



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

Date: WEDNESDAY, 10 NOVEMBER 2021

Time: 11.00 am

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

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

Enquiries: Kerry Nicholls
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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. **MINUTES**

To consider the public minutes and non-public summary of the meeting held on 13 September 2021.

For Decision
(Pages 5 - 8)

4. **PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 9 - 10)

5. **SCHEDULE OF STANDING ITEMS**

Report of the Town Clerk.

For Information
(Pages 11 - 12)

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

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

For Information
(Pages 13 - 16)

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

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

9. **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

10. **NON-PUBLIC MINUTES**

To consider the non-public minutes of the meeting held on 13 September 2021.

For Decision
(Pages 17 - 26)

11. **NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 27 - 28)

12. **CLSG RISK REGISTER UPDATE**

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

For Information
(Pages 29 - 46)

13. **MANAGEMENT OF ARREARS OF FEES AT CLSG**

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

For Decision
(Pages 47 - 54)

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

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

For Information
(Pages 55 - 80)

15. **REPAIRS, MAINTENANCE AND IMPROVEMENT 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 Information
(Pages 81 - 88)

16. **ESTATES UPDATES**

- a) CLSG Estates Strategy and City Junior School Update
Report of the Bursar of the City of London School for Girls.

For Information
(Pages 89 – 100)

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

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

**FINANCE AND ESTATES COMMITTEE OF THE BOARD OF GOVERNORS OF
THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 13 September 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 via Microsoft Teams at 2.00pm

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
Kerry Nicholls	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Aqib Hussain	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Jonathan Cooper	- City Surveyor's Department
Ola Obadara	- City Surveyor'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. RECEIVE TERMS OF REFERENCE

RESOLVED, that the terms of reference for the Finance and Estates 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

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

RESOLVED, that public Outstanding Actions be noted.

6. **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.

7. **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**

Governors considered a report of the Chamberlain providing an update on the draft cash balance 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* which was £931,070 as at 1 April 2021, and the following points were made:

- The School had estimated the level of expenditure for the 2021/22 financial year and recommended that surplus funds of £109,277 be invested in the City of London Charities Pool by the investment deadline of 1 October 2021.
- In discussion, Governors noted that a report of the Tomlinson Review into the Funding of Education would be presented to the next meeting of the Board of Governors on 14 October 2021. Surplus funds might be required to offset any shortfall in bursary funding arising from this review in the short to medium-term to mitigate the impact on disadvantaged pupils. In light of this, the Committee agreed that it was not minded to recommend the Board of Governors agree a proposed investment of £109,277 of surplus funds in the City of London Charities Pool at this time.

RESOLVED, that the proposed investment of £109,277 in the City of London Charities Pool not be supported at this time.

8. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 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**

Governors 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 points were 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.

- A Governor noted that the total funds held in the School's charity was approximately £4.8M. The Governor suggested that consideration be given to investing a greater proportion of the funds held as surplus cash into the City of London Charities Pool to maximise investment income, and was concerned at possible delays to investment due to the quarterly meeting schedule of the Finance and Estates Committee. The Group Accountant advised that investments and disinvestments to the City of London Charities Pool could only be made on 1 April and 1 October each year and that a recommendation would be made to Governor at these times where surplus funds had been identified. Another Governor observed that the value of investments could reduce as well as increase and was pleased to note the increased value of the total funds in what was a difficult economic climate.

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

9. **CLSG HEALTH, SAFETY, COMPLIANCE AND RISK UPDATE**

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

- The School had made significant progress in the area of compliance over the past year. The Chairman underlined the importance of ensuring that any outstanding matters were addressed as soon as possible.

RESOLVED, that the current position be noted.

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

There were no questions.

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

There was no other urgent business.

12. **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.

13. **NON-PUBLIC MINUTES**

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

14. **NON-PUBLIC OUTSTANDING ACTIONS**

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

15. **CLSG HEALTH, SAFETY, COMPLIANCE AND RISK UPDATE – NON-PUBLIC APPENDIX**
Governors considered a non-public appendix for Item 9: CLSG Health, Safety, Compliance and Risk Update.
16. **CLSG BURSARY FUNDING UPDATE**
Governors considered a report of the Headmistress providing an update on Bursary funding.
17. **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.
18. **FINANCIAL INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.
19. **ESTATES UPDATES**
- A. CLSG Estates Update**
Governors consider a report of the Headmistress providing an update on the City of London School for Girls' Estates Strategy.
- B. Review Summer Works Programme**
Governors heard an update of the City Surveyor on the Summer Works Programme 2021.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
21. **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.
- A. Gateway 4c: City Junior School**
Governors considered a report of the City Surveyor outlining the Gateway 4c: Detailed Design (Complex) report for the City Junior School.

The meeting ended at 3.49 pm

Chairman

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

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

Action Number	Date	Action	Responsible Officer	Progress Update	Target Completion Date
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 Committee.	Chamberlain/ Bursar	Following consultation with the Comptroller and City Solicitor, it has been identified that any proposed merger would take approximately 12 months, including necessary consultation processes. Further updates will be provided to the Finance and Estates Committee when available.	September 2022.

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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	CLSG Risk Register (FE Risks)
Estates: Review summer works programme	CLSG Risk Register (FE Risks)	CLSG Risk Register (FE Risks)	
CLSG Risk Register (FE Risks)			

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Agenda Item 5

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

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Agenda Item 6

Committee(s)	Dated:
Finance and Estates Committee of the City of London School for Girls	10 November 2021
Subject: CLSG Health, Safety and 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?	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: Jenny Brown, Headmistress	For Information
Report author: Jane Elliott-Waine, Compliance Manager (CM)	

Summary

This report provides members of the Finance and Estates Committee with an update on compliance 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, Independent Schools Standards Regulations and our approach to manage the risks of the Covid 19 pandemic.

Recommendation(s)

The Committee is asked to note the current position.

Main Report

COVID

1. Background

The DfE Operational Guidance remains largely unchanged since the summer. We continue to meet our duty by ensuring risk mitigation measures are in place and followed.

2. Current state of play

The whole school risk assessment was last updated on 14 Oct 21 to reflect the temporary additional measures, including the use of face coverings and restrictions to in-school gatherings, introduced following a rise in cases within year 11. We continue to monitor cases in school and are working within the scope of measures set out in the contingency framework, where necessary. As we move into winter thermal comfort will be reviewed on an ongoing basis, but we will need to ensure occupied spaces remain well ventilated.

CO2 monitoring will continue into 2022. To note, in a recent report from the Education Group of the Institute of Occupational Safety and Health, who are collating CO2 data from schools across England, there were no reported readings above the threshold limits for concern.

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

To not the current position.

General Health, Safety and Compliance update

1. Current State of play

Following notice of a possible ISI material change remote review we have been working on collating evidence of compliance, including areas related to Part 3 – Welfare, health and safety of pupils, Part 4 – Suitability of staff, supply, and proprietors and Part 5 – Premises and accommodation at schools. Good evidence is in place for Part 3 and Part 5; however, HR continue to work through gaps identified in the SCR and additional staffing resources have been provided to assist in this work.

Audits of the SCR has taken priority over health and safety inspections and audits, but these will be rescheduled for later this term. Outstanding summer works have continued into half term and are ongoing, including the fire alarm upgrade to an L3 system and the electrical distribution boards.

Best practice continues to flow across CLSG / CLS and the recent experience from the ISI EQI with focused compliance inspection at CLS has been discussed with relevant managers.

We failed to recruit a Health and Safety Apprentice, and this position has been readvertised. This stretches the resilience to provide a more proactive service but the Compliance Manager being on site everyday this term has given greater accessibility to advice and guidance to staff, where needed.

2. Current State of play
To note the current position.

Implications

Failure to maintain 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

There have been significant improvements in compliance over the last 12 months, although challenges remain, but as we continue the transition to develop a culture of responsibility and accountability we will be better placed to demonstrate our commitment to continual improvement.

Appendices

None.

Jane Elliott-Waine

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