



Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls

Date: FRIDAY, 13 NOVEMBER 2020

Time: 11.00 am

Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members: Peter Bennett (Chairman) Mark Bostock
Randall Anderson Alderman Emma Edhem
Nicholas Bensted-Smith Alderman Prem Goyal

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

Accessing the virtual public meeting

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

<https://youtu.be/IPDEuYh321s>

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1

1. **APOLOGIES**

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

3. **TERMS OF REFERENCE**

To receive the Sub-Committee's terms of reference, as agreed at the Board of Governors meeting held on 5 October 2020.

For Information
(Pages 1 - 2)

4. **MINUTES**

To consider the public minutes and non-public summary of the meeting held on 16 September 2020.

For Decision
(Pages 3 - 6)

5. **PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 7 - 8)

6. **SCHEDULE OF STANDING ITEMS**

Report of the Town Clerk.

For Information
(Pages 9 - 10)

7. **CLSG COMPLIANCE UPDATE**

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

For Information
(Pages 11 - 14)

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

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

10. **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

11. **NON-PUBLIC MINUTES**

To consider the non-public minutes of the meeting held on 16 September 2020.

For Decision
(Pages 15 - 20)

12. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 21 - 22)

13. **PROPOSED REVENUE BUDGET**

The Bursar of the City of London School for Girls and the Chamberlain to be heard.

For Information

14. **REPAIRS, MAINTENANCE AND IMPROVEMENT FUND**

The Bursar of the City of London School for Girls, Chamberlain and the City Surveyor to be heard.

For Information

15. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2020 UPDATE**

Report of the City Surveyor.

For Information
(Pages 23 - 28)

16. **CLSG RISK REGISTER**

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

For Information
(Pages 29 - 40)

17. **PROGRESS ARISING FROM ESTATE STRATEGY DISCUSSIONS**

The Headmistress of the City of London School for Girls and the City Surveyor to be heard.

For Information

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

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

TERMS OF REFERENCE

Finance and Estates Sub-Committee

Composition

- Chairman and Deputy Chairman of the Board of Governors of the City of London School for Girls; and,
- Up to seven other Governors appointed by the Board of Governors.

All Governors on the Board are eligible to serve.

The Chairman of the Finance and Estates Sub-Committee should not be the Chairman of the Board (as per AGBIS guidelines) and will be appointed by the Board.

Quorum

- The quorum shall be any three Governors.
- Any decision taken by the Committee shall require the agreement of a majority of Governors present at the meeting and voting.

Terms of Reference

To monitor and take an advisory role relating to financial matters impacting the School finances, identifying any financial problems before they become serious and recommending a course of action to the Board to take any relevant decisions.

To consider arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) and other such matters as the Board may from time to time decide for the year ensuing.

To meet four times each academic year sufficiently in advance of Board of Governors' meetings to report on any matters that need agreement.

Membership

- Peter Bennett (Chairman)
- Randall Anderson
- Nicholas Bensted-Smith
- Mark Bostock
- Alderman Emma Edhem
- Alderman Prem Goyal

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**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON SCHOOL FOR GIRLS
Wednesday, 16 September 2020**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls held via Microsoft Teams on Wednesday, 16 September 2020 at 11.00 am

Present

Members:

Peter Bennett (Chairman)
Nicholas Bensted-Smith
Alderman Emma Edhem

Officers:

Jenny Brown	- Headmistress
Jane Elliott-Waine	- Compliance Manager
Katie Kerr	- Bursar
Shyrose Mitha	- Finance Manager
Mark Smith	- Facilities Manager
Kerry Nicholls	- Town Clerk's Department
James Gibson	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Jonathan Cooper	- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Mark Bostock, Alderman Prem Goyal and Deputy Clare James.

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 14 February 2020 be approved as an accurate record.

4. PUBLIC OUTSTANDING ACTIONS

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

With regard to the proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds, the Group Accountant advised that due consideration would need to be given to a number of factors, including the objectives of the two funds. An update would be provided to the Finance and Estates Sub-Committee when this work had been completed.

RESOLVED, that the Outstanding Actions report 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. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2019/20 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

Governors considered a report of the Chamberlain presenting the draft annual report and financial statements 2019/20 of the City of London School for Girls' Bursary Fund, incorporating the City of London School for Girls Scholarships and Prizes fund.

The Group Accountant advised that as the draft annual report and financial statements were for the 2019/20 financial year, they showed only a limited impact from the COVID-19 pandemic; however, the economic uncertainty arising from the pandemic had impacted the value of invested funds.

RESOLVED, that the report be noted.

7. **COVID-19 - IMPACT ON INVESTMENT INCOME IN THE SCHOOL'S BURSARY FUND CHARITY**

Governors considered a report of the Chamberlain outlining the impact of the COVID-19 pandemic on investment income in the School's Bursary Fund Charity.

Whilst investment income was projected to reduce by approximately 24% during the 2020/21 financial year, this made up only a small part of the overall income of the School's Bursary Charity and was not anticipated to impact the financial viability of the charity. The City's investment consultant was not advising the City's charities to disinvest funds at this time as it was anticipated that the value of investments would recover over the short to medium term.

RESOLVED, that the report be noted.

8. **CLSG COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing an update on compliance matters at the City of London School for Girls.

In response to a query by the Chairman, the Bursar confirmed that the majority of amber actions within the Fire Risk Assessment had been completed and that documentation was awaited to allow final sign-off of these actions. Staff training in Fire Safety Policy and Procedures remained a key priority and if City of Corporation training could not be delivered within the identified timescale, the School would buy in a suitable external course for which a Governor suggested that a fixed date be identified. The Governor underlined the need for the

School to make the Internal Audit Team aware that all necessary work had been completed.

RESOLVED, that the current position be noted.

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

There were no questions.

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

There was no other urgent business.

11. **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.

12. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 14 February 2020 be approved as an accurate record.

13. **NON-PUBLIC OUTSTANDING ACTIONS**

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

14. **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.

15. **REVENUE OUTTURN 2019/20**

Governors considered a joint report of the Chamberlain and the Bursar outlining the revenue outturn 2018/20 for the City of London School for Girls.

16. **CLSG SUMMER WORKS UPDATE**

Governors heard an update from the City Surveyor on City of London School for Girls' Summer Works.

17. **FINANCIAL INFORMATION DASHBOARD**

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

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

There were no questions.

19. **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.

20. **CONFIDENTIAL MINUTES**

RESOLVED, that the confidential minutes of the meeting held on 14 February 2020 be approved as an accurate record.

The meeting ended at 12.38 pm

Chairman

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

**CITY OF LONDON SCHOOL FOR GIRLS
Finance and Estates Sub-Committee – Outstanding Actions - Public**

Action Number	Date	Action	Responsible Officer	Progress Update
3/20/FE	14 February 2020	Progress updates on closing the remaining outstanding Audit recommendations to be e-mailed to Committee Members	Bursar	In progress.
4/20/FE	14 February 2020	A proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds to be presented to a future meeting of the Finance and Estates Sub-Committee.	Chamberlain/Bursar	When available.

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CITY OF LONDON SCHOOL FOR GIRLS
Finance and Estates Sub-Committee
SCHEDULE OF STANDING ITEMS – ACADEMIC YEAR

September	November	February	May
Receive Terms of Reference	Management of Arrears of Fees at City of London School for Girls (if required)	Review Terms of Reference	Management of Arrears of Fees at City of London School for Girls
Management of Arrears of Fees at City of London School for Girls	Proposed Revenue Budget report (covering the forthcoming financial year and including the school's 10-year financial plan and the fee increase from the start of the new academic year)	Management of Arrears of Fees at City of London School for Girls	Financial Information Dashboard to include: <ul style="list-style-type: none"> Termly budget monitoring
Financial Information Dashboard to include: <ul style="list-style-type: none"> Termly budget monitoring 	Repairs, Maintenance and Improvement Fund report (including the school's 20-year RM&I plan)	Financial Information Dashboard to include: <ul style="list-style-type: none"> Termly budget monitoring 	Estates: Update on preparation for Summer works
Revenue outturn report (covering the previous financial year)	Draft Annual Report and Financial Statements of the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund (covering the previous financial year)	Estates: <ul style="list-style-type: none"> Review contracting for summer works Review progress against strategic plan 	Health and Safety report (to provide assurance of the School's situation)
Cash Available in 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	Health and Safety report (to provide assurance of the School's situation)	Risk Register for The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund	
Estates: Review summer works programme	CLSG Risk Register	CLSG Risk Register	CLSG Risk Register
CLSG Risk Register			

Note: Some items may be brought forward to an earlier meeting where information becomes available.

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Committee(s)	Dated:
Finance and Estate Sub-Committee of the City of London School for Girls – For Decision	4 November 2020
Subject: CLSG Compliance Update	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1d; 1e; 2a
Does this proposal require extra revenue and/or capital spending?	N
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: Jenny Brown, Headmistress	For Information
Report author: Jane Elliott-Waine, Compliance Manager (CM)	

Summary

This report provides members of the Finance and Estates Subcommittee with an update on health and safety compliance matters at City of London School for Girls.

Outlined in the report is the continuing scope of work to ensure that levels of compliance are well co-ordinated across key areas of the schools function including meeting the requirements of health and safety, fire safety, risk management, Independent Schools Standards Regulations and the our approach to manage the risks of the Covid 19 pandemic.

Recommendation(s)

We ask the committee to note the current position.

Main Report

COVID

1. Background

Following the announcement of a second lockdown the School continues to follow Government / DfE advice and guidance and we remain covid secure.

2. Current state of play

The Covid 19 - Whole School Reopening Risk Assessment has been reviewed on a fortnightly basis and following the announcement of a second national lockdown the DfE are currently reviewing and updating the schools guidance, we will act on any new information. As other Covid related information is published this is distributed to relevant staff for action i.e. CIBSE and HSE guidance on air conditioning and ventilation and the findings of the HSE’s spot checks in Scottish Schools. We

continue to communicate with staff, parents and pupils following any significant changes.

3. Anything we are asking their guidance/approval on?

The updated Covid RA will be shared with Governors when updated for approval.

Audits and inspections

1. Background

The School has continued to address recommendations arising from:

- Fire risk assessment November 2019
- CoL Fire Safety Compliance Audit Sept 2019
- CoL Health and Safety Audit report July 2019

2. Current state of play

Good progress has been made on the outstanding actions. There are three outstanding actions from the FRA and also the CoL Fire Audit but all in progress. Four of the five outstanding actions from the H&S audit are low risk and in progress. Following the CoL H&S Audit in 2018 and their review in 2019 there were concerns raised with the Chemistry prep room (chemical storage and housekeeping). A further H&S inspection was completed in January 2020 by the Compliance Manager and a requirement for immediate improvement was again reported. The area was recently reviewed by the CM and Bursar and the findings were little, if any, improvement in the department and therefore the risks in this area remain high.

We have obtained H&S training records from CoL for H&S and are in the process of reviewing the records to identify gaps and assess where refresher training may be required.

Following discussions with CoL Property Facilities Manager accessing up to date building statutory compliance documentation held on Micad remains a challenge. They have provided verbal assurance that relevant records required for an ISI inspection which are centrally managed by City Surveyors will be available on request.

3. Plan for addressing remaining risks

Improve strategic structure to ensure managers are accountable for the timely completion of actions plans to drive improvement.

Revised CLSG Risk Assessment Guidance has been recently approved by SMT and will be published shortly. Compliance Manager will arrange and facilitate in-house training to improve knowledge and understanding of the risk assessment process and the importance of compliance in this area.

CM to follow up outstanding Science Department inspection actions with Bursar and Senior Deputy Head.

4. Anything we are asking their guidance/approval on?

It is envisaged that staffing levels will continue to be a challenge in the timely completion of actions arising from internal / external health and safety inspections and audits in all areas across the school. Resources are required to improve levels of compliance across the areas mentioned above and it is envisaged that extra staff and additional budgets will be required to assist CLSG meet its targets.

To improve training of staff and record keeping additional resources, time and budgets will be required to reach a base line standard.

Implications

Failure to improve compliance could have implications of not meeting the standards required during an ISI inspection, which could lead to reputation damage to the school and corporation. The risks associated with not meeting health, safety and fire legislation include legal, financial and property damage implications to the Corporation and school communities.

Conclusion

The CM will continue to work closely with department managers within the school and CoL to ensure that levels of compliance increase and to provide assurances that we, CLSG, are doing all that is necessary to mitigate levels of risk to the school and CoL.

Appendices

None.

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