BUDGET**
Governors considered a joint report of the Chamberlain and the Bursar presenting the proposed 2022/23 Revenue Budget.
15. **REPAIRS, MAINTENANCE AND IMPROVEMENT FUND 2022/23 AND 20-YEAR PLAN OF WORKS**
Governors considered a joint report of the Chamberlain, the City Surveyor and the Bursar presenting the proposed Repairs, Maintenance and Improvement Fund 2022/23 and 20-Year Plan.
16. **ESTATES UPDATES**
 - A. **CLSG Estates Strategy and City Junior School Update**
Governors considered a report of the Bursar providing an update on the City of London School for Girls' Estates Strategy and City Junior School.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There was one non-public question.
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 no other urgent business.

The meeting ended at 12.10 pm

Chairman

Contact Officer: Kerry Nicholls
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**GOVERNANCE COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY
OF LONDON SCHOOL FOR GIRLS
Wednesday, 10 November 2021**

Minutes of the meeting of the Governance Committee of the Board of Governors of
the City of London School for Girls held at Guildhall at 9.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)
Peter Bennett (Deputy Chairman)
Randall Anderson
Alderman Robert Howard
Elizabeth Phillips

Officers:

John Hall	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)
Jayne Moore	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Charlie Pearce	- Chief Operating Officer's Department

1. APOLOGIES

Apologies for absence were received from Jenny Brown, Headmistress.

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

There were no declarations.

3. RECEIVE TERMS OF REFERENCE

RESOLVED, that the terms of reference for the Governance Committee be received.

4. MINUTES

RESOLVED, that the minutes of the meeting held on 13 May 2021, be approved as an accurate record.

5. PUBLIC OUTSTANDING ACTIONS

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

RESOLVED, that public Outstanding Actions be noted.

**6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
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 they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.
9. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 13 May 2021 be approved as an accurate record.
10. **NON-PUBLIC OUTSTANDING ACTIONS**
The Committee considered a report of the Town Clerk outlining non-public Outstanding Actions.
11. **CLSG GOVERNOR SKILLS AUDIT AUTUMN 2021 AND GOVERNANCE UPDATE**
The Committee considered a report of the Town Clerk in respect of the City of London School for Girls' Governor Skills Audit Autumn 2021 and providing an update on governance.
12. **HEADMISTRESS' REPORT ON DIVERSITY AND THE BOARD OF GOVERNORS**
The Committee considered a report of the Headmistress on diversity and the Board of Governors.
13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of urgent business.

The meeting ended at 9.42 am

Chairman

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

Committee(s): Board of Governors of the City of London School for Girls	Dated: 10 December 2021
Subject: Report of the Headmistress	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1d; 3
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Headmistress of the City of London School for Girls	For Information
Report author: Jenny Brown, Head, CLSG	

Summary

The Head's Report comprises of:

1. General Update; and,
2. Forthcoming Events;

Recommendation(s)

The Board of Governors is asked to note the report.

Main Report

What a difference a few months, or even a few days can make. I started writing this report celebrating a term in which Covid, though bubbling ever present in the background, has not dominated proceedings too much and it had been a joy to return to a fairly normal pattern of fixtures, assemblies and events including the school play: *The Tempest* and our autumn concert. The Omicron variant though has come hurtling in to complicate matters and while we hope to continue with some of our key end of term events, masked where appropriate, it may interfere with end of term celebrations. The DfE have announced that masks must be worn in all communal areas, and we must test all pupils on site at the start of next term.

Finding space to pioneer has largely been focused on our physical space: the discovery of asbestos during some routine repairs at half term and the collapse of the heating system across all of B Floor two weeks ago (still unrepaired as I write this) put the limitations of the site at the forefront again. With no spare space, we are sorely exposed when any area of the building is compromised or even temporarily out of action and staff who are pretty stoic in the face of much challenge, have found these conditions enormously taxing.

Space to pioneer though is not just physical and our attention is turning to what intellectual pioneering space in the 21st century might mean for our pupils. We will

continue to look at the curriculum in the aftermath of the experience of these last public exam free years and ask what space we can find to allow pupils room for independent scholarship, and to develop the skills that 21st century employers are seeking. Collaborative, interdisciplinary learning, turbo-charged by the tailoring that Artificial intelligence allows and enriched by the digital educational tools (AR and VR). To the Academic Working Party, we reported on the development (over the next year) of a new Climate Change Department. Guided by the vision of what innovative, excellent education could look like in a new era, we want to research deeply into possible curriculum models at KS4 – year 10 and year 11 – to create room to grow intellectually and pastorally and consider some release from the stranglehold of so many unimaginative, outdated stressful high-stakes GCSEs.

Any reconsideration of the curriculum is predicated on the importance of the ownership and engagement with studies and a recognition of the different ways in which it is experienced by diverse groups. Keeping the focus on equality and increasing understanding of diversity remains an important goal.

The school has been represented at a number of city events:

- Armistice Day Garden of Remembrance Ceremony at St Paul's, 8th November, attended by the Headmistress and Head Girl, who laid a wreath on behalf of the school
- Silent Ceremony, 12th November, attended by 12 students from different year groups
- Lord Mayor's Banquet, 15th November, attended by the Head Girl and Deputy Head Girl
- Lord Mayor's Parade, 13th November, attended by the Cadets, who took part in the Parade
- City of London Shoreditch Park Academy Official opening, 26th November, attended by the Headmistress

Our Deputy Head (Pastoral) has represented us in an important task group, who made their final report this Autumn. A link to The Coalition for Youth Mental Health in Schools has been circulated to governors and can be found on the Public First website:

[Public First: The Coalition for Youth Mental Health in Schools](#)

Governors are cordially invited to note and attend forthcoming events:

Spring Term

January

Monday 17 th , 1:10pm	Spectrum Concert, CLSG Lunchtime series
Monday 17 th , 6pm	City@6 with Professor Lynne Cox (online)
Tuesday 18 th	Chairman's Dinner (formal invitations to follow)
Thursday 27 th , 1:10pm	GCSE Concert, CLSG Lunchtime series

February

Tuesday 2 nd & Weds 3 rd , 5pm	Amelia Ward Sixth Form Drama Production
Thursday 4 th	Piano Duets, CLSG Lunchtime series

Monday 7th, 6pm
Wednesday 9th, 6pm
Friday 11th

23rd & 24th

March

Wednesday 2nd or 16th, 11:50am (tbc)
Monday 7th, 6pm
Tuesday 8th, 1:10pm
Tuesday 8th, 5pm
Tuesday 15th-Thursday 17th, 5-7pm
Tuesday 22nd

Summer Term

Wednesday 27th April, 11:50am

City@6 with Barnaby Phillips (Benin Bronzes)
Sing and Swing Concert
Joint Chamber Concert with CLFS,
St James', Piccadilly
Years 8 and 9 play

Colton Memorial Lecture, 11:50am
City@6 tbc
Early Music Concert, CLSG Lunchtime series
Year 11 Drama Practical performance
Gym and Dance Display
Joint concert with CLS, at CLS

Founders' Day Speech and Lunch

Jenny Brown
Headmistress, CLSG

T: 020 7332 5526
E: headmistress@clsg.org.uk

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Committee(s): Board of Governors of the City of London School for Girls	Dated: 10 December 2021
Subject: Policies for Approval	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 8,12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Headmistress of the City of London School for Girls	For Decision
Report author: Justine Venditti, Senior Deputy Head, CLSG	

Summary

Policies submitted as part of the schedule for Governor Policy Reviewing and Approving.

Main Report

Governors are requested to consider the following policies for approval:

- Online Digital and eSafety policy – complete re-write to reflect current practice
- Recruitment – updated to reflect most recent practice
- Record keeping – updated
- Attendance – minimal changes
- Behaviour – minimal changes
- Exclusions – minimal changes
- Pupil Equal Opportunities – no changes

Policies Due For Consideration at the Next Board Meeting

The following policies are due for consideration at the next board meeting:

- Pupils' Mental Health Policy
- PSHCEE Policy

Appendices

- Appendix 1 – Online Digital and eSafety Policy
- Appendix 2 - Recruitment Policy
- Appendix 3 - Record Keeping Policy
- Appendix 4 - Attendance Policy
- Appendix 5 – Behaviour Policy
- Appendix 6 – Exclusions Policy

- Appendix 7 – Pupil Equal Opportunities Policy

Justine Venditti

Senior Deputy Head CLSG

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CITY OF LONDON SCHOOL FOR GIRLS

ONLINE DIGITAL AND ESafety POLICY

Policy reviewed by:	Michael Martyn, Susannah Gilham, Rachel Brincat, David Libby
Date policy last reviewed:	November 2021
Policy approved by:	Board of Governors
Date of approval:	

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- Pupil Acceptable Use Policies (iPad and Surface Go)
- Teachers' Standards
- City of London Corporation Acceptable Use of IT Policy
- City of London Corporation Data Protection Policy
- City of London Corporation Employee Code of Conduct
- City of London Corporation Disciplinary Policy
- City of London Corporation Social Media policy

1. Aims

City of London School for Girls aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology and allow our pupils to foster a sense of independence and resilience in the digital age whilst emphasising the opportunities that technology can provide.
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.
- To ensure that online safety is understood to be vital to safeguarding as a whole and be treated with equal focus. It is not a separate issue.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk in line with the Keeping Children Safe in Education 2021:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, **Keeping Children Safe in Education**, and its advice for schools on:

- **Teaching online safety in schools**
- **Preventing and tackling bullying**
- **Cyber-bullying: advice for headteachers and school staff**
- **Relationships and sex education**
- **Searching, screening and confiscation**

It also refers to the DfE's guidance on **protecting children from radicalisation**.

It reflects existing legislation, including but not limited to the:

- **Education Act 1996 (as amended),**
- **Education and Inspections Act 2006**
- **Equality Act 2010**

In addition, it reflects the **Education Act 2011**, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and responsibilities

3.1 The governing board

- The governing board has overall responsibility for monitoring this policy and holding the headmistress to account for its implementation.
- The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).
- Ensure that they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet.

3.2 The headmistress

- The headmistress is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.
- The safety of all members of the school community, ensuring that sufficient training is in place and accurate reporting procedures.

3.3 The designated safeguarding lead

- Details of the school's DSL and DDSL's are set out in our child protection and safeguarding policy as well as relevant job descriptions. The DSL has responsibility to refer more serious breaches where the wellbeing and safety of a child is seriously compromised to the Police, CEOPS, the Local Prevent Coordinator and local Channel panel as appropriate.
- The DSL takes lead responsibility for online safety in school, in particular:
- Supporting the headmistress in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headmistress, Director of IT and eSafety Coordinator to address any online safety issues or incidents.
- Managing all online safety issues and incidents in line with the school child protection and behaviour policies, making use of MyConcern and the Incidents log.
- Updating and delivering staff training on online safety in conjunction with the eSafety Coordinator, working with external agencies and external services when necessary.

- Providing reports on online safety as part of their safeguarding remit to the headteacher and governing board after being supplied with relevant information by the eSafety Coordinator[.]

Commented [RB1]: full stop

3.4 The eSafety Coordinator

- Ensuring that any online safety incidents are logged that take place through the desktops using IMPERO software and reported to the DSL to be dealt with appropriately in line with the behaviour policy.
- Working with the Deputy Head Pastoral on the promotion of eSafety within the PSHCEE curriculum, ensuring that key topics of online safety are covered that are relevant to the different year groups and to ensure that this is reviewed annually.
- Coordinating the Digital Leaders' Programme to foster independence and leadership when it comes to topics around online safety.
- Provide resources to parents, pupils and staff through online platforms for advice and training .
- Maintaining the membership of external organisations to support the online safety provision, keeping updated on the latest findings.

3.5 Technical Staff

Technical staff lead by the IT Manager and the Director of IT are responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a daily basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files or non-age appropriate applications.

Commented [RB2]: @ Justine Venditti Director of IT or ICT as earlier in the document it said ICT?

3.6 Computer Science Department and eLearning Coordinator

The Head of Computer Science, Computer Science teachers are responsible for:

- Providing a Computer Science curriculum at KS3 which covers content on the safe and responsible use of the internet and digital technologies.
- The eLearning Coordinator will ensure that digital technologies are up-to-date and pupils and staff are trained to use the mobile devices effectively and responsibly.

3.7 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet and ensuring that pupils follow the school's terms on acceptable use.
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy and in conjunction with the Behaviour policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school Behaviour policy and logged on MyConcern.
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'.

3.7 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy.
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet and endorsed this agreement by signature.
- Read all information that is sent by the school with regards to online safety and be responsible for their children's use of technology at home.

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- **UK Safer Internet Centre**
- **Childnet International**
- **Internet Matters**
- **Parent Zone**
- **ThinkUKnow**
- **Parent Info**

3.8 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

4. Educating pupils about online safety

4.1 Computer Science Curriculum

Pupils will be taught about online safety as part of the curriculum.

In the **Prep school** (Key Stage 2) pupils will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of key stage 2**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

In the **senior school (Key Stage 3)**, pupils will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns

Pupils in **Key Stage 4** will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

By the **end of secondary school**, pupils will know:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
- Not to provide material to others that they would not want shared further and not to share personal material which is sent to them
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content

Commented [RB3]: @Justine Venditti This is not taught in Computer Science at Stage 4 as it is not in the GCSE specification.

- That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including online)

4.2 PSHCEE

- The safe use of social media and the internet will also be covered in PSHCEE sessions facilitated by form tutors across the year as well as during form times and assemblies when appropriate.
- The eSafety Coordinator devises a range of lessons across KS3 and KS4 which is reviewed annually to ensure it remains relevant and suitable for the different ages that covers the safe use of the internet and one's digital footprint, cyber-bullying, sharing of data and information including images, videos and sound files as well as cybercrime and implications for mental health.
- Pupils will also have access to relevant guidance which is kept up-to-date as well as be given space to discuss topics of their choice through peer-to-peer sessions (Digital Leaders Programme) when appropriate.

Commented [RB4]: @Justine Venditti This is not specific to Computer Science

Commented [RB5]: @Justine Venditti would it be best to say sharing of data and information including images, video and sound files?

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in information evenings, letters or other communications home, and in information via our website, Parent Portal and newsletter.

This policy will also be available to parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headmistress and/or the DSL. Concerns or queries about this policy can be raised with any member of staff or the headmistress.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the Behaviour policy.)

6.2 Preventing and addressing cyber-bullying

- To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
- The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Form Tutors will discuss cyber-bullying with their tutor groups as part of the PSHCEE curriculum as well as being raised during Anti-bullying week and Safer Internet Day.
- Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health, citizenship and economic (PSHCEE) education, and other subjects where appropriate.
- All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training and parents are provided with support and advice through their Heads of Years when cyber-bullying issues are raised (see section 11 for more detail).
- In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the Behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.
- The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads, laptops and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police*

* Staff may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse includes an online element.

Commented [RB6]: @Justine Venditti I think laptops need to be included or alternatively mobile devices

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on **screening, searching and confiscation**
- UKCIS guidance on **sharing nudes and semi-nudes: advice for education settings working with children and young people**
- The school's COVID-19 risk assessment

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet.

Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

8. Pupils using mobile devices in school

Pupils are allowed to bring mobile phones into school but are not allowed to use them during lessons or morning break. We acknowledge that 4G can be accessed through these mobile devices and there can be misuse whilst at school. This misuse will be dealt with in line with the Safeguarding and Behaviour policies.

Pupils are issued with a school iPad to use in lessons but only when instructed by their teachers. iPads and for Sixth Form their own personal devices can only use the internet on site using the school internet which has appropriate filters organised by the IT Department. School iPads are also monitored in a similar fashion. CS pupils are issued with a laptop for their studies.

Pupils understand and follow the school's eSafety and acceptable usage policies and in turn are responsible for using the school IT systems in accordance with the Pupil Acceptable Usage Policy, which they will be required to sign before being given access to school systems. (Parents can find copies of these policies for iPad and Surface Go in the policy section of My School Portal.)

As part of their education pupils understand the importance of:

- reporting abuse, misuse or access to inappropriate materials and know how to do so
- adopting good eSafety practice when using digital technologies out of school and realise that the school's eSafety policy also covers their actions out of school, if related to their membership of the school.

Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations through their subject lessons.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Keeping operating systems up to date – always install the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use and ensure that they are up-to-date with eSafety matters and eSafety Policy.

If staff have any concerns over the security of their device, they must seek advice from the IT Department.

All staff members will take appropriate steps to support pupil's use of technology in lessons. This includes, but is not limited to:

- Embed key advice with regards to the use of the internet through their lessons
- Monitoring pupils' use of technology within the classroom
- Report any misuse to the Head of Year/DSL.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet or their school issued iPads or BYOD, we will follow the procedures set out in our policies. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

All staff read Keeping Children Safe in Education annually and through discussions and completion of any quizzes the school deem necessary, demonstrate an understanding of their obligations and training.

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography or video/audio, to those who don't want to receive such content

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse
- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up
- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and DDSs will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding and child protection policy.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety through MyConcern as well as an incident report log being kept for any misuse on the IT systems. This monitoring will ensure we are fulfilling our Prevent duties as well.

Commented [RB7]: @Justine Venditti or video

This policy will be reviewed annually.



CITY OF LONDON SCHOOL FOR GIRLS RECRUITMENT POLICY

Policy last reviewed by:	Neeta Shah, Justine Venditti <u>Katie Kerr, John Hall</u>
Date policy last reviewed:	November <u>September</u> 2021
Approved by:	Board of Governors
Date approved:	7 th December 2020

Contents

1.	Introduction
2.	Aims
3.	Recruitment Process
4.	Supply Staff and Trainee / Student teachers
5.	Governors
6.	Staff training and induction
7.	Equal opportunities
8.	Appendices

1. Introduction

- 1.1 City of London School for Girls is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.
- 1.2 The School is also committed to providing a supportive and flexible working environment for all of its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.3 This policy should be read in conjunction with:
 - The School's Safeguarding and Child Protection Policy
 - The City of London Corporation's Code of Conduct (and Code of Conduct for Teachers)
 - The City of London Corporation's Whistleblowing Procedure
- 1.4 This policy has been drawn up in line with Part 3 (Welfare, health and safety of pupils) and Part 4 (Suitability of staff, supply staff and proprietors) of the Independent Schools Standards Regulations and has been updated in accordance with Part 3 (Safer Recruitment) of the Department for Education (DfE)'s *Keeping Children Safe in Education: statutory guidance for schools and colleges* (September 2021).

2. The aims of this policy

- 2.1 *Keeping Children Safe in Education: statutory guidance for schools and colleges* (September 2021) states:

“Governing bodies and proprietors should prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised. The School or College should have written recruitment and selection policies and procedures in place”.
- 2.2 Through the implementation of this policy, the School aims to ensure:
 - that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
 - that all applicants are considered equitably and consistently.
 - that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

- that the School creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might abuse children.
- that the School meets its commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- compliance with all relevant recommendations and guidance including the recommendations of the DfE in *Safeguarding Children and Safer Recruitment in Education* and the code of practice published by the Disclosure and Barring Service (DBS).

3. Recruitment Process

3.1 The recruitment process is designed to ensure the suitability of persons appointed as members of staff at the School, such that:

- No such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act.
- No such person carries out work, or intends to carry out work, at the School in contravention of a prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.
- The School carries out appropriate checks (which must be completed before a person's appointment) to confirm in respect of each such person the person's identity, medical fitness, right to work in the UK and, where appropriate, the person's qualifications.
- Where relevant, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before, or as soon as practicable after, that person's appointment.
- Further checks are made as the School considers appropriate in the case of any person for whom, by reason of that person living or having lived outside the UK, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school.

3.1.1 Advertising

All posts are advertised clearly stating that they are exempt from the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (as amended in 2013) and that as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service enhanced check. The School's safeguarding statement is also included in all job advertisements¹:

¹ As displayed in recruitment information, including job adverts and application forms.

“City of London School for Girls is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.”

3.1.2 Recruitment Personnel

When a position becomes vacant the ~~Deputy Head Academic, in the case of Teaching Staff, or the Bursar, in the case of Support Staff, line manager~~ will, in collaboration with the HR Department, undertake procedures to ensure a safe and successful appointment. A member of staff with appropriate Safer Recruitment training will be involved in the Selection Panel for **all** appointments².

Safer recruitment training ~~is to~~~~has been~~ undertaken by the HR Department, Deputy Heads, Headmistress, Bursar and others involved regularly in the recruitment of staff.

3.1.3 For all posts the line manager with the hiring need will initiate the process by completing an authority to recruit form, to be signed off by the Head, Bursar and Deputy Head Academic. The need will be kept under continuous review in the Staffing and Recruitment Group.

~~For the recruitment of Teaching Staff~~

~~The Head, assisted by SMT and the appropriate Head of Department, will lead on the recruitment process.~~

3.1.4 **~~For the recruitment of Support Staff~~**

~~The Bursar, assisted by the HR Department and, if required, members of the SMT and the relevant Head of Department, will lead on the recruitment process.~~

3.2 Application Form

The application form used by the School clearly states that posts are exempt from the Rehabilitation of Offenders Act. All applicants are required to complete the form as fully and effectively as possible to ensure that the Selection Panel receives consistent and equal information from all applicants.

The application form requires the applicant's full name and any previous name and date of birth. It also requires the applicant's full education, employment, volunteering and other history **with no gaps**. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer. All applicants must disclose all convictions spent and unspent. CVs are not accepted as an alternative to the application form but details of previous employment and training may be submitted on separate pages to aid completion.

3.3 Job Description, Person Specification and School / Department Information

² The School Staffing (England) Regulations (2009) require governing bodies of maintained schools to ensure that at least one of the persons who conducts an interview has completed safer recruitment training; the School also operates in line with this requirement.

These contain the School's safeguarding statement and state clearly the need for an enhanced [with children's barred list](#) DBS check. The job description lists the main responsibilities and duties of the position which the successful applicant will undertake and makes reference to the responsibility for safeguarding and promoting the welfare of children. The person specification details the skills, experience and qualifications the School is looking for and includes specific reference to suitability to work with children. The person specification will be used to select the shortlisting criteria. The School / Department Information gives candidates up-to-date information about the School and the specific department.

3.4 Selection of candidates and short-listing

3.4.1 All application forms received, [including those from internal candidates](#), will be read carefully and considered independently by the Selection Panel and a short-list drawn up.

- ~~For main-scale Teaching Staff posts, the Head, Deputy Head Academic and relevant Head of Department liaise and select.~~
- ~~For Heads of Department posts, the Head liaises with the Deputy Head Academic and other members of the SMT as required.~~
- ~~For Senior Management posts, the Head liaises with the Senior Deputy Head and other members of the SMT as required.~~

3.4.2 ~~For candidates not short-listed, the HR Department records for each candidate the reasons for not short-listing. Notes on shortlisting decisions are retained in~~ These records are retained by the HR Department for 12 months.

3.4.3 ~~Applications for internal posts (including positions of responsibility) are considered by the relevant members of the SMT.~~

3.4.4 ~~For Support Staff posts, the HR Department short-lists with the Bursar or the relevant member of SMT or Head of Department.~~

3.4.5 ~~For candidates not short-listed, the HR Department records for each candidate the reasons for not short-listing. These records are retained by the HR Department for 12 months.~~

3.5 Interview

3.5.1 Teaching staff

The HR Department will co-ordinate all ~~teaching~~ interviews and will liaise directly with ~~SMT, Head of Department~~ [the interview panel \(containing the line manager\)](#) and applicants short-listed. The HR Department contacts candidates regarding the practical arrangements for the interview visit and, where necessary, Heads of Department [may](#) contact candidates to ~~further~~ discuss [further](#) the lesson(s) they will be required to teach [or any additional tasks.](#)

3.5.2 Prior to ~~or during~~ the interview, candidates will be informed that:

- proof of ID, [right to work](#), address and qualifications must be brought in on the interview day ~~(to ensure right to work in the UK).~~
- ~~Details of referees references~~ will be requested, including ~~making contact with the~~ current School at which the applicant is working or last worked, ~~if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving).~~ [These may be taken up before the interview](#)
- all pre-employment checks must be completed before an appointment can be confirmed.
- the interview panel will ensure that any discrepancies and anomalies are scrutinised during the interview process, including accounting for any gaps in education and employment (see *Previous Employment History* section below).
- the interview panel will explore the candidates' suitability to work with children [by asking a number of safeguarding questions](#).

3.5.3 **Support staff**

~~The HR Department will co-ordinate all support staff interviews with the Bursar (and relevant members of the SMT or Head of Department as required). The interview procedure (as above) will be followed, in line with the City of London Corporation Human Resources Policy.~~

3.5.4 **Following the interview, for all Staff**

Notes taken at interview and in the 'Decision Meeting' will be dated and retained on file by the HR Department. Notes taken with regard to unsuccessful candidates are retained for 12 months. Feedback is ~~provided~~ [offered](#) to candidates, ~~where requested~~. Feedback requests are directed to the HR Department.

3.6 **Recruitment Checks**

[The following checks are required for all staff prior to their start date at the school. New checks or additional checks may also be required on changing roles or on promotion within the school. These checks also apply to others delivering services in the school where they fall under the definition of 'staff' used in Part 4 of the ISI Commentary 2021.](#)

3.6.1 **Barred List and Prohibition from Teaching checks**

A Barred List check is required for all new appointments to the School. This is normally conducted as part of a DBS check (see below), but a separate barred list check must be undertaken in the event that:

- a new enhanced disclosure with barring information is required but is not received in advance of a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check is accepted under the 'three-month rule' for a member of staff starting work in regulated activity.
- a pre-existing enhanced DBS check without barring information is accepted from a candidate who has subscribed to the DBS update service.

Teaching Staff appointments will be subject to checks by the HR Department to determine that they are not subject to a prohibition order issued by the Secretary of State, or other similar sanction or restriction imposed as a teacher.

3.6.2 DBS Disclosure³

An enhanced criminal records check ('DBS check') is required for all new appointments to the school. This includes volunteers- [in regulated activity](#) and School Governors (see below). DBS checks are carried out by HR staff at the School and / or, for Support Staff and Governors, by HR staff at the City of London Corporation. During employment with the School, all staff are required to declare any convictions, cautions or reprimands, warnings or bind-overs.

~~Where a member of staff moves from a non-teaching to a teaching role, additional checks may be required.~~

If the disclosure is delayed (such that the DBS certificate has been applied for but is not available before a person starts work in regulated activity), the Headmistress may allow the member of staff to commence work subject to the following pre-conditions:

- a satisfactory check of the Barred List has been completed
- all other relevant checks have been completed satisfactorily
- it is done without the School confirming the appointment
- risk assessment carried out
- appropriate safeguards have been put in place, as determined by a risk assessment, which have been clearly communicated to the member of staff, and which will be regularly reviewed (until such time as the DBS certificate is available; see below). Risk assessments must be signed by the member of staff, the line manager responsible for the supervision and by the Head (or her delegate from the SMT). A copy of any such risk assessment will be sent to HR to file on the personal file.
- all staff will be automatically registered on the DBS Update Service [where a CLSG DBS certificate has been obtained.](#)

Note: Guidance on risk assessment criteria, together with the Risk Assessment pro-forma which must be completed and signed off by the relevant authority before a person starts work, is provided at Appendix 2. If the risk is assessed at 'Medium' or 'High', the person should not start work until all proper checks have been completed. The risk assessment ~~should~~**must** be reviewed every two weeks and re-signed (where required) until all other checks are satisfactorily completed. If, at any stage, the new member of staff's behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all other checks are satisfactorily completed. HR must be informed if there are any concerns

3.6.3 Identity Checks

All candidates must provide evidence of their identity and prove their right to work in the UK. They must bring to their interview (or, when requested, immediately thereafter) proof of identity and National Insurance number (if available). Acceptable proofs of identity include a British passport or current driving licence, passport /birth certificate where available (preferable under *Keeping Children Safe in Education*

³ Reference is made to the 'Flowchart of Disclosure and Barring Services Criminal record checks and barred list checks' in the DfE's *Keeping Children Safe in Education*.

September 2021 best practice guidance)/ identity card issued by an EEA country or a passport from another country that contains a valid Visa / Permit, and acceptable proofs of NI number include a NI card or recent P60/P45.

Applicants are also required to provide proof of address (such as a utility bill, bank statement or similar) on the interview day (or, where agreed, immediately thereafter). Applicants who are unable to bring these proofs of identity and address to interview must do so before taking up appointment and before the appointment is confirmed.

3.6.4 **Medical Fitness**

~~SAI~~ successful applicants are required to complete a medical questionnaire to ensure the appropriate level of physical and mental fitness before any offer of appointment is confirmed. A medical declaration may be used where the questionnaire has not been assessed by Occupational Health prior to the start date or for roles where a full medical evaluation by Occupational Health is not required by the City of London Corporation.

3.6.5 **Previous Employment History**

Complete information about previous education and employment must be provided along with satisfactory explanations for any gaps in employment. The School will require applicants to explain at interview (or later if necessary) any employment gaps apparent from their application form.

3.6.6 **References**

Two professional references must be provided, one of which will be from the candidate's current (or most recent) employer. **Where a candidate has previously worked in a school but this was not the most recent employer a reference should also be sought from the school concerned.** This reference should be provided by the Head Teacher or other suitable person with knowledge of disciplinary and safeguarding issues or verified by the Head Teacher or other suitable person. ~~References~~ These should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies must be followed up. ~~Direct contact by telephone is required with each referee to verify the reference.~~ References must be verified, usually by direct contact by telephone. ~~References should include~~ es are required to answer specific responses to questions about the candidate's suitability to work with children. If a verbal reference is taken then notes are taken, dated and signed and filed.

Where it is not possible to obtain two professional references due to the candidates previous work history, discretion may be used in determining appropriate referees. Questions about safeguarding should be asked regardless of the context of the reference.

Any information provided through references concerning past disciplinary action or allegations that are disclosed should be considered carefully when assessing the applicant's suitability for the post.

3.6.6 **References for internal positions**

Two references should also be obtained for recruitment for internal positions (where an existing member of staff applies for a role or position within the School) including for:

- internal promotions
- position moves
- new, but not renewed, responsibility allowances

Typically, one reference will be sought from the member of staff's line manager and a second one from a senior member of the teaching staff. These references are supplied on a standard form available from the HR Department.

3.6.7 **Qualification Requirements**

Applicants must be able to demonstrate they have obtained any academic or vocational qualifications relevant to the post and claimed by them in their application form and which were taken into account when making the appointment. Applicants will be asked to provide original copies of these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment and before the appointment is confirmed. Discretion may be used for qualifications gained many years previously where the evidence is not available but a subsequent work history and experience are considered sufficient.

3.6.8 **Suitability checks for applicants who have lived or worked outside the UK**

If, because of a person living or having lived outside of the UK, a DBS check is not considered sufficient to establish suitability to work in a school, the School will carry out such further checks as deemed necessary, in line with relevant DfE and Home Office guidance. The checks usually involve a police check from the overseas country or country but where this is not possible additional references from the country concerned may be sought. All new appointments where persons are living or have lived outside the UK for more than three months within 10 years of their application (once over the age of 18) will be subject to such additional checks.

Where the additional checks have not been received before the person is due to start work they may be permitted to commence employment with a risk assessment in line with those for members of staff commencing work before their DBS certificate has been received. The HR Department will be responsible for co-ordinating these checks and for coordinating the checking for evidence of permission to work.

Where a person is an overseas-qualified teacher, the School will follow the Teaching Regulation Authority (TRA) guidance 1 January 2021 on requirements for overseas-qualified teachers and will ensure staff have the relevant qualifications.

All applicants (for any role) who have lived and worked in any country overseas within the last 10 years of their application must undergo:

- all the checks as for other staff (including an enhanced DBS check, even if the applicant has never been to the UK), plus

- any additional checks the School considers appropriate: these additional checks could include, where available, a criminal records check for overseas applicants, in line with relevant DfE and Home Office guidance.
- for applicants for teaching roles, these additional checks could also include a letter of professional standing from the professional regulating authority (in the country/countries the applicant has worked) confirming they have not imposed sanctions or restrictions or are aware the applicant is unsuitable to teach where available. This will be assessed on a case by case basis by the Head and HR.

Where this information is not available, the Schools will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

HR will be responsible for coordinating these suitability checks, and for coordinating the checking for evidence of permission to work. Where a person is an overseas-qualified teacher, the School will follow the TRA guidance on requirements for overseas-qualified teachers and will ensure staff have the relevant qualifications.

3.6.9 **Prohibition from management of independent schools check**

For new appointments to management positions, checks must be made to ensure that a section 128 direction have not been made by the Secretary of State, precluding that person from a management role.

Such management positions include:

- The Head
- All staff on the Senior Management Team
- Teaching positions with Head of Department responsibility
- ~~Teaching positions with management responsibilities~~ Other senior management roles
- ~~Proprietors (see below)~~ Governors

Childcare disqualification

Childcare disqualification is an additional requirement for those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that the individuals are not disqualified under the Childcare Disqualification Regulations 2018. Details of any staff who meet these criteria are provided annually by the Assistant Head (Preparatory Department) and on appointment.

3.7 **Conditional Offer of Appointment**

~~An offer of appointment will be made only after the satisfactory references have been received (written and / or verbal) and after approval by the Head (for Teaching Staff) or the Bursar (for Support Staff).~~

The letter of appointment will make it clear that the offer is subject to satisfactory completion of the required safeguarding checks and right to work in the UK as outlined above.

- The receipt of two satisfactory written references, one of which must be from the candidate's current or most recent employer.
- A satisfactory medical assessment (and, if considered desirable, follow up examination by the Occupational Health Physician) or completed medical declaration.
- Verification of the candidate's qualifications, where those are an essential requirement for the post.
- Proof of the candidate's right to work in the UK¹
- Proof of address (e.g. a utility bill (not a mobile phone bill) or bank statement, dated within the past 3 months, or council tax bill, dated within the past 12 months).
- A satisfactory enhanced Disclosure & Barring Service and Children's Barred List check.
- Any And any additional checks appropriate required for Teaching Staff.
- Any additional checks required for management staff.
- And any additional checks the School considers appropriate for overseas applicants (please refer to 3.6.8).

4. Supply Staff and Trainee / Student teachers

- 4.1 When a Supply Agency is used to provide temporary Teaching Staff to the School, the Senior Deputy Head and HR Department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in the School. That documentation will be retained by HR staff.
- 4.2 Temporary Teaching Staff from a Supply Agency are required to show current photo ID and their DBS certificate when they arrive at the School. This documentation will be retained by HR staff.
- 4.3 When a Supply Agency is used to provide temporary Support Staff to the School, the HR Department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in the School. That documentation will be retained by HR staff.
- 4.4 With trainee or student teachers who are on temporary positions in the School, the member of the SMT with oversight of such persons (usually the Assistant Head

Teaching and Learning) and the HR Department will ensure that the all necessary checks are completed (Appendix 1).

5.

5.1

Contractors and Third-Party Staff (Regular and Non-Regular)

5.2

When a contractor is used to provide a service to the School through placements of third-party staff, HR will determine with the relevant Line Manager whether or not the person doing the work contractor is defined as regular or irregular. HR will ensure that the contractor supplies appropriate documentation giving details of all the checks the contractor has carried out on that person to ensure they are suitable to work in the School. That documentation will be retained by HR staff.

The Contractors Clearance Protocol has been written in conjunction with the School's Recruitment Policy and this is available via the schools HR department.

6. **Governors (~~The Proprietor~~)**

6.1 **DBS, Barred List and Prohibition checks for Governors**

The DBS maintains 'barred lists' of individuals who are unsuitable to work with children. Where barred list information is requested, and 'children's workforce independent schools' is specified in the parameters for that check, the certificate will also detail whether the applicant is subject to a direction made under section 128 of the Education and Skills Act (2008). Such a direction prohibits an individual from taking part in the management (including being a governor) of independent schools in England.

6.2

The School, in conjunction with City of London Corporation HR staff, undertakes to perform all such checks as are required to confirm the suitability of governors (~~'the Proprietor'~~, as described in Part 4, Paragraph 20 of the Independent Schools Standards Regulations).

7. **Staff Induction and Training**

7.1 **Safeguarding and Child Protection**

All appointed staff are provided with the following documents, and they are required to sign a register to confirm they have been read and understood them:

- The Safeguarding and Child Protection Policy (including the Staff Safeguarding Code of Conduct) and the identity and role of the Designated Safeguarding Lead (DSL) and Deputy DSLs
- Part 1 of the DfE's *Keeping Children Safe in Education* (including Annex A for those who work directly with children)
- The Staff Code of Conduct, including the Whistleblowing Procedure
- Pupil Behaviour Policy ([teaching staff only](#))
- Data Protection Policy (Employees)
- Mental Health and Wellbeing Policy
- Health and Safety Policies

Safeguarding and Child Protection is also covered in the induction training for all staff (including, where appropriate, an online child protection course), which includes the arrangements for Children Missing in Education.

- 7.2 Further guidance can be found in the Induction Procedures and School Staff Development Policy in the Staff Team or from the Senior Deputy Head or HR Department.

8. Equal Opportunities

- 8.1 The School promotes employment practices designed to eliminate discrimination. ~~All~~ applicants are provided with an equal opportunities monitoring form to complete.

- 8.2 The School aims to ensure that:
- no applicant for a job receives less favourable treatment on the grounds of:
 - sex
 - age
 - disability
 - sexual orientation
 - gender reassignment
 - religion or belief
 - race (including colour, ethnic or national origins)
 - pregnancy and maternity
 - marriage and civil partnership
 - all applicants will be treated equally and fairly in the recruitment process outlined in this policy
 - the successful applicant will be recruited (and subsequently trained) on the basis of ability, experience and skill(s) to undertake the job successfully, as defined within the job description and person specification.

- 8.3 Further information and guidance is given in the City of London Corporation Equal Opportunities in Employment Policy, which is available from the HR Department.

Appendix 1: Safer Recruitment Checklist

NEW STARTER CHECK LIST

Section 1 – Employee Details

<u>Employee Name</u>		<u>Start Date</u>	
		<u>End Date</u>	
<u>Job Title</u>			
<u>Department</u>			
<u>Line Manager</u>			

Section 2 – Pre-Employment

<u>Action</u>	<u>Date received / actioned and completed by (HR Initials)</u>	<u>Notes (Type of Doc or Comments for SCR)</u>
<u>Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.</u>		
<u>Application Form / CV Checked</u>		
<u>Interview Notes</u>		
<u>Job Description</u>		
<u>Proof of Identity</u>		
<u>Proof of Right to Work</u>		
<u>Driving Licence (if required)</u>		
<u>Proof of Address</u>		
<u>Reference 1 Verified (Verbally)</u>		
<u>Reference 2 Verified (Verbally)</u>		

<u>Medical Clearance</u>		
<u>Academic and/or Professional Qualifications</u>		
<u>Bank Details</u>		
<u>HMRC Starter Checklist</u>		
<u>National Insurance Document</u>		
<u>Pension Forms</u>		
<u>Next of Kin Details</u>		
<u>Equality and Diversity Form</u>		
<u>DBS Certificate checked date</u>		
<u>Barred List checked date</u>		
<u>DBS Registered to update service</u>		
<u>Overseas Check (if required)</u>		
<u>Prohibition Check Teaching (if required)</u>		
<u>Prohibition Check Management (if required)</u>		

Section 3 – Employment Documents

<u>Action</u>	<u>Date received / actioned and completed by (Initials)</u>	<u>Notes</u>
<u>Ensure the following details have been received/verified by HR and copies placed in electronic and hard personnel file.</u>		
<u>Confirmation of Appointment</u>		
<u>Signed Employee Offer Letter</u>		
<u>Signed Contract of Employment</u>		

<u>PAY2 Form sent to payroll</u>		
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Section 4 – System On-Boarding

<u>Action</u>	<u>Date actioned and completed by (Initials)</u>	<u>Notes</u>
<u>SMT sign off</u>		
<u>SCR</u>		
<u>First audit</u>		

Appendix 2: Risk Assessments

- 1.1 ~~There would need to be exceptional and justifiable circumstances for employment to commence prior to DBS clearance. Where necessary, a new member of staff may commence employment prior to receipt of a DBS certificate.~~ Such a decision can only be taken by the Headmistress or her delegate from the Senior Management Team, following a risk assessment. In any circumstances, potential employees cannot commence work prior to the Barred List check being completed. ~~Nor may they commence work prior to the submission of~~ their completed disclosure application being submitted to the DBS and all other checks being in place.
- 1.2 There must be a record of the Risk Assessment and decision, including “sign off” by the Headmistress, to ensure the auditability and accountability of the judgement. The judgement is an assessment of the risk versus the consequences of the decision. The Risk Assessment pro-forma (see below) is to be used to act as an auditable record of the decision made following risk assessment and must contain the signature of one of the accountable persons. ~~This responsibility cannot be delegated.~~
- 1.3 If a decision is taken to allow an employee to commence work prior to receiving the DBS certificate, the employee must have completed and submitted their completed disclosure application to the DBS, and their contract of employment should remain subject to this condition being met. The application’s progress within the DBS system should be checked and monitored on a regular basis.
- 1.4 Appropriate supervision arrangements must be put into place during the “waiting period”. The employee must be notified of the supervision arrangements that are in place. The situation must be checked and monitored at least every two weeks. The Headmistress, Senior Deputy Head or Bursar remains accountable during this time, until the clearance is received, checked and suitability confirmed.
- 1.5 If at any stage, the new member of staff’s behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all checks have been satisfactorily completed.

City of London School for Girls

Risk Assessment- Employee starting without DBS certificate or overseas police check

Employee name	
Post title	
Department	
Line Manager	
Start date	
Date DBS applied for	

Context	
Barred list check date	
References complete	
File complete	
RISK ASSESSMENT prior to mitigation	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
MITIGATION Mitigating factors and actions taken since start date or ways of working adopted to minimise risk, including employee supervision, where appropriate	
RISK ASSESSMENT After mitigation	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

APPROVAL To be signed by Head or Senior Deputy Head	Signed: Date: Name: Comments:
Manager signature	Signed: Date: Name:
Employee signature	Signed: Date: Name:
Supervisor signature If employee to be supervised on site	Signed: Date: Name:
Risk assessment to be reviewed Normally two week intervals	Date:

REVIEW 1	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

REVIEW 2	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

REVIEW 3	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

REVIEW 4	Date:
Approval To be signed by Head or Senior Deputy Head	Signed: Name:

RISK ASSESSMENT SIGNED OFF	Date:
	Signed: Name:

Add further two weekly sign offs as necessary.

- 1 **~~What are the exceptional reasons for considering commencement of employment prior to receiving clearance?~~**

~~This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to Question 2 below.~~

- 2 **~~What would be the consequences to the School's operations of waiting until clearance is received?~~**

~~These should be exceptional and have a demonstrable substantial impact. The School should be able to demonstrate how it has used effective planning to avoid / minimise this disruption, and clearly show where this has been unavoidable.~~

- 3 **~~Is the employee known to the school?~~**

~~A former employee, who would have had a DBS check when working in the School, and of whom a great deal is known, will present a much lesser risk than a new employee, who is not known to at all. The more recent the departure the lower the risk.~~

- 4 **~~If the employee commenced work, what would be their normal level of access to children?~~**

- ~~i. — Unsupervised access one-to-one~~
- ~~ii. — Unsupervised access to a group~~

~~Neither of these would be acceptable arrangements in any circumstances during this “waiting period”.~~

- ~~iii. — Supervised access one-to-one~~
- ~~iv. — Supervised access to a group~~
- ~~v. — No direct access, but based within premises~~

~~In these circumstances, if an employee does commence employment prior to clearance being received, their access must be supervised at all times. The level of risk declines the lower down the list above, but there continues to be a risk with each of these scenarios.~~

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CITY OF LONDON SCHOOL FOR GIRLS

RECORD KEEPING POLICY

Policy last reviewed by:	<u>John Hall</u>
Date policy last reviewed:	<u>November</u> August March 2021
Approved by:	Board of Governors
Date approved:	(October 2017)

This policy should be read in conjunction with:

Parent & Pupil Data Protection Policy and City of London Employee Data Protection Policy

Parents' and Prep Parents' Handbooks

Admissions and Attendance Register

Pupil Sanctions Records

Reports and references

Procedures Recording and Reporting Accidents to staff, pupils and visitors

Medical Conditions, Medicines and Infection Control Policy

Health, Safety and Wellbeing Policy

[School Nurse Guidelines](#)

1. Introduction

The Lord Chancellor's Code of Practice on the Management of Records under the Freedom of Information Act 2000, states:

"A school should have in place an overall policy statement, endorsed by top management and made readily available to staff at all levels of the organisation, on how it manages its records, including electronic records."

2. Contents of policy

Like all organisations, schools need to have records which document the full range of their activities. The law and ISI/Ofsted standards require that a comprehensive~~large number of~~ records are maintained and kept by schools covering a range of issues relating to staff and pupils, including:

- An Admissions Register (the School Roll) containing the prescribed information about each pupil
- An Attendance Register that is maintained in accordance with the regulations
- A record of sanctions for serious disciplinary offences, and exclusions
- All incidents of bullying
- Pupil progress and attainment records
- Single Central Register maintained in accordance with the regulations
- Pupils' health records
- Records of complaints and their outcomes

This policy sets out guidelines for recording, managing, storing and disposing of this data, whether it is held on paper or electronically. It sits alongside the school's Parent & Pupil Data Protection Policy and the City of London Employee Data Protection Policy.

3. Record keeping policy

Records are the life blood of any school. The school needs to create and maintain accurate records in order for it to function. The policy for managing records at City of London School for Girls has been drawn up in conformity with legislation and regulations affecting schools.

4. Current pupils

An electronic file is kept for each pupil. The file holds the registration and acceptance form; (the parent contract), and the academic record of a pupil as she progresses through the school. It will also include reports of all conversations between parents and members of staff about significant academic or pastoral issues, school reports, references from previous schools and references

prepared for universities and other information held on the school's portal covers: the pupil's name, address, form, and emergency contact details, academic performance, subjects studied and daily attendance. Confidentiality of personal information is protected.

Information about pupils is also temporarily stored from time to time in confidential working files kept by teachers in pursuance of their duties, such as 6th form university application information used by the Head of Careers, subject related information kept by Heads of Departments and notes related to ongoing concerns that have not reached a conclusion kept by pastoral staff.

Information is also stored on secure and encrypted cloud-based systems. The main example of this is the School's use of MyConcern which is a website especially designed for schools to record and manage data relating to safeguarding concerns. Teachers are also permitted to use online mark books to record students' academic progress. In all cases, the processing of personal data, including its online storage, must comply with the current and relevant data protection legislation.

5. Pupils with special educational, welfare of medical needs

The names of pupils with special educational, welfare or medical needs are recorded and any details of special provision to be made for individual pupils are made available to those staff with a need to know that information.

6. Medical records

A confidential medical record for each pupil is kept securely by the School Nurse. The medical record contains: the medical questionnaire that the parents completed when their child joined the school, and records of all treatment and immunisations that a pupil receives during her time at the school, including records of all accidents and injuries to the child. They include any significant known drug reactions, major allergies and notable medical conditions. This information is available to staff likely to administer medication or treatment. The Catering Manager holds details of pupils with food allergies.

The School Nurse will provide a list of the names of current pupils with medical conditions that may be of relevance to staff in their dealings with pupils, for example, when arranging trips and visits, so that the teaching staff will know that they should consult the School Nurse about a particular individual when arranging an activity.

In ~~addition~~addition, the school's counsellors maintain confidential files about students who see them through the confidential counselling system, to which no one else in the school has access.

7. Financial records

The Bursar and finance team holds financial records in relation to all pupils throughout their career at the school. These cover: a record of the deposit, the acceptance form, bills for tuition fees and extras throughout a pupil's time at the school. If a pupil receives a bursary or scholarship, this will form part of the record, along with records of annual assessments and awards.

8. Access by staff

All teaching and office staff are able to access password protected information as needed and authorised. Teaching staff may consult the pupil records held in the School Office.

Access to medical records is restricted to the School Nurse. Access to financial records is restricted to the Headmistress and the Bursar and their staff.

9. Data protection

Parents accept a place for their child at the school in the knowledge that data about pupils and their parents will be collected periodically and stored and processed in order to allow for the efficient operation of the school.

Parents who accept a place for their child at the school agree to the school using photographs of their child (without naming them) and information relating to her achievements for promotional purposes, which may be published in the prospectus or on the website.

The City's notification to the Information Commissioner's Officer includes explicit reference to the processing of personal information for the provision of education, and the use of biometric technology.

10. Access by parents and pupils

The School and City of London Data Protection policies describe our duties and obligations under the current/relevant Data Protection legislation, including parents' rights and the rights of pupils aged 12 or over to have access to their personal data. It also covers the circumstances under which data would be disclosed to a third party.

11. Privacy Notice~~Fair processing notice~~

The school will comply with ~~Fair Processing Notices~~Privacy Notice(s) issued by it or another data controller, and is subject to the same legal constraints regarding the specified purpose(s) for the processing of the personal data, to which the ~~Fair Processing Notice~~Privacy Notice(s) applies.

12. Staff induction

All new teaching and office staff will be given training in accessing and managing school records, as part of their induction.

13. Records of past pupils

We currently keep all records of past pupils indefinitely following legal advice while we await the final recommendations of the Independent Inquiry into Child Sexual Abuse. At that point, we will review our procedures to reflect any mandatory requirements. Where records are to be disposed of we will securely destroy: all disciplinary, medical and financial records. We retain records of results in public examination, lists of school prizes and other significant achievements, together with information relating to former pupils' subsequent academic achievements. Records relating to former pupils (name, years they attended CLSG) are stored electronically in the Marketing office electronic database.

14. Complaints

Following DfE advice (September 2020) records of complaints are kept for a minimum of 7 years.

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CITY OF LONDON SCHOOL FOR GIRLS

ATTENDANCE POLICY

Policy last reviewed by:	Susannah Gilham
Date policy last reviewed:	November 2021
Approved by:	Board of Governors
Date approved:	

This policy should be read in conjunction with:

Related School and City of London Corporation Policies:

Missing Child Policy

SEND Policy

1. Overview

Pupil attendance at City of London School for Girls is generally excellent. Many pupils will go for an entire year without missing any school and most pupils and their parents will usually keep any absence to a minimum. In cases of more prolonged absence the role of the school is usually to reassure families that such absence will not be detrimental to their child's progress. The attendance policy should therefore be read with this background in mind and Heads of Year will use their discretion when applying it.

Procedures to be followed in case of absence:

- Tutors will only mark as present pupils who are actually in the room at registration.
- The attendance officer will amend the register to record the presence of those who are late or who have been attending a school activity such as music.
- Parents are asked to notify the attendance officer when their child is absent or the Prep staffroom as appropriate. Any absences which have not been reported are first checked to see if the student is in school. If they are not, the attendance officer will ring home to find out the reason for absence.
- The attendance officer will alert the relevant pastoral staff if a child is unaccounted for, i.e. because the parents cannot be contacted. If further attempts to contact the parents are unsuccessful, friends will be asked if they know where the child is. Our primary concern in these cases is that a child has left for school and has failed to arrive.

All absences must be followed up to ensure that we have an explanation and the correct code should be entered in the register by attendance officer or tutor:

C	Leave of absence authorised by the school
D	Receiving education at another establishment
E	Excluded but no alternative provision made Family holiday
H	authorised by the school
I	Illness - not medical or dental appointments
J	At an interview
L	Late arrival before the register has closed
M	Medical or dental appointments
N	Reason for absence not yet provided
O	Absent from school without authorisation
P	Participating in supervised sporting activity
R	Religious observance
S	Study leave
U	Arrived in school after registration
V	Educational visit or trip
W	Work experience
X	Not attending due to coronavirus (Covid 19)
Y	Enforced closure

Most absences are for no more than three days. After this, tutors will contact parents to discuss how long the absence is likely to be and to give assistance about catching up missed work. Absences of more than a week should be referred to the Head of Year.

If a pupil is absent for two weeks, we would expect to receive a doctor's note confirming the reason for absence. In some cases of a well-documented, chronic medical condition, it might be felt that this would be unnecessarily intrusive. Heads of Year will exercise discretion.

Every half term Heads of Year will be emailed an overview of the attendance in their year group. Any pupil whose attendance falls below 85% will be carefully looked at to explore the reasons behind the absence. For those pupils where there are no reasonable explanations for low attendance and where there is cause for concern, a conversation with parents will be arranged by the Head of Year to discuss the absences in more detail.

The Deputy Head Pastoral meets with the City of London Education Welfare Officer once every half term to monitor attendance and keeps a spreadsheet of those with attendance below 90%.

If a pupil repeatedly appears on the list, parents will be called in and if there are significant grounds, a referral to the relevant external agency will be considered, such as the Education Welfare Officer, CAMHS or Children's Social Care.

Where unauthorised absence is suspected, the Head of Year will immediately be informed by the tutor. Most of such absence at CLSG relates to parents taking their children on holidays which overlap our terms. In such cases the Deputy Head Pastoral or the Head of Section will write to the parents but no further action will be taken provided the absence is no more than five days and it is not a repeat offence. If either of these is the case, referral to the appropriate LEA will be considered and will always be made if the absence is ten days or more.

Where unauthorised absence occurs which does not appear to be a family holiday, this will trigger safeguarding concerns and the procedures outlined in the Child Protection Policy Annex D Children Missing from Education will be followed.

2. Procedures for sending pupils home

ONLY the school nurse or a first aider should take the decision to send a pupil home.

In exceptional circumstances a Head of Section may take this decision if a pupil is too unwell to participate in lessons and the school nurse or a first aider is not readily available. Parents will be informed of this decision.

Parents must **always** be contacted and spoken to directly by the member of staff to inform them that their child is being sent home and to give them the opportunity to collect them if appropriate. At Sixth Form level, if parents cannot be contacted, they will be emailed to let them know of our action.

When pupils are being sent home, the relevant member of staff must email Reception to let them know. The pupil may not sign out without this permission.

The member of staff who sends the pupil home should email attendance so the correct code can be entered in the register.

3. Punctuality

The school day begins at registration. All pupils should be in their form rooms by 8.40am. Any pupil who arrives later than this time will be recorded as late, unless she has a good reason. Latecomers must report to reception on arrival and sign a late slip.

Any pupil who accumulates 4 lates in a term will be put onto early morning report (EMR) and will be required to report to the Attendance Officer at 8.30am for one week. Incurring 8 lates in a term will result in a further week of EMR plus detention. Any pupil who accumulates 12 lates in a term will be considered for escalation which requires reporting to the Headmistress at 8.30am for two weeks on early morning report (EMR).

4. Summary of procedures for dealing with requests for absence for reasons other than illness, medical treatment or religious observance

The school's policy is to discourage parents from seeking leave of absence for pupils during term time except for reasons of illness, medical treatment or religious observance.

Parents are informed of our policy on absence from school for reasons other than illness, medical treatment or religious observance in the Parents' Handbook and they are regularly reminded of our policy and the requirements of the DFES in end of term mailings.

Parents must always ask for leave of absence in advance and should not present the school with a fait accompli or seek permission for an absence retrospectively. If they do so, we are obliged to record the girl's absence as unauthorised.

From time to time, parents write to Form Tutors asking for their daughter's to be allowed out of school for a reason other than illness, medical treatment or religious observance.

When this occurs the Form Tutor should pass the letter to the Head of Section to deal with.

If the request is for an absence of more than one day in duration, or if the reason for the request seems questionable, the Head of Section will pass the letter on to the Deputy Head (Pastoral) to deal with.

For absences of more than three days in length, or if there are other circumstances which cause concern, such as a pattern of absence from school, the Deputy Head Pastoral will pass the letter on to the Headmistress to deal with or raise with the Education Welfare Officer.



CITY OF LONDON SCHOOL FOR GIRLS

BEHAVIOUR POLICY

Policy last reviewed by:	Susannah Gilham, Caroline Wright
Date policy last reviewed	November 2021
Approved by:	Board of Governors
Date approved:	

Contents

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8.	Sanctions
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10.	Procedures
11.	Prep Department rewards and sanctions

This policy should be read in conjunction with:

Related School and City of London Corporation Policies:

- Admissions Policy
- Anti-Bullying Policy
- City of London Equal Opportunities Policy
- Complaints Procedure
- Exclusions Policy
- Physical Contact and Restraint Policy
- Pupil Searches and Confiscation of Pupils' Belongings Policy
- Safeguarding & Child Protection Policy
- Safeguarding & Child Protection Policy Annex E
- SEND Policy

- Curriculum Policy

1. Introduction

- 1.1 City of London School for Girls aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the school. Promoting the emotional wellbeing of all of our pupils is key to their development.
- 1.2 The school aims to teach trust and mutual respect for everyone. It believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils, who are motivated to become life-long learners.
- 1.3 City of London School for Girls is an inclusive community. We welcome pupils from a wide variety of cultural and social backgrounds, faiths and needs. We treat everyone as an individual and aim to develop the whole person equipped to take her place in the modern world.

2. Involvement of Parents

- 2.2 Parents and guardians who accept a place for their child at City of London School for Girls undertake to uphold the school's policies and regulations, including this policy when they sign the Parent Contract.
- 2.3 They agree to support the school's values in matters such as attendance and punctuality, behaviour, uniform, dress and appearance, standards of academic work, extra-curricular activities and homework.

3. Teaching and Learning

- 3.1 The school aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom.
- 3.2 Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way.

- 3.3 The school's teaching staff offer every child a high level of individual attention together with consistent and helpful advice. In return, the school expects every pupil to co-operate and to work hard.

4. Code of Conduct

- 4.1 The Pupil Code of Conduct is published in full on the MySchoolPortal in the Parents' Handbook. The school expects the highest values and standards of behaviour inside and outside the classroom, as well as outside the school and in any written or electronic communication concerning the school.
- 4.2 We expect pupils to treat staff and each other with consideration and good manners and to respond positively to the opportunities and demands of school life. They should follow the school's rules and regulations and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.
- 4.3 Everyone has a right to feel secure and to be treated with respect. Harassment and bullying will not be tolerated. Our anti-bullying policy is published on the school website. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, sexual orientation, disability or learning difficulty.
- 4.4 We expect pupils to be ready to learn and to participate in school activities. They should attend school and lessons punctually and follow the school's attendance policy. They should care for the buildings, equipment and furniture. The school expects pupils to behave at all times in a manner that reflects the best interests of the whole community.
- 4.5 The school's rules and regulations are designed to encourage positive behaviour and self-discipline. Sanctions are imposed fairly, and, where appropriate, after due investigative action has taken place. The use of force is never used as a punishment in accordance with our Child Protection Policy.
- 4.6 The school's Exclusions Policy is available on the portal.

Commented [SG2]: @Justine Venditti should we mention gender? What did Farrers recommend?

5. Rewards (for Years 7 – 11)

We aim to reward a range of behaviours that supports pupils' personal development and achievements.

5.1 Merits

Merits are awarded to pupils in Years 3 to 11 in recognition of Effort, Achievement and Contribution, examples might include:

- An excellent piece of work.
- Consistent work of a high standard for that particular student (e.g. 3 excellent pieces of homework).
- Consistent and sustained effort.
- Significant improvement in attainment over a substantial period of time, e.g. half a term.
- Significant improvement in effort over a substantial period of time, e.g. half a term.
- Notable contribution to Extra-Curricular Activities, e.g.: regular performance in a team.
- Outstanding commitment over a significant period of time, e.g. half a term, to extra-curricular teams, groups or clubs.
- Contributions to the community life of the school, e.g. courtesy, kindness, helpfulness, care for the environment, most likely to be judged by Heads of Section and Tutor.
- Outstanding contribution to tutor group and House charity events and activities and the community service programme, as judged by Heads of House, Form Tutors.
- Contributions to School, Year and House Assemblies.

5.2 Letters of Congratulation

Letters of congratulations will be sent home by Heads of Year after mid-term reviews, to pupils whose effort and/or attainment has been considered excellent by several teachers.

The Headmistress may also write to girls for exceptional effort, attitude or achievement.

The Headmistress will see individual students at lunchtime to congratulate them personally on for exceptional achievement, effort or contribution to the school life.

6. Rewards (for Sixth Form)

Given the expectation of students to work much more independently in Years 12 and 13, the Sixth Form follows a different rewards and sanctions procedure from the Lower and Senior Schools, which, whilst following basic guidelines, is often followed on a case by case basis.

Merits are not given out at Sixth Form level, as it is felt that praise given directly from subject teachers and Heads of Section is more appropriate. There are, however, some specific times of the year where students are rewarded:

- As with the Senior School, letters of congratulations will be sent home by Heads of Year after mid-term reviews, to students whose effort and/or attainment has been considered excellent by several teachers.
- This review is also used as a means of monitoring and imposing constructive sanctions e.g. informing parents and further monitoring.
- Students are also rewarded through special privileges in the Sixth Form.
- Students are allowed to leave school at lunch time or before the end of the school day if their timetabled lessons have finished. With written permission from their Head of

Commented [SG3]: @Jenny Brown just checking whether you do this?

Commented [4R3]: I do the 3rd one of these, but not routinely the second, but perhaps the word 'may' covers that, since I do send emails of congratulations from time to time. Would be happy to do it more formally. Rachel and I are creating a Praise plan. I know that Maddie was going to bring to SMT the suggestion of reviewing the rewards procedures...

Year, students are also allowed to leave school during their frees. Timetable permitting, students are allowed one free morning or afternoon a week. This is recorded in the register by the student's form tutor, and a central list of free mornings and afternoons is kept by the Sixth Form office.

6.1 Heads of House and Senior Committee

At the end of the Easter term, House Coordinators give House Captains and House Officers a gift voucher with a note of thanks. The Head and Assistant Head of Sixth Form take the House Captains and Senior Committee out for a thank you dinner at the end of the Easter term.

6.2 Prizes

Contributions to school life, academic ability and improvement are recognised through prizes at our annual prize giving afternoon at the end of Year 13. There are a number of service prizes awarded at the end of Year 12. There are also some subject prizes that are awarded to students in KS3 and KS4. The School's Values prizes are awarded to Year 11 students in recognition of those that best embody our values of respect, responsibility and resourcefulness.

6.3 The Head Girl Team

The Headmistress and the Head of Sixth Form take the Head Girl Team out for a thank you dinner and give them a thank you gift at the end of the Easter term.

7. Good Citizen Awards (all years)

Twice a year each form will be asked to nominate one of their peers for a 'Good Citizen' award'. Good Citizen awards are given in recognition of those students who demonstrate acts of good citizenship within - or indeed outside - school. It may be awarded to students who are, for example, consistently helpful to those around them, who raise awareness of social issues, who stand up for the less fortunate or extend friendship to those who find it harder socially. Parents of the girls nominated by their peers will be sent a letter by the Headmistress and the Headmistress will meet with the award winners.

	Autumn Term	Spring Term	Summer Term
1 st half-term	Years 10, 11 and 13		
2 nd half-term	Years 7, 8, 9 and 12	Years 11, 12 and 13	Years 7, 8, 9 and 10

8. Sanctions

Sanctions will be issued for behaviour that is disruptive to teaching, learning and achievement and behaviour that devalues and undermines interpersonal relationships and the fabric of the school community.

Verbal reprimands should be used for minor offences to remind pupils when they stray from expected behaviour or ignore instructions. To prevent repeats of unacceptable behaviour the most effective approach is for individual teachers to respond and deal with the unacceptable behaviour concerned immediately. Electronic pink slips are for recording behaviour and themselves are not a sanction.

8.1 Pink Slips – To record minor infringements

Electronic pink slips should be given to pupils in Years 3 – 11 when they fall short of expectations. Examples of behaviour that might incur a pink slip include:

- Lateness to lessons (one major infringement or 3 minor lapses of punctuality with no clear explanation / reason).
- Missed deadlines for homework (one major infringement e.g.: coursework or over 24- hour delay for homework or 3 minor delays e.g.: forgot to bring to lesson but has in school).
- Poor quality of work handed in (3 below standard pieces of work for the individual concerned).
- Disruptive behaviour in lessons (1 verbal warning and 2nd occurrence incurs a pink slip).
- Misuse of technology.
- Uniform infringement.
- Disruptive behaviour in the dining room.
- 3 pink slips will normally lead to a detention but the Head of Section has the ability to cancel pink slips in the context of serious pastoral concerns.

8.2 Early Morning Report

EMR is used to encourage pupils to be punctual. Registers are reviewed centrally and tutors and Heads of School are kept advised re: parent letters and pupils put on EMR. Pupils are placed on EMR if they are late 4 times in a term. If they are late 8 times in a term, they are asked to complete EMR again, and they will attend an SMT detention. Failure to comply with EMR or persistent EMR results in pupils being sent to the Headmistress.

8.3 Uniform infringement

Pupils who persistently ignore uniform rules will be required to change and borrow from the

second-hand uniform store. They may also be sent home to change and return that morning.

8.4 Detention

Detentions are given for:

- Cumulative minor offences e.g. 3 pink slips following approval of the Head of Section.
- Single major offence e.g.: purposefully missing a lesson

A letter will be sent to parents to advise. Pupils may be given community jobs, to support school or maybe required to complete their work, depending on circumstances.

8.5 Canteen Duty

Pupils are put on Canteen duty to help clean the dining room clean and tidy during lunch time, for the following misdemeanours:

- ☒ Eating in an unauthorised place – pupil's name recorded on the clipboard in staff corridor and they report to the lunchtime supervisor on the following day.
- ☒ Disruptive behaviour in Dining Room.

8.6 Persistent Misbehaviour

Teachers will report causes for concern/persistent offenders/underachievers to the relevant Head of Year. This might result in weekly meetings with the Form Tutor/Head of Year, or the pupil being put on a monitoring report until things improve. A report can monitor attendance/punctuality, quality of homework and/or quality of class work. If a pupil is on report, her form tutor checks and signs it each day and she meets the relevant Head of Year on a weekly basis. Parents are then informed of the pupil's response to being on report.

9. Malicious Allegations

Malicious allegations against staff are considered a very serious offence and will be dealt with in an appropriate manner and receive an appropriate sanction, could comprise of temporary or permanent exclusion.

10. Procedures

Our policy for Rewards and Sanctions works on a staged approach.

- | | |
|-------------------|---|
| ☒ Initial Stage | followed up by Subject Teacher/Tutor |
| ☒ Secondary Stage | followed up by Head of Department/Head of Section |
| ☒ Final Stage | followed up by SMT |

11. Prep Department Rewards and Sanctions

We believe that everyone responds better to praise than criticism. So, we have a policy for how we reward effort and positive behaviour. We prefer to reward than to sanction, so we set high expectations for pupils to follow the Code of Conduct.

Written and agreed by the pupils in collaboration with School Council, the Prep Code of Conduct is a simple guide to behaviours and attitudes we wish to encourage in our school.

11.1 Prep Code of Conduct

Respect, Resourcefulness and Responsibility.

Always try your best in everything you do and be resourceful.

Act respectfully and with integrity, showing kindness to others and yourself.

Always bring what you need and treat property and resources with care.

Follow the Internet Code of Conduct and use your iPad responsibly.

Move around the school sensibly and safely.

11.2 Rewards

We give rewards for positive behaviour, effort and kindness. These can be group or individual rewards. All staff can give merits (on the CLSG portal). This results in an email to the student's parents and is recorded on the portal, with reasons for the merit. Merits are awarded for outstanding sustained effort or behaviour and attitude above and beyond expectations.

Teachers may also use their own motivational schemes in class e.g. marbles in a jar or table points. Teachers ensure these are applied fairly and consistently.

11.3 Sanctions

If pupils fail to follow the Prep Code of Conduct, they receive a verbal warning. After two warnings, staff will issue a pink slip (using the CLSG portal). This results in an email to the student's parents and is recorded on the portal, with reasons for the pink slip. There may be occasions when a pink slip is issued without warning for severe infractions.

If two pink slips are given within a half term, the student will miss a break-time and an email will be sent to parents by her form tutor, outlining her unacceptable behaviour.

If three pink slips are given within a half term, she will miss a break-time, have a formal meeting with the Head of Prep, and a letter will be sent home and be recorded on the girl's personal file.

If there is any serious cause for concern, the Head and Deputy Head of Prep will be informed and involved in discussions with girls and parents where appropriate.

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CITY OF LONDON SCHOOL FOR GIRLS

EXCLUSIONS POLICY

Policy last reviewed by:	Susannah Gilham
Date policy last reviewed:	November 2020 2021
Approved by:	Board of Governors
Date approved:	7th December 2020

This policy should be read in conjunction with:

- The Preparatory Department Parents' Handbook
- The Senior School Parents' Handbook
- Code of Conduct
- Relationships and Sex Education Policy
- PSHCEE Policy
- Anti-Bullying Policy
- Behaviour Policy
- Terms and Conditions

This policy is a summary of long-standing procedures which are reflected in the School's Mission Statement and Values and in the Parents' and Prep Parents' Handbooks.

1. Context

CLSG is an academic school, which seeks to provide an atmosphere in which every pupil is able to achieve their maximum potential. It is a school which seeks to support and to develop the whole person and which recognises that pupils will achieve their best academically if they are provided with the opportunity to take part in the widest possible range of activities, which contribute to the development of confidence and self-esteem. The school also recognises that pupils will only achieve their best in an orderly and purposeful atmosphere, where they feel known, safe, valued and respected.

The school can only achieve its educational objectives within an orderly framework, where clear boundaries of acceptable behaviour and mutual respect are established. The expected standard of behaviour is clearly laid out in the Parents' Handbook, which is also summarised in pupil planners.

The School seeks to reward and to encourage positive behaviour. To this end, a system of rewards and sanctions is in operation, as set out in the school's Behaviour Policy.

When necessary, sanctions are taken against pupils who fail to behave in an appropriate manner.

These sanctions are always intended to be proportionate and fair. They include

- Loss of privileges – particularly in the 6th form.
- After school detention.
- Being put on "report" – report systems exist for pupils who are failing to make a sufficient effort, for those who are failing to produce homework regularly and for those who are frequently late or unpunctual.
- Permanent or temporary suspension– very rarely used for very serious misconduct or frequent and repeated failure to behave appropriately.

2. Suspensions

A suspension is a temporary sanction in response to a breach of the school rules. There is no right of appeal to suspensions under 11 days.

Procedures for suspension are:

- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be ~~excluded~~suspended.
- Before the decision is made, a full investigation will have taken place and the pupil concerned will have been questioned fairly and been able to have stated their own position and version of events.

- Parents will be told the reasons for the suspension, how long it will last, what measures to support the pupil will be provided while they are suspended
- Parents and pupil will be told of the expectations and conditions for the return to the school prior to the end of the suspension period.

3. Expulsions and Removals

An expulsion is permanent and a sanction of last resort. Expulsions are very rare at CLSG. A pupil may be expelled for a single act which constitutes a major violation of discipline, such as breach of the school rules on substance abuse, or for a criminal offence. Expulsions can be appealed via the Board of Governors – see process below. The pupil will be required to remain away from school pending the outcome of the review.

A removal is a permanent step, usually in response to repeated infringements of school policies, poor behaviour over a period of time and inability to benefit sufficiently from the educational opportunities and / or the community life offered by the school. Where removal is requested by the Headmistress, parents may be given a chance to withdraw their child as an alternative at the sole discretion of the Headmistress. The decision to remove can be appealed to the Board of Governors. The student will be required to remain away from school pending the outcome of the review. Further details on removal are found in the Terms and Conditions.

Procedures for expulsion and removal are:

- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be expelled/removed.
- Before the decision is made, a full investigation will have taken place and the pupil concerned will have been questioned fairly and been able to have stated her own position and version of events.
- Parents will always be informed fully of the reasons for expulsion/removal and given a copy of the Review Procedure.
- The Chairman of Governors or the Deputy Chairman in the Chairman's absence will always be informed of expulsions/removals.
- Parents will be able to lodge an appeal against an expulsion/removal within seven calendar days of being notified of the expulsion/removal.
- An appeal review meeting will take place as soon as possible after the appeal has been lodged.
- The appeal review panel will consist of three members of the Board of Governors, who have not been previously informed of the details of the case in question. Parents may, if they wish, ask the school to nominate an independent person to take the place of the third Governor on the panel.
- The appeal review will be conducted in accordance with the Expulsion/ Removal of Pupils – Review Procedure (Annex A).
- The pupil will be required to remain away from school pending the outcome of the review.

4. Investigations

Disciplinary offences are investigated, depending on the nature and level of the offence, by the Form Tutor, Head of Year, Head of Section, Deputy Head Pastoral and / or Senior Deputy Head as appropriate. Parents will be informed of such an investigation if the sanction is likely to be a suspension or expulsion (see below). Investigations will normally involve an interview with the pupil concerned, as well as gathering evidence from other pupils and members of staff involved (if any). When interviewed by a senior member of staff, and where appropriate, the pupil will be accompanied by their Form Tutor or Head of Year.

5. Exclusion

The term exclusion is reserved for cases of non-payment of fees and is not used in the context of school discipline.

6. Annexes

Annex A – Expulsion/Removal of Pupils – Review Procedure

ANNEX A

Expulsion/removal of pupils – review procedure

1. Important note

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following expulsion or the required removal of a pupil.

2. Request for review

Parents/guardians seeking a review of a decision to permanently exclude/remove a pupil from the School must notify the Clerk to the Governors of the City of London School, at Guildhall, London EC2P 2EJ of their request in writing within 7 calendar days after the parents/guardian were first notified of the decision to exclude/remove, or such longer period of time as the Clerk to the Governors may specify giving full reasons for the request for review.

3. Review panel

A Review Panel comprising 3 members of the Board of Governors selected by the Clerk to the Board of Governors (one of whom will generally be the Deputy Chairman of the Board of Governors) will be convened as soon as practicable after the request has been received.

Parents/Guardians may ask the School for an independent person to be appointed to the Panel in place of the third Governor. This request must be made when making the request for a review. The School will nominate an independent person of its own choosing who has not previously been informed of the details of the case.

4. Preparation for review hearing

Parents/guardians will receive at least 7 working days written notice of the date, time and place of the meeting of the Review Panel.

At least 5 working days before the day of the review hearing the Headmistress and the parents/guardians shall provide to each other and to the Clerk to the Governors copies of any documents which are intended to be referred to. All the documents will be made available to the members of the Review Panel prior to the day of the review. The documents to be provided by the Headmistress will usually include the pupil's file and other relevant written pupil records.

The Clerk to the Board of Governors will take notes of the hearing. The notes will not be circulated afterwards. Tape recordings will not be permitted. The parents/guardians, the pupil, if aged 16 or over, and the Headmistress will have the chance of addressing the Review Panel either orally

or by written statement. The parents/guardians/pupil may be accompanied by a friend or relation if desired, but not by a legal representative.

5. The review hearing

The review procedure is intended to be informal by nature. However, one member of the Panel will act as Chairman of the Panel and will conduct the hearing in such a manner as s/he thinks fit ensuring that all those present have the opportunity to ask questions and make comments.

All those who attend the review hearing are expected to show restraint, courtesy and good manners towards all those present, otherwise the Chairman may, in his/her discretion adjourn or terminate the review hearing. If the hearing is terminated the original decision will stand.

Where two or more pupils have been acting in concert and some or all of them have been expelled, the Review Panel may deal with all reviews at the same time.

6. Matters which the review panel may consider

The Review Panel may take into account all of the following circumstances in relation to each issue raised:

- The nature and gravity of the complaint/s against the pupil.
- Whether or not the grounds of the complaint have been reasonably well established on the information that is before the Review Panel, including any information given before the expulsion.
- Whether the complaint was investigated fairly.
- The level of co-operation that has been given by the pupil and her parents.
- The effect of the pupil's alleged conduct on other members of the School community.
- The general record of the pupil during her time at the School.
- The interests of the School community balanced with those of the individual pupil.
- Any other circumstances which appear to the parents, the pupil or the chairman of the Review Panel to be relevant.

7. The decision of the review panel

Parents/guardians will be notified of the Review Panel's decision by the Chairman of the Review Panel by letter within 3 working days of the hearing. The decision of the Review Panel may be a majority decision and will be final.

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CITY OF LONDON SCHOOL FOR GIRLS

PUPIL EQUAL OPPORTUNITIES POLICY

Policy last reviewed by:	Susannah Gilham, Clare White
Date policy last reviewed:	November 2021
Approved by:	Board of Governors
Date of approval:	7 th December 2020

This policy should be read in conjunction with:

- Recruitment Policy
- Grievance Procedure (CoL)
- Disciplinary Procedure (CoL)
- Staff Code of Conduct (CoL)
- Health, Safety and Wellbeing Policy
- Admissions Policy
- SEND Policy
- Anti-Bullying Policy
- ICT Code of Conduct for Pupils
- Behaviour Policy
- Complaints Policy
- Equal Opportunities in Employment Policy (CoL)

Policy

CLSG is an equal opportunities school. We welcome pupils from all ethnic groups and creeds, and human rights and freedoms are respected. All pupils are treated in the same way, regardless of sex, colour, belief, gender reassignment, sexual orientation, pregnancy, maternity, race or disability. The School complies with the SEN Code of Practice and the Equality Act 2010, in order to accommodate the needs of applicants and allow them access to the curriculum and public examinations.

The School is committed to ensuring that its students work in an environment that respects and values difference and diversity. Discrimination, bullying and harassment are not tolerated in the School.

Procedures

All staff have a duty to act in accordance with the policy and all pupils are requested to co-operate to ensure that the policy is implemented in full. The School aims to manage pupil problems fairly.

Admissions

The School's Admissions criteria are objective and are consistently applied. They focus on the prospective pupil's academic and all-round potential and school record. Race, religion, ethnic or national origin, additional need disability, are not part of the criteria applied.

We are committed to ensuring that our admissions process is conducted in a way which is transparent and fair. It is our aim to identify and admit pupils of significant academic potential regardless of their current educational setting and family circumstances.

A well-developed bursary programme enables as many as possible who meet the School's admission criteria to attend the School regardless of their family's financial circumstances.

Pupils who are Looked After or who have found permanency via adoption or a Special Guardianship Order following a period in local authority care are prioritised for places.

We welcome applications from pupils with special educational needs and/or disabilities. We follow the SEND Code of Practice and the Equality Act in order to ensure that pupils who require reasonable adjustments can access and enjoy their school careers at CLSG. Our ethos focuses on removing barriers to learning and valuing the benefits of a neurodiversity within the pupil body.

We often accept pupils whose first language is not English but in order to access the curriculum and benefit from the wide range of opportunities offered at the School, pupils need to be fluent in

English. For this reason our entrance process assumes that candidates are able readers, speakers and writers in English.

Anonymised equality data is collected as part of the admissions process.

Developing Understanding

Assemblies, PSHCEE, curriculum lessons and clubs and societies are used to:

- Promote tolerance and respect for others
- Promote positive images and role models to avoid prejudice and raise awareness of related issues
- Foster an open-minded approach and encourage pupils to recognise the contributions made by different cultures
- Understand why and how the school will deal with offensive language and behaviour
- Understand why the school will deal with any incidents promptly and in a sensitive manner

Transgender

We are a girls' school. As such, we will consider at the admissions stage, in adherence to our articles of association and charitable objects, only those prospective pupils who are legally defined as female. This includes any individual who has transitioned to female, and any individual who is legally recognised as female under the Gender Recognition Act (2004). While any in the school would have sympathy with the idea that gender is not binary, UK law presently recognises only two genders, male and female, and City of London School for Girls is a school free to educate girls.

Addressing Concerns

Any pupil (or their parents on their behalf) who believe they have received less favourable treatment on grounds of race, religion, ethnic or national origin or disability should first raise the issue with the Headmistress.

Complaints against other pupils will be investigated and addressed in accordance with the School's disciplinary procedures. Discrimination, bullying and harassment of any kind are not tolerated in the School; such behaviour could result in the pupil being asked to leave the School.

Complaints about the Admissions process should be raised in accordance with the Admissions Policy.

Parents of pupils currently at the school may raise complaints formally with the School through the Complaints policy.

Discrimination

Discrimination may occur deliberately or inadvertently. Direct and indirect discrimination, victimisation and harassment are covered by this policy and are defined as follows:

Direct discrimination – treating someone less favourably because of a protected characteristic: their association with somebody who has a protected characteristic e.g. a parent with a disabled child; or the perception that someone has a protected characteristic.

Indirect discrimination – applying a criteria, provision or practice which places a group of people at a disadvantage because of a protected characteristic which cannot be objectively justified.

Harassment – when unwanted conduct related to a protected characteristic causes a distressing humiliating or offensive environment for that person.

Victimisation – treating a pupil unfairly who has made or supported a complaint about discrimination.

There are nine protected characteristics covered by the Equality Act 2010:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Disability Discrimination

A disability is defined as any medical condition which has a substantial and long-term effect on a person's ability to do normal day to day activities. Some conditions are covered as soon as they are diagnosed.

Pupils are encouraged to notify the relevant Head of Section or the Deputy Head (Pastoral) if they have ongoing health issues which are causing difficulties at school or which are of concern

generally. The School is often able to provide assistance by considering reasonable adjustments. These are often simple to put in place but can make a significant difference

Addressing Concerns

Any concerns about equality related issues should be reported to the relevant Head of Section or the Deputy Head Pastoral or, if that is not appropriate, a member of the Senior Management Team. All issues relating to discrimination, harassment and bullying are taken extremely seriously in the School and complaints will be investigated in line with the Anti-Bullying policy and the Safeguarding and Child Protection policy.

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Committees:	Dates:
Board of Governors of the City of London School	8 December 2021
Board of Governors of the City of London School for Girls	10 December 2021
Policy and Resources Committee	16 December 2021
Court of Common Council	13 January 2022
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 4, 8, 10
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Subject: City Junior School Governance structure	Public
Report of: The Head, City of London School The Head, City of London School for Girls	For Decision
Report authors: Charles Griffiths, Bursar, City Junior School	

Summary

At present the proposed City Junior School (CJS) project is governed jointly by the Boards of both the City of London School for Girls (CLSG) and City of London School (CLS), although both Schools have agreed to establish an informal working group titled 'Project EDWIN committee' to discuss operational matters relating to City Junior School.

Following officer and member discussions with respect to the optimal governance structure for CJS, and having regard to on-going work relating to the City of London Corporation's wider governance review, the Boards of CLSG and CLS request that CJS be governed by a sub-committee equally made up of members of CLS and CLSG's Boards of Governors, incorporating both Members and co-opted Governors.

This sub-committee will fulfil the normal duties of a school's Board of Governors and operate in accordance with the terms of reference detailed in the attached appendices. This report provides a draft for the Terms of Reference for a proposed sub-committee acting as the Board of Governors of the City Junior School for decision.

Recommendations

The Boards of Governors of the City of London School and City of London School for Girls and the Policy and Resources Committee are invited to:

- Agree in principle to the creation of a sub-committee to undertake the duties of the Board of Governors of the City Junior School;
- Agree to the draft Terms of Reference as detailed in Appendix 3; and

- Agree the respective revised Terms of Reference of the Board of Governors of the City of London School and Board of Governors of the City of London School for Girls, which includes the oversight of the City Junior School.

The Boards of Governors of the City of London School for Girls and the City of London School are invited to:

- Agree the appointment from each of the Boards of Governors of CLSG and CLS of up to two Common Councillor Governors, one Co-opted Governor, and the Chairs of the Board of Governors (as ex-officio Governors).

Main Report

Main Report

1. A co-educational junior school operated jointly by CLS and CLSG and acting as a feeder school for both senior schools, is being developed on a site in Gray's Inn. Finances have been agreed among various committees and the City Surveyor's Department has worked with the landlord at Gray's Inn to secure a lease on a former educational facility which is available for long-term lease. The Heads of Terms have been approved by the Court of Common Council. The lease commenced from September 2021 and the School will open for pupils from September 2022. The initial announcement of the school's opening was made by CLS and CLSG on 12 May 2021 to allow the admissions process to begin. The admissions process is progressing well, and the project overall is on schedule.
2. To date all significant decisions have been made jointly by reporting separately to the Boards of Governors of CLS and CLSG, however this governance structure is too onerous and unwieldy as the junior school project progresses. Once the junior school is open and operational, it will also require a stable governance and leadership structure that is able to meet its individual needs and show the necessary level of detailed oversight for external inspection.
3. Following consultation with the Boards of CLSG and CLS, the Town Clerk, Comptroller and City Solicitors, and the previous decision of Policy and Resources Committee in June 2021 it is proposed that CJS's governance comprises a sub-committee jointly of the Board of Governors of CLSG and the Board of Governors of CLS. It is additionally proposed that this sub-committee be designated as the 'Board of Governors of the City Junior School' and operate according to the term of reference outlined in appendix 3.
4. City Junior School is expected to develop into a significant school with 300 pupils on its own site, which will require a separate Department for Education (DfE) license and can be expected to be subject to Independent Schools Inspectorate (ISI) inspection in its own right. As such the ISI will require a clear and accountable, independent governance structure for the junior school. At the same time City Junior School will be linked to both CLS and CLSG financially, operationally and in feeding pupils to the senior schools. As such the terms of reference of the Board of City Junior School should reflect both this linkage to the two senior schools while offering operational independence.

5. It is noted that the City of London is undertaking a governance review which includes a strategic target of limiting unnecessary growth in the number of grand committees. To accommodate this strategy while meeting CJS's governance requirement it is proposed that CJS's Board of Governors be established as a sub-committee of CLSG's and CLS's Boards of Governors, made up of a majority of Common Councilors with voting rights, and complemented by a number of external, co-opted Governors also with voting rights, bringing additional skills relevant to an independent junior school. The Sub-committee's/Board's terms of reference would cover all School matters, but given the School's establishment as a satellite of CLS and CLSG, and reliance on these two senior schools as a financial backstop, certain governance matters would be reserved for the Boards of CLS and CLSG. These would include matters relating to (i) City Junior School financial strategy and budget, which might have a material impact on the finances of CLS or CLSG, (ii) membership of the City Junior School Board of Governors, and (iii) other matters which might have a significant impact on CLSG and CLS.
6. The members of the Board of Governors of the City Junior School would be selected by CLSG and CLS Board of Governors (3 appointments each). The Chair and Deputy Chair to then be appointed from and by the Board of Governors of the City Junior School. The Board will also include co-opted governors with specialist experience relevant to the needs of the school. Details of the terms of reference for CLSG and CLS are set out in the appendices, and in appendix 3 a draft of the proposed terms of reference for the City Junior School are also set out.

Options

7. Members may choose to either: recommend the creation of a new decision making body that is able to take ownership of governance on behalf of the City Junior School; or, leave governance arrangements as they are (i.e. all matters to be reported separately to both the Board of Governors of CLS and CLSG).
8. If agreed, it is recommended that the revisions to the Terms of Reference of the Board of Governors of CLS and CLSG, to reflect their oversight of City Junior School (as proposed in Appendices 1 and 2), be submitted for approval also. Proposed additions have been underlined.

Proposal(s)

9. In light of the requirements of the ISI outlined above, it is recommended that a new decision-making, governing body be established for the City Junior School, in the form of a Sub-committee of the Boards of Governors of CLSG and CLS jointly.

Corporate & Strategic Implications - None

Financial and resource implications - Financing for CJS has been agreed via a loan from the City. It is acknowledged that there will be resource implications for

the Town Clerk's Department as a separate Sub-committee is being proposed and will need to be supported accordingly. Other resource implications include the need to staff the junior school's leadership and governance structure, which is currently being handled by CLSG and CLS staff, but in due course will be separately resourced and budgets have been agreed for this.

Legal implications – The Corporation has the necessary powers, in its private "City's Cash" capacity, to establish the junior school and to determine its governance arrangements.

Risk implications – these have been noted in previous Board papers and largely comprise risks associated with expanding CLSG's existing junior school on a new site.

Equalities implications - None

Climate implications – City Surveyors are undertaking the building works in-line with the necessary environmental considerations.

Security implications - None

10. **Conclusion** – Governors and Members are asked to consider this report and agree to the proposed establishment of the City Junior School Board of Governors as a sub-committee and based on the terms of reference detailed in appendix 3.

Appendix 1 – CLS Board of Governors Terms of Reference

Appendix 2 – CLSG Board of Governors Terms of Reference

Appendix 3 – Proposed City Junior School Draft Terms of Reference

Contacts

Charles Griffiths
Bursar, City Junior School
E: c.griffiths@cityjuniorschool.org.uk

Terms of Reference for the Board of Governors of the City of London School

1. Constitution

A Non-Ward Committee consisting of,

- one Alderman nominated by the Court of Aldermen
- up to 10 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 for Girls
 - the Chairman of the Board of Governors of City of London Freeman's School
- up to eight 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 2021)

ALDERMEN

- 5 Vincent Thomas Keaveny

COMMONERS

Alexander Robertson Martin Barr

Keith David Forbes Bottomley, Deputy

Timothy Levene

Edward Lord, O.B.E., J.P., Deputy

Ian Christopher Norman Seaton

James Michael Douglas Thomson, Deputy

Marianne Bernadette Fredericks

Dominic Gerard Christian

(Caroline Wilma Haines)

together with:-

Lesley Cartmell

Rosie Gill

(John Claughton)

Andrew Jones

Ronel Lehmann

(Lord Levene of Portsoken)

Paul Madden

Timi Dorgu

Vacancy

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

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; and
- (d) oversight of the policy, strategic and financial management of the City Junior School.

Terms of Reference for the Board of Governors of the City of London School for Girls

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 2021)

ALDERMEN

Robert Howard

Prem Goyal, O.B.E., J.P.

COMMONERS

Mary Durcan *for two years*

Clare James, Deputy

Dhruv Patel, O.B.E., *for three years*

Peter Gordon Bennett *for three years*

Mark Bostock *for three years*

Nicholas Michael Bensted-Smith, J.P.

Randall Keith Anderson

Tom Hoffman, M.B.E., Deputy

Rehana Banu Ameer
Shravan Jashvantrai Joshi
Richard David Regan, O.B.E., Deputy

together with :-

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

together with the ex-officio Members referred to in paragraph 1 above and four Members 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; and
- (d) oversight of the policy, strategic and financial management of the City Junior School.

Proposed Terms of Reference for the City Junior School

1. Constitution

A Non-Ward sub-committee jointly of the Board of Governors of the City of London School for Girls and the Board of Governors of the City of London School consisting of up to 11 Governors, comprising

- up to 2 Members of the Court of Common Council elected from and by the Board of Governors of the City of London School
- up to 2 Members of the Court of Common Council elected from and by the Board of Governors of the City of London School for Girls
- the following ex-officio Members:-
 - the Chair of the Board of Governors of City of London School
 - the Chair of the Board of Governors of City of London School for Girls
- up to 2 co-opted non-City of London Corporation Governors with experience relevant to the Board, 1 co-opted from each of the Boards of City of London School for Girls and City of London School.
- up to 3 external members as co-opted non-City of London Corporation Governors with experience relevant to the Board.

The Chair and Deputy Chair shall be elected by the membership of the Board but the Chair of the Boards of Governors of the City of London School for Girls and the City of London School shall not be eligible to act as Chair of this sub-committee. Only Governors from the Court of Common Council Members will be eligible to serve as Chair and only co-opted non-City of London Corporation Governors can act as Deputy Chair.

All Governors will have voting rights.

2. Quorum

The quorum consists of any three Common Council Governors and one External Governor; at least one of whom must be an elected representative of the Board of Governors of the City of London School and another one of whom must be an elected representative of the Board of Governors of the City of London School for Girls.

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.

4. Terms of Reference

To be responsible for:-

- (a) all School matters, with the exception of matters relating to

- (i) City Junior School financial strategy and budgets, which might have a material impact on the finances of CLS or CLSG;
 - (ii) membership of this Board of Governors; and
 - (iii) significant strategic importance;which must all be signed off by the Board of Governors of the City of London School and the Board of Governors of the City of London School for Girls.
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (e) the appointment of the Head and, where appropriate, the deputies and the bursar.

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