

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 4 March 2022

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Friday, 4 March 2022 at 11.00 am

Present

Members:

Michael Hudson (Deputy Chairman)
Alderman Robert Howard
John Bennett
Deputy Roger Chadwick
Deputy Elizabeth Rogula

Nicholas Goddard
Andrew McMillan
Councillor Chris Townsend
Lady Gillian Yarrow

Officers:

Roland Martin

- Headmaster of the City of London
Freemen's School

Matt Robinson

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Nicholas Basye

- Senior Accountant

1. APOLOGIES

Apologies were received from Deputy Woodhouse, Alderman Graves, Deputy Everett, Graham Packham, and Nicholas Bensted-Smith.

The meeting was chaired by the Deputy Chairman Michael Hudson.

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

There were no declarations.

3. MINUTES

RESOLVED, That the public minutes of the meeting of 24 November 2021 be approved as an accurate record of the proceedings.

4. ACADEMIC & PERSONNEL

The Board received the draft public minutes of the Academic & Personnel Committee meeting of 04 February 2022.

5. FINANCE, GENERAL PURPOSES, AND ESTATES

The Board received the draft public minutes of the meeting held on 04 February 2021 of the Finance, General Purposes, and Estates Sub Committee.

6. **ANNUAL REVIEW OF TERMS OF REFERENCE**

RESOLVED, That the Board agree the following:

- The terms of reference of the Board (as set out in **Appendix 1**) for consideration by the Policy and Resources Committee and Court of Common Council, to include the following:
 - o Calculation of all lengths of terms of service (in respect of the 12-year rule) start at April 2022
 - o Service as Chair and/or Deputy Chair is not factored into calculations of length of service
 - o Count of Aldermen (one) to be included in the count of Common Councillors
- That the current frequency of meetings and its composition as per the revised terms of reference is appropriate
- To delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider any further changes to the Terms of Reference for 2022/23; and
- To conduct a review after five years at the latest.

The meeting noted that Governors seeking re-election should submit their application to the Chairman and Deputy Chairman.

7. **DEPUTY HEAD'S REPORT ON POLICIES**

The Board received the report of the Deputy Head.

A Member asked about the circumstances under which a drugs search dog might be used, and the meeting heard that a dog was used about once a year, and that such an event was communicated as being part of the School's usual practice.

A Member asked how often urine/hair samples were requested where relevant, and the meeting heard that the frequency varied but would usually be twice a year though there had been no reason to request such a sample for three years.

RESOLVED, That Members approve these two policies: Careers, Drugs and Drug Testing; and also the Missions and Aims of the School.

8. **HEADMASTER'S REPORT**

Governors noted the report of the Headmaster.

Governors noted that the standing item in relation to the wider impact of Brexit was no longer relevant and agreed that it should be removed.

RESOLVED, That Governors agree to the Community and Partnership Annual Officers' annual report being sent to the Education Board.

9. **REPORT OF THE HEAD OF THE JUNIOR SCHOOL**

Governors received the report of the Head of Junior School.

10. **ANNUAL REVIEW OF RISK REGISTERS FOR CLFS SCHOOL BURSARY FUND AND CHARITIES ADMINISTERED ICW CLFS**

RESOLVED, that Governors review and approve the registers and confirm that they satisfactorily set out the risks facing the charities, and that there are appropriate measures in place to mitigate those risks.

11. **OUTSTANDING ACTIONS**

Governors received the list of outstanding actions.

Governors noted that item 2NP/CLFS/2021 had now been completed and that further measures had been taken to prevent repeat incidents of allergic reactions.

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

The Chair expressed his gratitude to three Board members not seeking re-election at the March 2022 elections: John Bennett (who served as Chairman for four years), Tracey Graham (particularly her support with Bursar interviews), and Deputy Elizabeth Rogula (particularly for her support on safeguarding issues).

The Board congratulated those three Members, and reiterated their thanks.

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

There was no other business.

14. **EXCLUSION OF THE PUBLIC**

RESOLVED, That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

15. **NON-PUBLIC MINUTES**

Governors considered the non-public minutes of the meeting of 24 November 2021.

16. **ACADEMIC & PERSONNEL**

The Board received the draft non-public minutes of the meeting of the Academic & Personnel Committee meeting of 04 February 2022.

17. **FINANCE, GENERAL PURPOSES, AND ESTATES**

The Board received the draft non-public minutes of the meeting of the Finance, General Purposes, and Estates Committee of 04 February 2022.

18. **HEADMASTER'S REPORT**

The Board received the Headmaster's report.

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

Governors considered the proposed 2022/23 budget.

20. **REPORT OF THE BURSAR**
Governors received the report of the Bursar.
21. **REPORT OF ACTION TAKEN**
Governors received the report of the Clerk.
22. **CHARITIES REVIEW RECOMMENDATIONS - CLFS BURSARY FUND AND CHARITIES ADMINISTERED ICW CLFS**
23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The meeting ended at 12.45 pm

Chairman

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