Public Document Pack

Board of Trustees of the City of London Academies Trust

Date: **FRIDAY, 10 SEPTEMBER 2021**

Time: 9.00 am

Venue: **VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)**

Members:

Tijs Broeke, Sponsor Trustee (Chair)
Roy Blackwell, Sponsor Trustee (Co-optee) (Vice-Chair)
Peter Bennett, Sponsor Trustee
Caroline Haines, Sponsor Trustee
Alderman Robert Howard, Sponsor Trustee
Rehana Ameer, Co-Opted Trustee
Edward Benzecry, Co-Opted Trustee
Dawn Elliott, Co-Opted Trustee
Lucas Green, Co-Opted Trustee
Professor Richard Verrall, Co-opted Trustee

Enquiries: **Antoinette Duhaney**
Antoinette.Duhaney@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/4CY1JsTRVRs

This meeting will be a virtual meeting and therefore will not take place in a physical location. 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

Public Items

1. **APOLOGIES**

2. **DECLARATIONS**

3. **ELECTION OF CHAIR**

To elect a Chair for the 2021-22 academic year in line with Article 82.

For Decision

4. **ELECTION OF VICE-CHAIR**

To elect a Vice-Chair for the 2021-22 academic year in line with Article 82.

For Decision

5. **REGISTER OF INTERESTS**

6 a) **Minutes**
To agree the public minutes of the meetings held on 8th July and 21st July 2021.

For Decision
(Pages 7 - 14)

6 b) **Public Outstanding Actions (September 2021)**

Report of the Town Clerk.

For Information
(Pages 15 - 16)

7. **POLICIES FOR THE TRUST**

Report of the Chief Financial Officer.

For Decision
(Pages 17 - 62)

8. **APPOINTMENT OF COMMITTEES**

Report of the Town Clerk.

For Decision
(Pages 63 - 80)

9. **COMMITTEE MINUTES**

9 a) **Audit and Risk Committee Minutes**

To receive the public minutes of the Audit and Risk Committee meeting held on 1st July 2021.

For Information
(Pages 81 - 82)

9 b) **Finance and Operations Committee Minutes**

To receive the public minutes of the Finance and Operations Committee meeting held on 1st July 2021.

For Information
(Pages 83 - 84)

10. **SCHOOL PLACES PROJECTIONS FOR CITY ACADEMIES**

Report of the Director of Community and Children's Services.

For Information
(Pages 85 - 102)

11. **ACADEMIES DEVELOPMENT PROGRAMME - UPDATE**

Report of the Director of Community and Children's Services.

For Information
(Pages 103 - 112)

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

13. **ANY OTHER BUSINESS**

14. **EXCLUSION OF THE PUBLIC**

MOTION – That the public be excluded for the remaining items of business as they are likely to involve discussion on matters deemed commercially sensitive to the City of London Academies Trust.

For Decision

Non-Public Items

15 a) **Non-Public Minutes**

To agree the non-public minutes of the meeting held on 8th July 2021.

For Decision
(Pages 113 - 118)

15 b) **Non-Public Outstanding Actions (September 2021)**

Report of the Town Clerk.

For Information
(Pages 119 - 120)

15 c) **Delegated Actions Digest**

For Information
(Pages 121 - 122)

16. **NON-PUBLIC COMMITTEE MINUTES**

16 a) **Non-Public Minutes of the Audit and Risk Committee**

To receive the non-public minutes of the Audit and Risk Committee meeting held on 1st July 2021.

For Information
(Pages 123 - 126)

16 b) **Non-Public Minutes of the Finance and Operations Committee**

To receive the non-public minutes of the Finance and Operations Committee meeting held on 1st July 2021.

For Information
(Pages 127 - 130)

17. **CEO EXECUTIVE SUMMARY**

Report of the Chief Executive Officer.

For Information
(Pages 131 - 140)

18. **CFO UPDATE AND APPROVALS**

Report of the Chief Financial Officer.

For Decision
(Pages 141 - 164)

19. **UNVALIDATED EXAMINATION AND TEST RESULTS 2021**

Report of the Chief Standards Officer.

For Information
(Pages 165 - 172)

20. **HR DIRECTOR UPDATE AND APPROVALS**

Report of the Human Resources Director.

For Decision
(Pages 173 - 242)

21. **ESTATES AND FACILITIES MANAGEMENT DIRECTOR UPDATE AND APPROVALS**

Report of the Director of Estates and Facilities Management

For Information
(Pages 243 - 248)

22. **ICT DIRECTOR UPDATE AND APPROVALS**

Report of the Director of Information and Communication Technology.

For Information
(Pages 249 - 250)

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

24. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**

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BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 8 July 2021

Minutes of the virtual meeting of the Board of Trustees of the City of London Academies Trust held at at 9.00 am

Present

Members:

Tijs Broeke (Chair)
Roy Blackwell (Vice-Chair)
Peter Bennett
Caroline Haines
Alderman Robert Howard
Rehana Ameer
Edward Benzecry
Dawn Elliott
Professor Richard Verrall

Officers:

Mark Emmerson	-	Chief Executive Officer
Claire Hersey	-	Chief Financial Officer
Billy Harvey	-	Director of ICT
Smith Umoren	-	Director of Estates and Facilities Management
Clare Verga	-	Chief Standards Officer
Katyryna Zamulinskyj	-	Human Resources Director
Anne Bamford	-	Strategic Education & Skills Director (COL)
Gerald Mehrtens	-	Director of Academy Development (COL)
Antoinette Duhaney	-	Town Clerk's Department
Kerry Nicholls	-	Town Clerk's Department
Chandni Tanna	-	Town Clerk's Department
Bukola Soyombo	-	Chamberlain's Department

1. **APOLOGIES**
There were no apologies.

The Chair reported that Deputy Edward Lord had stepped down as the Policy & Resources Committee nominated Sponsor Trustee and that a replacement would be sought in due course. The Board thanked Deputy Lord for their contribution in supporting the work of the Board.

2. **DECLARATIONS**
There were no declarations.

3. **REGISTER OF INTERESTS**
There were no interests to update.

4. **MINUTES**
RESOLVED - That the minutes of the meeting held on 19 March 2021 be approved as a correct record.

5. **PUBLIC OUTSTANDING ACTIONS (JULY 2021)**

The Board received a report of the Clerk regarding the Public Outstanding Actions for July 2021.

The Chairman flagged that the presentation under this item was in respect of Shoreditch Park (not City Academy Hackney).

It was suggested that school tours could be arranged and that a letter of thanks be sent to stakeholders thanking them for their contributions and input. It was also suggested that the presentation could be given at the next Board meeting and that future board meetings could be held in schools

RESOLVED –

1. That the report be received.

2. That Officers explore scope for roving Board/Committee meetings at Trust Schools.

6. **COMMITTEE MINUTES**

a) **Minutes of the Audit and Risk Committee**

RESOLVED – That the Board notes that the public minutes and non-public summary of the Audit and Risk Committee meeting held on 1 July 2021 will be received at the next Board meeting.

b) **Minutes of the Finance and Operations Committee**

That the Board notes that that the public minutes and non-public summary of the Finance & Operations Committee meeting held on 1 July 2021 will be received at the next Board meeting.

c) **Minutes of the Standards and Accountability Committee**

RESOLVED - That the public minutes and non-public summary of the Standards and Accountability Committee meeting held on 29 April 2021 be received.

7. **SCHEDULE OF BOARD AND COMMITTEE MEETINGS FOR THE 2021/22 ACADEMIC YEAR**

The Board received a report of the Clerk regarding the Schedule of Board and Committee Meetings for the 2021/22 Academic Year.

It was suggested that future meetings should be hybrid and the Chait recommended that arrangement were reviewed following the next virtual meeting of the Board on 8th September 2021.

RESOLVED - That the meeting dates for 2021/22 be noted and arrangements for virtual/hybrid/physical meetings reviewed after the Board meeting on 8th September 2021.

8. **POLICIES FOR THE CITY OF LONDON ACADEMIES TRUST**

The Board considered a report of the Chief Financial Officer concerning Policies for the City of London Academies Trust. These policies were reviewed periodically to ensure they remained appropriate for the Trust's current operations and provide consistency across the Trust wherever possible.

Officers highlighted that further policy review would take place in the autumn to reflect new guidance on keeping children safe. In response to questions and comments from Members regarding the complaints procedure, Officers advised that it was rare for complaints to progress beyond Stage 3 and data would be examined to identify any underlying trends and provide assurances that the procedures were working effectively.

A Member flagged the low numbers of complaints in respect of NCS and the responsibility of LGBs to monitor complaints in detail.

RESOLVED – That the Trust Complaints Procedure be approved.

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

There were no questions.

10. **ANY OTHER BUSINESS**

The Chairman expressed thanks to schools and staff for their efforts, commitment and flexibility during an extraordinary academic year and these sentiments were echoed by the Board.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED - That the public be excluded from the remaining items of business which relate to the identity of individuals or is commercially sensitive.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 19 March 2021 were approved as a correct record.

13. **NON-PUBLIC OUTSTANDING ACTIONS (JULY 2021)**

The Board received a report of the Clerk regarding the Non-Public Outstanding Actions for July 2021.

a) **Delegated Actions Digest**

The Board noted an update on the Actions taken under Delegated Authority for July 2021.

14. **NON-PUBLIC COMMITTEE MINUTES**

a) **Non-Public Minutes of the Audit and Risk Committee**

That the Board noted that the non-public minutes of the Audit and Risk Committee meeting held on 1 July 2021 will be received at the next Board meeting.

b) **Non-Public Minutes of the Finance and Operations Committee**

The Board noted that that the non-public minutes of the Finance & Operations Committee meeting held on 1 July 2021 will be received at the next Board meeting.

c) **Non-Public Minutes of the Standards and Accountability Committee**

The non-public minutes of the Standards and Accountability Committee meeting held on 29 April 2021 were received.

d) **Non-Public Minutes of the Company Members Annual General Meeting**

The non-public minutes of the Company Members AGM held on 25 March 2021 were received.

15. **APPOINTMENTS TO LOCAL GOVERNING BODIES**
The Board considered a report of the Clerk regarding the Appointments to Local Governing Bodies.

16. **CHIEF EXECUTIVE OFFICER EXECUTIVE SUMMARY (JULY 2021)**
Trustees considered an Executive Summary report from of the Chief Executive Officer outlining key priorities and information relevant to the Board's decision making.

17. **CHIEF FINANCIAL OFFICER UPDATE AND APPROVALS**
Trustees considered an update report of the Chief Financial Officer highlighting key financial and operational issues for the Trust.

18. **INFORMATION AND COMMUNICATION TECHNOLOGY DIRECTOR UPDATE AND APPROVALS**
Trustees considered an update report of the Director of Information Communication and Technology.

19. **ESTATES AND FACILITIES MANAGEMENT DIRECTOR UPDATE**
Trustees considered an update report of the Director of Estates and Facilities Management.

20. **HUMAN RESOURCES DIRECTOR UPDATE**
Trustees considered an update report of the Human Resources Director.

21. **CHIEF STANDARDS OFFICER UPDATE**
Trustees considered an update report of the Chief Standards Officer.

22. **COLAT APPRENTICESHIP ACADEMY LEADERSHIP AND OPERATIONAL MONITORING**
The Board considered a report of the Chief Executive Officer regarding the CoLAT Apprenticeship Academy Leadership and Operational Monitoring.

23. **COLAT SIXTH FORM COLLEGIATE UPDATE**
The Board received an update from the Chief Executive Officer regarding the CoLAT Sixth Form Collegiate.

24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no non-public questions.

25. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**
There was no other non-public business.

26. **CONFIDENTIAL MINUTES**

27. **INDEPENDENT EXTERNAL REVIEW OF GOVERNANCE**

The meeting closed at 11.02 am

Chair

Contact Officer: Antoinette Duhaney
Antoinette.Duhaney@cityoflondon.gov.uk

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BOARD OF TRUSTEES OF THE CITY OF LONDON ACADEMIES TRUST

Wednesday, 21 July 2021

Minutes of the virtual meeting of the Board of Trustees of the City of London Academies Trust held at 2.00 pm

Present

Members:

Tijs Broeke (Chair)	Rehana Ameer
Peter Bennett	Edward Benzecry
Caroline Haines	Dawn Elliott
Alderman Robert Howard	Professor Richard Verrall

Officers:

Mark Emmerson	-	Chief Executive Officer
Claire Hersey	-	Chief Financial Officer
Clare Verga	-	Chief Standards Officer
Antoinette Duhaney	-	Town Clerk's Department

1. **APOLOGIES**
   Apologies for absence were received from Roy Blackwell and from Peter Bennett for lateness.

2. **DECLARATIONS**
   There were no declarations.

3. **REGISTER OF INTERESTS**
   There were no register of interest updates.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
   There were no questions.

5. **ANY OTHER BUSINESS**
   There was no other business.

6. **EXCLUSION OF THE PUBLIC**
   RESOLVED - That the public be excluded from the remaining items of business which relate to the identity of individuals or is commercially sensitive.

7. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
   There were no non-public questions.

8. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND TRUSTEES AGREE SHOULD BE CONSIDERED WHEN THE PUBLIC ARE EXCLUDED**

There was no other business.

The meeting closed at 3.13 pm

Chair

Contact Officer: Antoinette Duhaney
Antoinette.Duhaney@cityoflondon.gov.uk

CITY OF LONDON ACADEMIES TRUST
Board of Trustees – Public Outstanding Actions (September 2021)

Action Number	Date	Action	Responsible Officer	Progress Update
6	19.03.21	That representatives from Shoreditch Park be invited to give a presentation to Trustees/Education Board on the school's Capital Build project		
5	08.07.21	That Officers explore scope for roving Board/Committee meetings at Trust Schools.		

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Committee	Date
City of London Academies Trust Board	10 September 2021
Subject: Policies for the Trust	**Public**
Report of: Claire Hersey, CFO	**For Decision**
FOR PUBLICATION	
Summary The Trust has a suite of key policies which should be reviewed regularly to ensure they remain appropriate for the Trust's current operations and provide consistency across the Trust where possible.	

Recommendations

The Trustees are asked to approve the following policies:

- Safeguarding and Child Protection
- Complaints Procedures - addition
- Freedom of Information
- Data Protection
- Records Retention

Main Report

Overview

The Trust has a suite of key policies which should be reviewed regularly to ensure they remain appropriate for the Trust's current operations and provide consistency across the Trust where possible.

The documents have been written with the aim of providing policies only (i.e. what should be done) at a Trust level so that processes and procedures (i.e. how it should be done) can be determined locally according to the needs, resources and structure in each of the individual academies.

Safeguarding policy

Trustees must ensure that arrangements are made to safeguard and promote the welfare of children in all Trust Academies in line with their duty as 'proprietors' under the Education (Independent School Standards) Regulations 2014. With this in mind, the overall responsibility for the Trust's safeguarding policy sits with the Board of Trustees. However, each academy must have their own local safeguarding and child protection policy, outlining how the academy delivers safeguarding at a local level, which is reviewed on an annual basis by the Local Governing Body. This means that each academy can tailor its safeguarding approach to meet the needs of its pupils (e.g. differences between primary and secondary) and to comply with the guidance and the arrangements and

procedures agreed and published by the 3 safeguarding partners in the local authority where it's located.

Complaints Procedure

A Trust-wide complaints procedure was approved by Trustees at the meeting in July 2021. Subsequent to this meeting a further section has been added to address persistent and duplicate complaints. This extract is copied below.

Other policies

The following policies have been reviewed and updated and the updated policies, attached as appendices to this paper, provide Trust-wide guidance and procedures to ensure consistency across all the academies. The updates are trivial:

- Freedom of Information Policy
- Data Protection Policy
- Records Retention

Recommendations

The Trustees are asked to approve the following policies:

- Safeguarding and Child Protection
- Complaints Procedures - addition
- Freedom of Information
- Data Protection
- Records Retention

Appendices

- Safeguarding and Child Protection Policy
- Freedom of Information Policy
- Data Protection Policy
- Records Retention Policy

Complaints Procedures - addition

1. ***Persistent complaints***

Where a complainant tries to re-open the issue with the school after the complaints procedure has been fully exhausted and the school has done everything it reasonably can in response to the complaint the CEO of the Multi Academy Trust will inform the complainant that the matter is closed. Most complaints raised will be valid, and therefore we will treat them seriously. However, a complaint may become unreasonable if the person:

- *Has made the same complaint before, and it's already been resolved by following the school's complaints procedure*
- *Makes a complaint that is obsessive, persistent, harassing, prolific, defamatory or repetitive*
- *Knowingly provides falsified information*
- *Insists on pursuing a complaint that is unfounded, or out of scope of the complaint's procedure*
- *Refuses to co-operate with the complaint's investigation process*

- *Pursues a valid complaint, but in an unreasonable manner e.g. refuses to articulate the complaint, refuses to co-operate with this complaints procedure, or insists that the complaint is dealt with in ways that are incompatible with this procedure and the time frames it sets out*
- *Changes the basis of the complaint as the investigation goes on*
- *Makes a complaint designed to cause disruption, annoyance or excessive demands on school time*
- *Seeks unrealistic outcomes, or a solution that lacks any serious purpose or value*
- *Introduces trivial or irrelevant information which they expect to be considered and commented on*
- *Raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales*
- *Makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced*
- *Refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been fully and properly implemented and completed including referral to the Department for Education*
- *Uses threats to intimidate*
- *Uses abusive, offensive or discriminatory language or violence*
- *Publishes unacceptable information on social media or other public forums*

Steps we will take

We will take every reasonable step to address the complainant's concerns and give them a clear statement of our position and their options. We will maintain our role as an objective arbiter throughout the process, including when we meet with individuals. We will follow our complaints procedure as normal (as outlined above) wherever possible.

If the complainant continues to contact the school in a disruptive way, we may put communications strategies in place. We may:

- *Give the complainant a single point of contact via an email address*
- *Limit the number of times the complainant can make contact, such as a fixed number per term*
- *Ask the complainant to engage a third party to act on their behalf*
- *Put any other strategy in place as necessary*

We may then stop responding to the complainant when all of these factors are met:

- *We believe we have taken all reasonable steps to help address their concerns*
- *We have provided a clear statement of our position and their options*
- *The complainant contacts us repeatedly, and we believe their intention is to cause disruption or inconvenience*

Where we stop responding, we will inform the individual that we intend to do so. We will also explain that we will still consider any new complaints they make.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from our school site.

Duplicate complaints

If we have resolved a complaint under this procedure and receive a duplicate complaint on the same subject from a partner, family member or other individual, we will assess whether there are aspects that we had not previously considered, or any new information we need to take into account.

If we are satisfied that there are no new aspects, we will:

- *Tell the new complainant that we have already investigated and responded to this issue, and the local process is complete*
- *Direct them to the DfE if they are dissatisfied with our original handling of the complaint*

If there are new aspects, only then will we follow this procedure again.

<u>Complaint campaigns</u>

Where the school receives a large volume of complaints about the same topic or subject, especially if these come from complainants unconnected with the school, the school may respond to these complaints by:

- *Publishing a single response on the school website*
- *Sending a template response to all of the complainants*

If complainants are not satisfied with the school's response, or wish to pursue the complaint further, the normal procedures will apply.

Safeguarding and Child Protection Policy

Aims	City of London Academies Trust (COLAT) is committed to safeguarding and promoting the welfare of children. Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and governors in the Trust. Safeguarding goes beyond implementing basic child protection procedures, it is an integral part of all activities and functions of the Trust and each COLAT academy. The Trust aims to ensure that: • Appropriate action is taken in a timely manner to safeguard and promote children's welfare • All staff are aware of their statutory responsibilities with respect to safeguarding • Staff are properly trained in recognising and reporting safeguarding issues The overall responsibility for the approval of this policy sits with the Board of Trustees. However, each academy must have their own local safeguarding and child protection policy, outlining how the academy delivers safeguarding at a local level, which is reviewed on an annual basis by the relevant Local Governing Body.
Targets/Outcomes	• All pupils/students at all times are fully safeguarded on each and every Trust Academy site and on any offsite trip or journey • All child protection matters are dealt with, in line with regulations and the best interest of the child
Legislation	Legislation and statutory guidance as Listed in Appendix A
Definitions	Listed in Appendix A
Roles and Responsibilities	
Pupils/Students will	• Recognise that confidentiality cannot be guaranteed • Raise any concerns that they might have about themselves or their peers by speaking to a trusted adult and ensure that these are taken seriously, otherwise tell another member of staff • Participate in appropriate classroom discussion and debates
All staff will	• Upon employment, complete all safer recruitment checks including a full disclosure of criminal background and other employment checks • Ensure pupils/students are aware that staff cannot guarantee confidentiality • Identify and act on any information given to them by pupils/students as a matter of the highest priority and inform the relevant Academy's Designated Safeguarding Lead however minor the concern • Read part 1 of the most recent Keeping Children Safe In Education statutory guidance. • Engage in annual training on how to identify neglect and abuse and how to report concerns, in accordance with the relevant Academy's safeguarding and child protection procedures • Have awareness of inappropriate behaviour towards pupils/students and with regards to social media settings and protocol • Strive to develop an atmosphere of trust and respect where pupils/students feel they can approach and talk to them about their concerns and that these will be taken seriously • Take all possible measures to ensure no child is at risk of harm, abuse, neglect, radicalisation or exploitation and report any concerns relating to these or any other issues to the relevant Designated Safeguarding Lead immediately • Follow up any and every safeguarding concern and report to the relevant Designated Safeguarding Lead immediately

In addition, teaching staff will:	• Promote the highest expectations of Health and Safety in every activity undertaken in and out of the classroom • Teach Health and Safety awareness as part of the curriculum • Actively engage and promote a listening culture to engage dialogue with pupils/students by seeking their views in ways appropriate to their age and understanding • Ensure that pupils/students are aware of where to go/what to do if they are being abused or neglected • Actively encourage collaboration amongst pupils/students and their families from a range of racial, cultural, religious and linguistic backgrounds
Parents and carers will	• Inform Trust/Academy staff and/or the relevant authorities immediately if they have concerns about their own (or another) child's safety and well-being • Support the Trust and the relevant Academy in their actions against those who abuse or endanger a child
The senior leadership team (SLT) in each Academy will:	• Nominate one member of the SLT to be a Designated Safeguarding Lead and a second member of staff to be deputy DSL and ensure that cover is provided outside of the school day and term time • Develop effective working relationships with the 3 Safeguarding Partners, social services and all other external agencies • Regularly refer to and liaise with the relevant local authority safeguarding team which provides specific training and has expertise and advice to offer in relation to emerging issues such as online safety and sexual exploitation • Complete regular Safer Recruitment Training • Undertake Prevent risk assessment • Ensure safeguarding checks are carried out on staff, visitors, governors, volunteers and contractor staff and update DBS checks in line with Trust requirements. • Promote a code of practice regarding behaviour and conduct, applicable to both staff and pupils/students • Ensure that there is a comprehensive safeguarding training strategy to properly equip staff and volunteers to carry out their responsibilities • Display key information around the Academy including NSPCC, Childline and where to go for support • Implement and monitor the local safeguarding and child protection policy as approved by Governors
The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead in each Academy will:	• Refer all cases of suspected abuse to the appropriate local authority team • Refer all cases of suspected radicalisation to the Prevent police officer for the local authority. • Refer cases of allegations against staff to the Local Authority Designated Officer • Liaise with the Principal/Headteacher to inform him/her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations • Refer incidents to the police where a criminal offence is believed to have been committed • Ensure detailed records and child protection files are kept for all students referred to the safeguarding team, even in cases where no further action has been taken • Monitor referrals and ensure that records are kept up to date by liaising regularly with outside agencies • Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies • Undertake appropriate ongoing training and professional development as required • Liaise with the rest of the safeguarding team to ensure that all concerns are acted upon swiftly and referred to the relevant agencies and that support is put in place for all students

Governors will:	• Read part 1 of the most recent Keeping Children Safe In Education statutory guidance. • Receive, review and challenge safeguarding reports provided to Governors
The lead governor for safeguarding at each Academy will:	• Undertake annual link governor visits to review safeguarding and child protection procedures • Produce a report with recommendations for the Academy SLT and ensure that recommended actions are completed • Liaise with the local authority in the event of an allegation being made against the Principal • Liaise with the Principal and DSLs regarding serious safeguarding incidents
Trustees will:	• Ensure that arrangements are made to safeguard and promote the welfare of children in all Trust Academies in line with their duty as 'proprietors' under the Education (Independent School Standards) Regulations 2014 • Read part 1 of the most recent Keeping Children Safe In Education statutory guidance. • Engage in relevant training on how to identify neglect and abuse and how to report concerns, in accordance with the Academies' safeguarding and child protection procedures • Receive, review and challenge safeguarding reports provided to Trustees
Related Policies:	Listed in Appendix A

	Approval Date:	Monitored By:	Full Review Due:	Review By:
CITY OF LONDON ACADEMIES TRUST	September 2021	Trustees	September 2022	Trustees, Local Governing Bodies, employees

APPENDIX A

Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education (2021) and Working Together to Safeguard Children (2018), and the Governance Handbook. We comply with this guidance and the arrangements and procedures agreed and published by our 3 safeguarding partners in each local authority where our academies are located.

This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (also referred to as the "2018 Childcare Disqualification Regulations") and Childcare Act 2006, which set out who is disqualified from working with children
- This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage.

This policy also complies with our funding agreements and articles of association.

Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Sharing of nudes and semi-nudes (also known as sexting or youth produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

Children includes everyone under the age of 18.

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- A clinical commissioning group for an area within the LA
- The chief officer of police for a police area in the LA area

Related Documents

Trust-wide policies

- Staff Code of Conduct
- Trust Whistleblowing Policy
- Trust IT Acceptable Use Policy
- Trust Data Protection Policy
- Safer Recruitment and Selection
- Allegations Against Professionals

Local Academy Policies

- Local safeguarding and child protection policy and procedures
- Other related policies concerning:
    - Behaviour
    - Complaints
    - Health and safety
    - Attendance
    - Online safety
    - Anti-bullying
    - Equality
    - Sex and relationship education
    - First aid
    - Privacy notices

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Freedom of Information Policy

Aims:	• To ensure that the Trust and each Academy fosters an environment of openness about its normal business activities, in line with its community engagement aims • To fully comply with the Freedom of Information (FOI) Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations (EIR) Act 2004 • To follow best practice as laid out by the Information Commissioner's Office (ICO) in the document *Guide to Freedom of Information* • To fully assist anyone who has made a FOI/EIR request or proposes to make a request to the Trust or an Academy to the best of our ability
Targets/ Outcomes	• Produce a publicly available publication scheme for the Trust and each individual academy. • Provide a substantive response to any request for information within 20 school days of the request being received; either providing the information or explaining, as fully as possible, why there will be a delay in providing the information (including an estimated time period for the delay) or why we will not be disclosing the information • Formally record all requests for information that fall under FOI/EIR, and whether they were disclosed or not • Consult with any other Academy within the Trust, the Trust sponsor or other third party if the information requested originated from them and could impact upon their reputation or commerce
Definition:	• The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities • Freedom of Information request – is in writing (including email), has an address for reply (including email), includes the author's real name and includes a description of the information required • Environmental Information Regulation request – all of the above, plus requests can be made via telephone
Roles and Responsibilities:	
All staff will:	• Pass any request for information stored by the Academy to the Principal's PA (or, in the case of the central Trust function, to the Trust CEO's PA) as soon as they receive it. Refer to the ICO decision tree available online • Follow the good practice guidance issued by the ICO when dealing with FoI/EIR requests • Assist anyone who has made a FoI/EIR request or proposes to make a request to the best of their ability
The PA to the Principal/CEO will:	• Monitor requests received and ensure that responses are provided in a timely and complete manner • Request reports are prepared for review with the Local Governing Body or Board of Trustees as appropriate
Governors and Trustees will:	• Monitor and review the effectiveness of the policy • Review summary of requests at termly meetings of the Board of Trustees, the Local Governing Body or appropriate sub-committee
Related Docs:	Freedom of Information Act 2000 ICO Guide to freedom of information ICO Model Freedom of Information Publication Scheme Trust Data Protection Policy

	Approval Date:	**Monitored By:**	**Full Review Due:**	**Review By:**
CITY OF LONDON ACADEMIES TRUST	5 July 2017 Reviewed 18 July 2018, 11 July 2019 9 July 2020 and 10 September 2021	Trustees	September 2022	Trust, Local Governing Bodies, employees,

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Data protection policy

City of London Academies Trust

Approved by:	Board of Trustees	**Date:**	

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1. Aims

The City of London Academies Trust aims to ensure that all personal data collected about staff, pupils, parents, governors, trustees, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format, and seeks to provide guidance to Trust staff, trustees and governors on the handling of personal data.

2. Legislation and guidance

This policy meets the requirements of the GDPR and the provisions of the DPA 2018. It is based on guidance and best practice published by the Information Commissioner's Office (ICO) on the GDPR and the ICO's code of practice for subject access requests.

It meets the requirements of the Protection of Freedoms Act 2012 when referring to our use of biometric data.

It also reflects the ICO's code of practice for the use of surveillance cameras and personal information.

In addition, this policy complies with our main and supplementary funding agreements and articles of association.

3. Definitions

Term	Definition
Personal data	Any information relating to an identified, or identifiable, individual. This may include the individual's: • Name (including initials) • Identification number • Location data • Online identifier, such as a username It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.
Special categories of personal data	Personal data which is more sensitive and so needs more protection, including information about an individual's: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs • Trade union membership

	• Genetics • Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes • Health – physical or mental • Sex life or sexual orientation
Processing	Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.
Data subject	The identified or identifiable individual whose personal data is held or processed.
Data controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

4. The data controller

The Trust processes personal data relating to parents, pupils, staff, governors, trustees, visitors and others, and therefore is a data controller.

The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

5. Roles and responsibilities

This policy applies to **all staff** employed by our Trust, and to external organisations or individuals working on our behalf. Staff who do not comply with this policy may face disciplinary action.

5.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that the Trust and each Academy complies with all relevant data protection obligations.

5.2 Data protection officer

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring Trust compliance with data protection law, and developing related policies and guidelines where applicable.

They will provide an annual report of their activities directly to the Board of Trustees and, where relevant, report to the board their advice and recommendations on Trust and individual Academy data protection issues.

The DPO is also the first point of contact for individuals whose data the Trust and each Academy processes, and for the ICO.

The DPO shall have the following responsibilities:

- Review of all data processing activities (inventory / mapping);
- Conduct of regular health checks/audits and issue recommendations;
- Assist with data protection impact assessments and monitoring performance;
- Monitoring and advice relating to subject access requests and data breaches;
- Assist the Trust with maintenance of records;
- Monitoring and advice relating to FOI and other information requests;
- Co-operation with, and acting as the contact point for the Information Commissioner's Office, who are the supervisory authority in respect of all data protection matters;
- Act as the contact point for data subjects to deal with requests and complaints;
- Training of Trust staff and workforce.

Our DPO is Data Protection Education contactable via:

Telephone: 0800 0862018

Email: dpo@dataprotection.education

5.3 Academy representative

Each Academy in the Trust will have a nominated person acting as the representative of the data controller on a day-to-day basis within that Academy. The representative is responsible for the implementation of this Data Protection Policy within their Academy.

5.4 All staff

Staff are responsible for:

- Collecting, storing and processing any personal data in accordance with this policy and the policies listed in Section 20.
- Informing the Trust of any changes to their personal data, such as a change of address
- Contacting the DPO in the following circumstances:
    - With any questions about the operation of this policy, data protection law, retaining personal data or keeping personal data secure
    - If they have any concerns that this policy is not being followed
    - If they are unsure whether or not they have a lawful basis to use personal data in a particular way
    - If they need to rely on or capture consent, draft a privacy notice, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
    - If there has been a data breach
    - Whenever they are engaging in a new activity that may affect the privacy rights of individuals

- If they need help with any contracts or sharing personal data with third parties

6. Data protection principles

The GDPR is based on data protection principles that the Trust must comply with.

The principles say that personal data must be:

- **Processed lawfully, fairly and in a transparent manner** in relation to the data subject and their rights;
- **Collected for specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes;
- **Adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed;
- **Accurate and, where necessary, kept up to date;**
- **Kept in a form which permits identification of data subjects for no longer than is necessary**;
- **Processed in a manner that ensures appropriate security of the personal data**
- **Must NOT be transferred to people or organisations situated in other countries without adequate protection.**

This policy sets out how the Trust aims to comply with these principles.

7. Collecting personal data

7.1 Lawfulness, fairness and transparency

The Trust will only process personal data where it has one of 6 'lawful bases' (legal reasons) to do so under data protection law:

- The data needs to be processed so that the Trust can **fulfil a contract** with the individual, or the individual has asked the Trust to take specific steps before entering into a contract
- The data needs to be processed so that the Trust can **comply with a legal obligation**
- The data needs to be processed to ensure the **vital interests** of the individual e.g. to protect someone's life
- The data needs to be processed so that the Trust, as a public authority, can perform a task **in the public interest,** and carry out its official functions
- The data needs to be processed for the **legitimate interests** of the Trust or a third party (provided the individual's rights and freedoms are not overridden)
- The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**. If an Academy offers online services to pupils, such as classroom apps, and intends to rely on consent as a basis for processing, the Academy will get parental consent where the pupil is under 13 (except for online counselling and preventive services).

For special categories of personal data, the Trust will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

Whenever an Academy first collects personal data directly from individuals, the Academy will provide them with the relevant information required by data protection law.

7.2 Limitation, minimisation and accuracy

The Trust will only collect personal data for specified, explicit and legitimate reasons. The Trust will explain these reasons to the individuals when first collecting their data.

If the Trust wants to use personal data for reasons other than those given when the data was first obtained, the Trust will inform the individuals concerned before doing so and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the Trust's Records Retention Policy.

8. Sharing personal data

The Trust may share personal data when there is a lawful basis to do so as defined above in Section 7.1.

The Trust may share personal data where:

- There is an issue with a pupil or parent/carer that puts the safety of Trust staff at risk
- The Trust needs to liaise with other agencies – the Trust will seek consent as necessary before doing this
- Trust suppliers or contractors need data to enable the Trust to provide services to its staff and pupils – for example, IT companies. When doing this, the Trust will:
    - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with current data protection law
    - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
    - Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with the Trust

The Trust will also share personal data with law enforcement and government bodies where it is legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- The assessment or collection of tax owed to HMRC
- In connection with legal proceedings
- Where the disclosure is required to satisfy the Trust's safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided

The Trust may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any pupils or staff.

Where the Trust transfers personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Subject access requests and other rights of individuals

9.1 Subject access requests

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with

- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests can be submitted in writing (either by letter, email or fax to the DPO) or be made verbally. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request they must immediately forward it to the DPO. Subject access requests should be managed in accordance with the Trust Subject Access Request procedure.

9.2 Children and subject access requests

Personal data about a child belongs to that child, and not the child's parents or carers. For a parent or carer to make a subject access request with respect to their child, the child must either be unable to understand their rights and the implications of a subject access request or have given their consent.

Children aged 12 and above are generally regarded to be mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents or carers of pupils aged 12 and above at our Academies may not be granted without the express permission of the pupil. This is not a rule and a pupil's ability to understand their rights will always be judged on a case-by-case basis.

9.3 Responding to subject access requests

For information and guidance on subject access requests please refer to Appendix 2.

9.4 Other data protection rights of the individual

In addition to the right to make a subject access request (see above), and to receive information when the Trust is collecting their data about how the Trust uses and processes it (see section 7), individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask the Trust to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

10. Parental requests to see the educational record

There is no automatic parental right of access to the educational record of their child in the Trust academies. However, each academy will consider any parental requests on an individual basis and may choose to provide the information requested subject to the wider requirements of this Data Protection policy and the General Data Protection Regulation.

11. Biometric recognition systems

Where the Trust uses pupils' biometric data as part of an automated biometric recognition system (for example, pupils use fingerprints to receive lunches instead of paying with cash), we will comply with the requirements of the Protection of Freedoms Act 2012. (In the context of the Protection of Freedoms Act 2012, a "child" means a person under the age of 18).

Parents/carers will be notified before any biometric recognition system is put in place or before their child first takes part in it. The Trust will get written consent from at least one parent or carer before taking any biometric data from their child and first processing it.

Parents/carers and pupils have the right to choose not to use the Trust's biometric systems. The Trust will provide alternative means of accessing the relevant services for those pupils.

Parents/carers and pupils can object to participation in the Trust's biometric recognition system(s), or withdraw consent, at any time, and the Trust will make sure that any relevant data already captured is deleted.

As required by law, if a pupil refuses to participate in, or continue to participate in, the processing of their biometric data, the Trust will not process that data irrespective of any consent given by the pupil's parent(s)/carer(s).

Where staff members or other adults use the Trust's biometric system(s), the Trust will also obtain their consent before they first take part in it and provide alternative means of accessing the relevant service if they object. Staff and other adults can also withdraw consent at any time, and the Trust will delete any relevant data already captured.

12. CCTV

The Trust uses CCTV in various locations around the Trust Academy sites to ensure the sites remain safe. The Trust will adhere to the ICO's code of practice for the use of CCTV.

The Trust does not need to ask individuals' permission to use CCTV but makes it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Any enquiries about the CCTV system should be directed to the main office at the relevant Academy.

13. Photographs and videos

As part of our activities, we may take photographs and record images of individuals within our Academies using only academy-owned devices and equipment.

The Academy will obtain written consent from parents/carers for photographs and videos to be taken of their child for communication, marketing and promotional materials. The Academy will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil.

Where parental consent is needed, the Academy will clearly explain how the photograph and/or video will be used to both the parent/carer and pupil. Where parental consent is not needed, the Academy will clearly explain to the pupil how the photograph and/or video will be used.

Uses may include:

- Within an Academy on notice boards and in magazines, brochures, newsletters, etc.
- Outside of an Academy by external agencies such as the school photographer, newspapers, campaigns
- Online on our Trust and/or Academy websites or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, the Trust will delete the photograph or video and not distribute it further.

When using photographs and videos in this way the Trust will not accompany them with any other personal information about the child, to ensure they cannot be identified.

14. Data protection by design and default

The organisation takes data protection very seriously and will consider and comply with the requirements of Data Protection Legislation in relation to all of its activities whenever these involve the use of personal data, in accordance with the principles of data protection by design and default.

The Trust will put measures in place to show that it has integrated data protection into all of its data processing activities, including:

- Appointing a suitably qualified DPO, and ensuring they have the necessary resources to fulfil their duties and maintain their expert knowledge
- Only processing personal data that is necessary for each specific purpose of processing, and always in line with the data protection principles set out in relevant data protection law (see section 6)
- Completing privacy impact assessments where the Trust's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies (the DPO will advise on this process). The Trust will complete an assessment of any such proposed processing, in consultation with the DPO, and will use a template document which ensures that all relevant matters are considered.
- Integrating data protection into internal documents including this policy, any related policies and privacy notices
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; we will also keep a record of attendance
- Regularly conducting reviews and audits to test the Trust's privacy measures and make sure it is compliant
- Maintaining records of the Trust's processing activities, including:
    - For the benefit of data subjects, making available the name and contact details of the Trust and DPO and all information the Trust is required to share about how their personal data is used and processed (via Trust privacy notices)
    - For all personal data that the Trust holds, maintaining an internal record of the type of data, data subject, how and why the data is being used, any third-party recipients, how and why the data is being stored, retention periods and how the data is being kept secure

15. Data security and storage of records

The Trust will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the relevant Academy office
- Use of strong passwords to access Trust computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for Trust-owned equipment (see our ICT Acceptable Use Policies)
- Where the Trust needs to share personal data with a third party, the Trust will carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where the Trust cannot or does not need to rectify or update it.

For example, paper-based records will be shredded or incinerated, and electronic files overwritten or deleted. The Trust may also use a third party to safely dispose of records on the its behalf. If it does so, the Trust will require the third party to provide sufficient guarantees that it complies with data protection law.

17. Personal data breaches

The Trust will make all reasonable endeavours to ensure that there are no personal data breaches.

In the unlikely event of a suspected data breach, the Trust will follow the procedure set out in appendix 1.

When appropriate, the Trust will report the data breach to the ICO within 72 hours. Such breaches in an academy context may include, but are not limited to:

- A non-anonymised dataset being published on the Trust or an Academy website which shows the exam results of pupils eligible for the pupil premium
- Safeguarding information being made available to an unauthorised person
- The theft of a Trust laptop containing non-encrypted personal data about pupils

18. Training

All staff and governors are provided with data protection training as part of their induction process.

Data protection will also form part of continuing professional development, where changes to legislation, guidance or the Trust's processes make it necessary.

19. Monitoring arrangements

The DPO is responsible for monitoring and reviewing this policy **annually**.

20. Links with other policies

This data protection policy is linked to our:

- Freedom of Information Policy
- Records Retention Policy
- ICT Acceptable Use Policy

Appendix 1: Personal data breach procedure

This procedure is based on guidance on personal data breaches produced by the ICO.

- On finding or causing a breach, or potential breach, the staff member or data processor must immediately notify the DPO
- The DPO will investigate the report and determine whether a breach has occurred. To decide, the DPO will consider whether personal data has been accidentally or unlawfully:
  - Lost
  - Stolen
  - Destroyed
  - Altered
  - Disclosed or made available where it should not have been
  - Made available to unauthorised people
- The DPO will alert the principal/headteacher, academy representative and the chair of governors of the relevant Academy, the Trust Chief Financial Officer and Chief Executive Officer and the Chair of the Trust Board.
- The DPO will make all reasonable efforts to contain and minimise the impact of the breach, assisted by relevant staff members or data processors where necessary. (Actions relevant to specific data types are set out at the end of this procedure)
- The DPO will assess the potential consequences, based on how serious they are, and how likely they are to happen
- The DPO will work out whether the breach must be reported to the ICO. This must be judged on a case-by-case basis. To decide, the DPO will consider whether the breach is likely to negatively affect people's rights and freedoms, and cause them any physical, material or non-material damage (e.g. emotional distress), including through:
  - Loss of control over their data
  - Discrimination
  - Identify theft or fraud
  - Financial loss
  - Unauthorised reversal of pseudonymisation (for example, key-coding)
  - Damage to reputation
  - Loss of confidentiality
  - Any other significant economic or social disadvantage to the individual(s) concerned

  If it's likely that there will be a risk to people's rights and freedoms, the DPO must notify the ICO.
- The DPO will document the decision (either way), in case it is challenged at a later date by the ICO or an individual affected by the breach. Documented decisions are stored in a password protected file on the Trust's computer system.
- Where the ICO must be notified, the DPO will do this via the 'report a breach' page of the ICO website within 72 hours. As required, the DPO will set out:
  - A description of the nature of the personal data breach including, where possible:
    - The categories and approximate number of individuals concerned
    - The categories and approximate number of personal data records concerned

- The name and contact details of the DPO
- A description of the likely consequences of the personal data breach
- A description of the measures that have been, or will be taken, to deal with the breach and mitigate any possible adverse effects on the individual(s) concerned

- If all the above details are not yet known, the DPO will report as much as they can within 72 hours. The report will explain that there is a delay, the reasons why, and when the DPO expects to have further information. The DPO will submit the remaining information as soon as possible
- The DPO will also assess the risk to individuals, again based on the severity and likelihood of potential or actual impact. If the risk is high, the DPO will promptly inform, in writing, all individuals whose personal data has been breached. This notification will set out:
  - The name and contact details of the DPO
  - A description of the likely consequences of the personal data breach
  - A description of the measures that have been, or will be, taken to deal with the data breach and mitigate any possible adverse effects on the individual(s) concerned
- The DPO will notify any relevant third parties who can help mitigate the loss to individuals – for example, the police, insurers, banks or credit card companies
- The DPO will document each breach, irrespective of whether it is reported to the ICO. For each breach, this record will include the:
  - Facts and cause
  - Effects
  - Action taken to contain it and ensure it does not happen again (such as establishing more robust processes or providing further training for individuals)

  Records of all breaches will be stored in a password protected file on the Trust's computer system.
- The DPO, academy representative and principal/headteacher of the relevant academy will meet to review what happened and how it can be stopped from happening again. This meeting will happen as soon as reasonably possible

Actions to minimise the impact of data breaches

The Trust will take the actions set out below to mitigate the impact of different types of data breach, focusing especially on breaches involving particularly risky or sensitive information. The Trust will review the effectiveness of these actions and amend them as necessary after any data breach.

Sensitive information being disclosed via email (including safeguarding records)

- If special category data (sensitive information) is accidentally made available via email to unauthorised individuals, the sender must attempt to recall the email as soon as they become aware of the error
- Members of staff who receive personal data sent in error must alert the sender and the DPO as soon as they become aware of the error
- If the sender is unavailable or cannot recall the email for any reason, the DPO will ask the ICT department to recall it
- In any cases where the recall is unsuccessful, the DPO will contact the relevant unauthorised individuals who received the email, explain that the information was sent in error, and request that those individuals delete the information and do not share, publish, save or replicate it in any way
- The DPO will ensure the Trust receives a written response from all the individuals who received the data, confirming that they have complied with this request

- The DPO will carry out an internet search to check that the information has not been made public; if it has, the Trust will contact the publisher/website owner or administrator to request that the information is removed from their website and deleted

EXAMPLES OF DATA BREACHES

- *Loss or theft of paper records or loss or theft of equipment on which data is stored e.g. a laptop, mobile phone, tablet device or memory stick;*
- *A letter or email containing personal and/or confidential data sent to the wrong address (including internal staff or third parties) or an email to an unauthorised group of email boxes;*
- *Personal data disclosed orally in error in a meeting or over the phone – including "blogging" where information is obtained by deceiving The Organisation, or where information has been disclosed without confirming the true identity of the requester;*
- *Unauthorised access to information classified as personal or confidential e.g. attaching documents to an outlook diary appointment that is openly accessible;*
- *Posting information on the world wide web or on a computer otherwise accessible from the Internet without proper information security precautions;*
- *Sensitive information left on a photocopier or on a desk in County Council premises;*
- *Unauthorised alteration or deletion of information;*
- *Not storing personal and confidential information securely;*
- *Not ensuring the proper transfer or destruction of files after closure of offices/buildings e.g. not following building decommissioning procedures;*
- *Failure to safeguard/remove personal data on office equipment (including computers and smart phones) before disposal/sale.*

Examples of Breaches caused by IT Security Incidents:

- *Unauthorised access to IT systems because of misconfigured and/or inappropriate access controls;*
- *Hacking or phishing attacks and related suspicious activity;*
- *Virus or malware attacks and related suspicious activity;*
- *ICT infrastructure-generated suspicious activity;*
- *Divulging a password to another user without authority.*

APPENDIX 2. DEALING WITH SUBJECT ACCESS REQUESTS

What must the school do?	Why?	How?
We must be clear about the nature of the request and identify what information is being requested.	Being clear about the nature of the request will enable you to decide whether the request needs to be dealt with in accordance with statutory requirements, who needs to deal with the request, and/or whether this is business as usual (BAU). If needed ask the submitter of the request for clarity.	Review the request and identify: If the request is for the personal information of the requester or made by an individual on behalf of another person (e.g. on behalf of a child or an adult lacking capacity) – this is a subject access request; If the request is for non-personal information – this may be dealt with as BAU or formally under the Freedom of Information Act 2000 (the FOIA) or the Environmental Information Regulations 2004 (the EIR). NB: The request can be received in a range of different formats e.g. letter, email, a completed form, or can be made via social media (e.g. a Facebook page or Twitter account).
If the request is a SAR the request must be forwarded to the responsible member of staff (usually the Headteacher) and the Data Protection Officer within two working days of receipt of the request.	The GDPR stipulates that SARs must be completed within one month of the request – but in reality, as soon as possible.	Log the SAR in the subject access request log and inform all appropriate staff required to deal with the request.

If the information requested is for non-personal information i.e. is organisational or statistical information, this will fall under the FOIA or EIR, or BAU and will be dealt with, as follows: **All non-routine FOIA or EIR requests must be forwarded to the responsible member of staff (usually the Headteacher) and the Data Protection Officer within two working days of receipt of the request.**	**The FOIA and EIR stipulates that requests must be completed within 20 working days of the request – therefore the more swiftly request is being dealt with, the more likely The Organisation will meet its statutory deadlines.** **BAU requests need to be dealt with by an individual in that particular service area who can identify and locate the information requested and provide a response within a reasonable timeframe.**	**If the request is for non-routine/FOIA/EIR information contact the responsible member of staff (usually the Headteacher) and the Data Protection Officer.**
If the information requested is for the personal information of an individual for use in a criminal investigation by the police, or any other agency investigating criminal offences, this will fall under either the regulatory Investigative Powers Act 2000 (RIPA) or Data Protection Act 2018. **The request can be for either hard copy or any type of electronic information including email traffic i.e. the time and information that an email is sent.** **The request must be forwarded to the responsible member of staff (usually the Headteacher) and the Data Protection Officer within two days.**	**It is in the public interest that requests are identified and dealt with as quickly as possible.**	**Scan and email the request to the responsible member of staff (usually the Headteacher) and the Data Protection Officer as needed.**

When responding to requests, the Trust:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual the Trust will comply within 3 months of receipt of the request, where a request is complex or numerous. The Trust will inform the individual of this within 1 month, and explain why the extension is necessary

The Trust will not disclose information if it:

- Might cause serious harm to the physical or mental health of the pupil or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child

If the request is unfounded or excessive, the Trust may refuse to act on it, or charge a reasonable fee which takes into account administrative costs.

A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information.

When the Trust refuses a request, the individual will be told why, and told they have the right to complain to the ICO.

Records Retention Policy

	Approval Date:	Monitored By:	Full Review Due:	Review By:
CITY OF LONDON ACADEMIES TRUST		Trustees		Trustees, Local Governing Bodies, employees,

1. Aims

The City of London Academies Trust aims to ensure that all personal data collected about staff, pupils, parents, governors, trustees, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018).

The Trust has created this policy to outline how records are stored, accessed, monitored and disposed of, and how long data is retained for, in order to meet the Trust's statutory requirements and to ensure that all records are only kept for as long as is necessary to fulfil the purpose(s) for which they were intended

This policy applies to all personal and non-personal data, regardless of whether it is in paper or electronic format, and seeks to provide guidance to Trust staff, trustees and governors on the handling of personal data.

2. Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018)
- Freedom of Information Act 2000
- Limitation Act 1980 (as amended)

This policy also has due regard to the guidance provided in the Information Records Management Society 'Information Management Toolkit for Academies' 2019

This policy will be implemented in accordance with the following Trust policies and procedures:

- Data Protection Policy
- Freedom of Information Policy

3. Responsibilities

The whole Trust and all employees, trustees and governors have a responsibility for maintaining its records and record-keeping systems in line with statutory requirements.

The Trustees hold overall responsibility for this policy and for ensuring it is implemented correctly.

The Local Governing Body of each Academy is responsible for promoting compliance with this policy in each Academy.

Each Academy in the Trust will have a nominated person acting as the representative of the data controller on a day-to-day basis within that Academy (the 'Academy Representative'). The representative is responsible for the implementation of the Trust Data Protection Policy within their Academy.

All staff members are responsible for ensuring that any records for which they are responsible for are accurate, maintained securely and disposed of correctly, in line with the provisions of this policy and in accordance with the retention periods outlined in this policy.

4. Retention of pupil records and other pupil-related information

The table below outlines the Trust's retention periods for individual pupil records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Admissions		
Register of admissions	Three years after the date on which the entry was made	Information is reviewed, and the register may be kept permanently
Secondary school admissions	The current academic year, plus one year	Securely disposed of
Proof of address (supplied as part of the admissions process)	The current academic year, plus one year	Securely disposed of
Supplementary information submitted, including religious, medical information, etc. (where the admission was successful)	Added to the pupil's record	Securely disposed of
Supplementary information submitted, including religious, medical information, etc. (where the admission was not successful)	Until the appeals process has been completed	Securely disposed of
Pupils' educational records		
Pupils' educational records – Primary	Whilst the pupil remains at the Academy	Transferred to the destination – if this is an independent school, home-schooling or outside of the UK, the file will be kept by the LA and retained for the statutory period
Pupils' educational records - Secondary	25 years after the pupil's date of birth	Securely disposed of
Public examination results	Added to the pupil's record	Returned to the examination board
Internal examination results	Added to the pupil's record	Securely disposed of
Child protection information held on a pupil's record	Stored in a sealed envelope for the same length of time as the pupil's record	Securely disposed of – shredded
Child protection records held in a separate file	25 years after the pupil's date of birth	Securely disposed of – shredded

Attendance		
Attendance registers	Last date of entry on to the register, plus three years	Securely disposed of
Letters authorising absence	Current academic year, plus two years	Securely disposed of
SEND		
SEND files, reviews and individual education plans	31 years after the pupil's date of birth (as stated on the pupil's record)	Information is reviewed, and the file may be kept for longer than necessary if it is required for the Trust to defend itself in a 'failure to provide sufficient education' case
Statement of SEN maintained under section 324 of the Education Act 1996 (and any amendments to the statement)	31 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Information and advice provided to parents regarding SEND	31 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Accessibility strategy	31 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of, unless it is subject to a legal hold
Curriculum management		
SATs results	25 years after the pupil's date of birth (as stated on the pupil's record)	Securely disposed of
Examination papers	Until the appeals/validation process has been completed	Securely disposed of
Published Admission Number (PAN) Reports	Current academic year, plus six years	Securely disposed of
Valued added and contextual data	Current academic year, plus six years	Securely disposed of
Self-evaluation forms	Current academic year, plus six years	Securely disposed of

Pupils' work	Returned to pupils at the end of the academic year, or retained for the current academic year, plus one year	Securely disposed of
Extra-curricular activities		
Parental consent forms for school trips where no major incident occurred	Until the conclusion of the trip	Securely disposed of
Parental consent forms for school trips where a major incident occurred	25 years after the pupil's date of birth, on the pupil's record (permission slips of all pupils on the trip will also be held to show that the rules had been followed for all pupils)	Securely disposed of
Walking bus registers	Six years from the date of the register being taken	Securely disposed of
Family liaison officers and home-school liaison assistants		
Day books	Current academic year, plus two years	Reviewed, and destroyed if no longer required
Reports for outside agencies	Duration of the pupil's time at school	Securely disposed of
Referral forms	Whilst the referral is current	Securely disposed of
Contact data sheets	Current academic year	Reviewed, and destroyed if no longer active
Contact database entries	Current academic year	Reviewed, and destroyed if no longer required
Group registers	Current academic year, plus two years	Securely disposed of

5. Retention of staff records

The table below outlines the Trust's retention periods for staff records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Operational		
Staff personal file	Termination of employment, plus six years	Securely disposed of
Timesheets	Current academic year, plus six years	Securely disposed of
Annual appraisal and assessment records	Current academic year, plus six years	Securely disposed of
Recruitment		
Records relating to the appointment of a new principal/headteacher	Date of appointment, plus six years	Securely disposed of
Records relating to the appointment of new members of staff (unsuccessful candidates)	Date of appointment of successful candidate, plus six months	Securely disposed of
Records relating to the appointment of new members of staff (successful candidates)	Relevant information added to the member of staff's personal file, and other information retained for six months	Securely disposed of
DBS certificates	Up to six months	Securely disposed of
Proof of identify as part of the enhanced DBS disclosure	After identity has been proven	Reviewed and a note kept of what was seen and what has been checked – if it is necessary to keep a copy this will be placed on the staff member's personal file, if not, securely disposed of
Evidence of right to work in the UK	Added to staff personal file or, if kept separately, termination of employment, plus no longer than two years	Securely disposed of

Type of file	Retention period	Action taken after retention period ends
Disciplinary and grievance procedures		
Child protection allegations, including where the allegation is unproven	Added to staff personal file, and until the individual's normal retirement age, or 10 years from the date of the allegation – whichever is longer If allegations are malicious, they are removed from personal files	Reviewed and securely disposed of – shredded
Oral warnings	Date of warning, plus six months	Securely disposed of – if placed on staff personal file, removed from file
Written warning – level 1	Date of warning, plus six months	Securely disposed of – if placed on staff personal file, removed from file
Written warning – level 2	Date of warning, plus 12 months	Securely disposed of – if placed on staff personal file, removed from file
Final warning	Date of warning, plus 18 months	Securely disposed of – if placed on staff personal file, removed from file
Records relating to unproven incidents	Conclusion of the case, unless the incident is child protection related and is disposed of as above	Securely disposed of

6. Retention of senior leadership and management records

The table below outlines the Trust's retention periods for senior leadership and management records, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Board of Trustees and Local Governing Bodies		
Agendas for meetings	One copy alongside the original set of minutes – all others disposed of	Securely disposed of
Original, signed copies of the minutes of meetings	Permanent	

Inspection copies of the minutes of meetings	Date of meeting, plus three years	Shredded if they contain any sensitive, personal information
Reports presented to the Board of Trustees or Local Governing Bodies	Minimum of six years, unless they refer to individual reports – these are kept permanently	Securely disposed of or, if they refer to individual reports, retained with the signed, original copy of minutes
Instruments of government, including articles of association	Permanent	
Policy documents created and administered by the Board of Trustees or Local Governing Bodies	Duration of the policy, plus three years	Securely disposed of
Records relating to complaints dealt with by the Board of Trustees or Local Governing Bodies	Date of the resolution of the complaint, plus a minimum of six years	Reviewed for further retention in case of contentious disputes, then securely disposed of
Principal/Headteacher and senior leadership team (SLT) in each Academy		
Minutes of SLT meetings and the meetings of other internal administrative bodies	Date of the meeting, plus three years	Reviewed, and securely disposed of
Reports created by the Principal/headteacher or SLT	Date of the report, plus a minimum of three years	Reviewed, and securely disposed of
Records created by the Principal/headteacher, deputy Principal/headteacher, heads of year and other members of staff with administrative responsibilities	Current academic year, plus six years	Reviewed, and securely disposed of
Correspondence Principal/headteacher, deputy Principal/headteacher, heads of year and other members of staff with administrative responsibilities	Date of correspondence, plus three years	Reviewed, and securely disposed of
Professional development plan	Duration of the plan, plus six years	Securely disposed of
School development plan	Duration of the plan, plus three years	Securely disposed of

7. Retention of health and safety records

The table below outlines the Trust's retention periods for health and safety records, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below. Any information relating to medical records (e.g. sickness absence notes) should be kept in hard copy.

Type of file	Retention period	Action taken after retention period ends
Health and safety		
Health and safety policy statements	Duration of policy, plus three years	Securely disposed of
Health and safety risk assessments	Duration of risk assessment, plus three years	Securely disposed of
Records relating to accidents and injuries at work	Date of incident, plus 12 years In the case of serious accidents, a retention period of 15 years is applied	Securely disposed of
Accident reporting – adults	Date of the incident, plus six years	Securely disposed of
Accident reporting – pupils	25 years after the pupil's date of birth, on the pupil's record	Securely disposed of
COSHH	Current academic year, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with asbestos	Date of last action, plus 40 years	Securely disposed of
Information relating to areas where employees and persons are likely to come into contact with radiation	Date of last action, plus 50 years	Securely disposed of
Fire precautions logbooks	Current academic year, plus six years	Securely disposed of

8. Retention of financial records

Every company must keep adequate accounting records as defined in the Companies Act 2006.

Section 388 of the Companies Act 2006 requires that accounting records, once made, must be preserved for at least six years (public companies) or three years (private companies). It follows that where software is needed for retrieval of information in usable form, it must be available for use for the same period, as must any necessary hardware. VAT records must also be kept for at least six years.

The table below outlines the Trust's retention periods for financial records and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Payroll pensions		
Maternity pay records	Current academic year, plus three years	Securely disposed of
Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 (as amended)	Current academic year, plus six years	Securely disposed of
Risk management and insurance		
Employer's liability insurance certificate	Closure of the Academy, plus 40 years	Securely disposed of
Asset management		
Inventories of furniture and equipment	Current academic year, plus six years	Securely disposed of
Burglary, theft and vandalism report forms	Current academic year, plus six years	Securely disposed of
Accounts and statements including budget management		
Annual accounts	Current academic year, plus six years	Disposed of against common standards
Records maintained in Financial accounting software	Current academic year, plus six years	Securely disposed of
Loans and grants managed by the Academy	Date of last payment, plus 12 years	Information is reviewed, then securely disposed of
All records relating to the creation and management of budgets	Duration of the budget, plus three years	Securely disposed of
Invoices, receipts, order books and requisitions, delivery notices	Current financial year, plus six years	Securely disposed of

Records relating to the collection and banking of monies	Current financial year, plus six years	Securely disposed of
Records relating to the identification and collection of debt	Current financial year, plus six years	Securely disposed of
Contract management		
All records relating to the management and monitoring of contracts under seal	Last payment on the contract, plus 12 years	Securely disposed of
All records relating to the management and monitoring of contracts under signature	Last payment on the contract, plus six years	Securely disposed of
School fund		
Cheque books, paying in books, ledgers, invoices, receipts, bank statements and journey books	Current academic year, plus six years	Securely disposed of
School meals		
Free school meals registers	Current academic year, plus six years	Securely disposed of
School meals registers	Current academic year, plus three years	Securely disposed of
School meals summary sheets	Current academic year, plus three years	Securely disposed of

9. Retention of other Trust records

The table below outlines the Trust's retention periods for any other records held by the Trust, and the action that will be taken after the retention period, in line with any requirements. Electronic copies of any information and files will also be destroyed in line with the retention periods below.

Type of file	Retention period	Action taken after retention period ends
Property management		
Title deeds of properties belonging to the Trust	Permanent	Transferred to new owners if the building is leased or sold
Plans of property belonging to the Trust	For as long as the building belongs to the Trust	Transferred to new owners if the building is leased or sold
Leases of property leased by or to the Trust	Expiry of lease, plus six years	Securely disposed of

Records relating to the letting of Trust premises	Current financial year, plus six years	Securely disposed of
Maintenance		
All records relating to the maintenance of the Academy properties carried out by contractors	For as long as the building belongs to the Trust	Transferred to new owners if the building is leased or sold or securely disposed of
All records relating to the maintenance of the Academy properties	For as long as the building belongs to the Trust	Transferred to new owners if the building is leased or sold or securely disposed of
Operational administration		
General file series	Current academic year, plus five years	Reviewed, and securely disposed of
Records relating to the creation and publication of Academy brochures and/or prospectuses	Current academic year, plus three years	Disposed of against common standards
Records relating to the creation and distribution of circulars to staff, parents or pupils	Current academic year, plus one year	Disposed of against common standards
Newsletters and other items with short operational use	Current academic year plus one year	Disposed of against common standards
Visitors' books and signing-in sheets	Current academic year, plus six years	Reviewed, then securely disposed of
Records relating to the creation and management of parent teacher associations and/or old pupil associations	Current academic year, plus six years	Reviewed, then securely disposed of

10. Storing and protecting information

- The Trust takes its Data Protection duties seriously and any unauthorised disclosure may result in disciplinary action.
- The **Academy Representative in each Academy** will undertake a risk analysis to identify which records are vital to academy management, and these records will be stored in the most secure manner.
- The **Academy Representative in each Academy** will ensure a backup of information is conducted regularly to ensure that all data can still be accessed in the event of a security breach, e.g. a virus, and prevent any loss or theft of data. Where possible, backed-up information will be stored off the premises or in the cloud.
- Confidential paper records should be kept in a locked filing cabinet, drawer or safe, with restricted access.

- Confidential paper records should not be left unattended or in clear view when held in a location with general access.
- Digital data is coded, encrypted or password-protected, both on a local hard drive and on a network drive that is regularly backed up off-site.
- Where data is saved on removable storage or a portable device, the device is kept in a locked and fireproof filing cabinet, drawer or safe when not in use.
- Memory sticks should be avoided where possible and are not used to hold personal information unless they are password-protected and fully encrypted.
- All electronic devices are password-protected to protect the information on the device in case of theft.
- Where possible, the Trust enables electronic devices to allow the remote blocking or deletion of data in case of theft.
- Staff and governors should avoid using their personal laptops or computers for Trust purposes. If personal devices are used staff and governors are expected to follow the same security procedures as for Trust-owned equipment (see ICT Acceptable Use Policy).
- All members of staff are provided with their own secure login and password, and every computer regularly prompts users to change their password.
- Emails containing sensitive or confidential information are sent via secure email or are password-protected to ensure that only the recipient is able to access the information. The password will be shared with the recipient in a separate email.
- Circular emails to parents are sent blind carbon copy (bcc), so email addresses are not disclosed to other recipients.
- Where personal information that could be considered private or confidential is taken off the premises, either in an electronic or paper format, staff take extra care to follow the same procedures for security, e.g. keeping devices under lock and key. The person taking the information from the Trust premises accepts full responsibility for the security of the data.
- Before sharing data, all staff always ensure that:
    - They are allowed to share it.
    - Adequate security is in place to protect it.
    - The Trust Data Protection Policy is being followed
- All staff members will implement a 'clear desk policy' to avoid unauthorised access to physical records containing sensitive or personal information. All confidential information will be stored in a securely locked filing cabinet, drawer or safe with restricted access.
- Under no circumstances are visitors allowed access to confidential or personal information. Visitors to areas of Trust premises containing sensitive information are supervised at all times.

- The physical security of the Trust's buildings and storage systems, and access to them, is reviewed regularly by each **site manager**. If an increased risk in vandalism, burglary or theft is identified, this will be reported to the **Academy Representative** and extra measures to secure data storage will be put in place.

- The **Academy Representative** is responsible for continuity, and recovery measures are in place to ensure the security of protected data.

- Any damage to or theft of data will be managed in accordance with the Trust's Data Protection Policy.

11. Digital continuity statement

Digital data that is retained for longer than six years will be named as part of a digital continuity statement.

The **Academy Representative in each Academy** will identify any digital data that will need be named as part of a digital continuity statement.

The data will be archived to dedicated files on the Trust's servers, which are password-protected – this will be backed-up in accordance with section 10 of this policy.

Memory sticks will never be used to store digital data subject to a digital continuity statement.

On an **annual** basis, the **Trust IT Director** will review the storage methods used to ensure that new technology and storage methods are assessed and, where appropriate, added to the digital continuity statement.

The following information will be included within the digital continuity statement:

- A statement of purpose and requirements for keeping the records
- The names of the individuals responsible for long term data preservation
- A description of the information assets to be covered by the digital preservation statement
- A description of when the record needs to be captured into the approved file formats
- A description of the appropriate supported file formats for long term preservation
- A description of the retention of all software specification information and licence information
- A description of how access to the information asset is to be managed in accordance with the Trust Data Protection Policy.

12. Information audit

Each Academy conducts information audits on an **annual** basis against all information held by the Academy to evaluate the information the Academy is holding, receiving and using, and to ensure that this is correctly managed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018). This includes the following information:

- Paper documents and records
- Electronic documents and records
- Databases

- Microfilm or microfiche
- Sound recordings
- Video and photographic records
- Hybrid files, containing both paper and electronic information

The **Academy Representative in each Academy** is responsible for ensuring the information audit is completed. The information audit will include:

- The Academy's needs
- The information needed to meet those needs
- The format in which it is stored
- How long it needs to be kept for
- Vital records status and any protective marking
- Who is responsible for maintaining the original documents

The **Academy Representative in each Academy** will consult with staff members involved in the information audit process to ensure that the information is accurate.

13. Disposal of data

Where disposal of information is outlined as standard disposal, this will be recycled appropriate to the form of the information, e.g. paper recycling, electronic recycling.

Where disposal of information is outlined as secure disposal, this will be shredded or pulped, and electronic information will be scrubbed clean and, where possible, cut.

Each Academy will keep a record of all files that have been disposed of and/or destroyed detailing WHAT information has been disposed/destroyed, WHEN, by WHOM, and HOW the information has been disposed of/destroyed.

Where the disposal action is indicated as reviewed before it is disposed, the **Academy Representative** will review the information against its administrative value – if the information should be kept for administrative value, a record will be kept of this.

If, after the review, it is determined that the data should be disposed of, it will be destroyed in accordance with the disposal action outlined in this policy.

Where information has been kept for administrative purposes, the **Academy Representative** will review the information again after **three** years and conduct the same process. If it should be destroyed, it will be destroyed in accordance with the disposal action outlined in this policy. If any information is kept, the information will be reviewed every subsequent **three** years.

Where information must be kept permanently, this information is exempt from the normal review procedures.

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Committee:	Date:
Board of Trustees of the City of London Academies Trust	10 September 2021
Subject: Appointment of Committees 2021-22	**Public**
Report of: Town Clerk	**For Decision**
Report author: Antoinette Duhaney	

Summary

Under the City of London Academy Trust's Articles of Association, the Trustees have the power to establish committees (Article 100) and subject to the wider Articles, determine the constitution, membership and terms of reference of any such committee. The membership of any committee of Trustees may include persons who are not Trustees, provided that with the exception of Local Governing Bodies, a majority of members of such committee shall be Trustees. The establishment, terms of reference and membership of any committee must be reviewed at least once every twelve months (Article 101).

The Board of Trustees of the City of London Academies Trust appointed to four committees for the 2020-21 academic year

- Finance and Operations Committee
- Audit and Risk Committee
- Standards and Accountability Committee
- Remuneration Committee

Trustees are therefore invited to agree the terms of reference of the Audit and Risk Committee and the Finance and Operations Committee and review the membership and terms of reference of the Standards and Accountability Committee and the Remuneration Committee ahead of appointing those committees for the 2020-21 academic year. The Board of Trustees is also requested to review the terms of reference of the Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees for the 2020-21 academic year for which no appointments are made.

Recommendations

The Board of Trustees is asked to:

1. Review and approve the proposed terms of reference of the Audit and Risk Committee and the Finance and Operations Committee;

2. Review and approve the terms of reference of the Standards and Accountability Committee, Remuneration Committee, Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees;

3. Appoint the membership of the following Committees:

    - Audit and Risk Committee
    - Finance and Operations Committee
    - Standards and Accountability Committee,
    - Remuneration Committee.

Main Report

Background

1. This report sets out the 2020-21 membership and terms of reference of the Board's committees which comprise the Finance and Operations Committee, the Audit and Risk Committee, the Standards and Accountability Committee and the Remuneration Committee, as well as the terms of reference of the Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees. Under the Trust's Articles of Association, Trustees are obliged to review the appointment, membership and terms of reference of these committees at least once every 12 months. The committees' terms of reference are attached as Appendices 1-4 to this report.

Audit and Risk Committee

2. In Trusts with an annual income of over £50m, a dedicated Audit Committee must be appointed which is separate to the Trust's financial scrutiny function. The Committee's role is to advise the board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit. The Committee must also review the overall risk profile of the Trust for appropriateness, monitoring risk management techniques employed at all levels within the Trust and receive the Auditor's report before Board Approval.

3. Trustees are invited to review and approve the proposed terms of reference at Appendix 1 and appoint committee members for the 2021-22 academic year. Trustees should appoint sufficient membership of the Committee that they are confident a quorum of three committee members can be achieved at each meeting. Trustees should also be confident that a majority of committee members at each meeting will be Trustees (rather than non-Trustee committee members such as Trust staff).

4. The Chair of Trustees should not be the Chair of the Audit and Risk Committee.

5. In 2020-21 the membership of the Audit and Risk Committee comprised:

    - Peter Bennett (Chair)
    - Edward Benzecry
    - Tijs Broeke
    - Dawn Elliot
    - Alderman Robert Howard
    - Mark Emmerson (for Finance matters only)

Finance and Operations Committee

6. In Trusts with an annual income of over £50m, the financial scrutiny function must be delivered separately to the Trust's Audit Committee. The Committee's role is one of financial scrutiny and oversight and supporting the Board in maintaining the Trust as a going concern. It is tasked with reviewing the overall financial position of the Trust for appropriateness, monitoring the financial management techniques employed at all levels within the Trust and receiving the annual financial statements before Board Approval.

7. Trustees are invited to review and approve the proposed terms of reference at Appendix 2 and appoint committee members for the 2020-21 academic year. Trustees should appoint sufficient membership of the Committee that they are confident a quorum of three committee members can be achieved at each meeting. Trustees should also be confident that a majority of committee members at each meeting will be Trustees (rather than non-Trustee committee members such as Trust staff).

8. In 2020-21 the membership of the Finance, Audit and Risk Committee (the previous arrangement for delivering this function) comprised:

    - Peter Bennett (Chair)
    - Edward Benzecry
    - Tijs Broeke
    - Dawn Elliot
    - Alderman Robert Howard
    - Mark Emmerson (for Finance matters only)

Standards and Accountability Committee

9. The Committee's role is one of oversight. It is tasked with reviewing the provision, standards, governance and leadership performance of all CoLAT academies. It provides a performance profile to the Trust Board and agrees/monitors the effectiveness of interventions to support relative under-performance.

10. Trustees are invited to review and approve the terms of reference at Appendix 3 and appoint committee members for the 2020-21 academic year. Trustees should appoint sufficient membership of the Committee that they are confident a quorum of three committee members can be achieved at each meeting. Trustees should also be confident that a majority of committee members at each meeting will be Trustees (rather than non-Trustee committee members such as Trust staff).

11. In 2020-21 the membership of the Standards and Accountability Committee comprised:

    - Tijs Broeke (Chair)
    - Edward Benzecry
    - Roy Blackwell
    - Caroline Haines
    - Deputy Edward Lord (has stood down)
    - Professor Richard Verrall

People, Equality & Inclusion Committee

12. The Board of Trustees has agreed to establish a People, Equality & Inclusion Committee and discussions regarding the composition (3 members) and remit of this Committee are in progress. The primary role of this Committee is to discharge duties in line with the Public Sector Equality Duty of Public Bodies. In carrying out their functions, public bodies are required to have due regard for the following:

- Eliminate conduct that is prohibited by the Act, that is discrimination, harassment, and victimisation
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

13. Trustees are invited to nominate themselves for membership and once the Committee has been formally constituted, at it's first meeting a Committee Chair will be appointed and a draft terms of reference prepared and recommended to the Board for approval.

Remuneration Committee

14. The Committee's role is primarily to propose remuneration ranges for leaders within the Trust, approve the pay awards of Executive Principals, Principals and Headteachers made by LGB Pay Committees with appropriate challenge, approve the pay award of the Trust Executive Team with appropriate challenge, and to performance manage the CEO, making a pay award recommendation to the Board.

15. Trustees are invited to review and approve the terms of reference at Appendix 4, giving particular consideration to the proposal that the membership include the Chair of the Standards and Accountability Committee, and appoint committee members for the 2020-21 academic year. Trustees should appoint sufficient membership of the Committee that they are confident a quorum of two committee members can be achieved at each meeting.

16. In 2019-20 the membership of the Remuneration Committee was as follows.

    - Roy Blackwell
    - Tijs Broeke (Chair)
    - Deputy Edward Lord (has stood down)

Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees

17. Trustees are invited to review and approve the Committees' terms of reference in Appendix 4.

18. The Board does not appoint to the membership of these committees.

Appendices

- Appendix 1 – Audit and Risk Committee Terms of Reference

- Appendix 2 – Finance and Operations Committee Terms of Reference
- Appendix 3 – Standards and Accountability Committee Terms of Reference
- Appendix 4 – Remuneration Committee, Academy LGB Pay Committees and City of London Academies Trust Executive Team Pay Committees Terms of Reference

Antoinette Duhaney
T: 020 7332 1408
E: antoinette.duhaney@cityoflondon.gov.uk

AUDIT AND RISK COMMITTEE

TERMS OF REFERENCE

Composition
The Audit and Risk Committee will consist of at least three Trustees. The Chair of the Committee must not be the Chair of the Board of Trustees or the Chair of the Finance and Operations Committee.

Frequency of Meetings and Proceedings
The Committee will meet four times each year

- Twice in the autumn term with the second meeting focussing on the post audit report and Financial Statements;
- Once in the spring term ;
- Once in the summer term, to include year-end audit planning.

…and at such other times as the Chair of the Committee shall deem to be appropriate.

Unless otherwise agreed by all members of the Committee, notice of meetings and confirmation of the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member at least five working days prior to the date of the meeting.

The quorum for meetings of the Committee shall be 3 committee members.

Reporting
The Clerk shall minute the proceedings and resolutions of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee for approval.

Purpose
The Committee's role is to advise the board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit.

It is tasked with reviewing the overall risk profile of the Trust for appropriateness, monitoring the risk management techniques employed at all levels within the Trust and receiving the Auditor's report before Board Approval.

The Committee shall make whatever recommendations to the Board that it deems appropriate within the context of its terms of reference.

Objectives
The Committee has the following objectives:

1. External Audit

The Committee will:

- review the external auditor's plan each year
- review the annual report and accounts
- review the auditor's findings and actions taken by the trust's managers in response to those findings

- assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's members about the auditor's reappointment or dismissal or retendering.
- produce an annual report of the Committee's conclusions to advise the Board of Trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

2. Internal Scrutiny

The Committee will:

- direct the Trust's programme of internal scrutiny

    - review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
    - ensure that risks are being addressed appropriately through internal scrutiny
    - agree a programme of work annually to deliver internal scrutiny that provides coverage across the year
    - agree who will perform the work
    - consider reports at each meeting from those carrying out the programme of work
    - consider management's response and action taken in respect of recommendations and progress in addressing recommendations
    - monitor to ensure that there are no unjustified restrictions or limitations on the work being performed

- report to the board on the adequacy of the Trust's internal control framework, including financial and non-financial controls and management of risks.

The Committee's oversight **must:**

- extend to the financial and non-financial controls and risks at constituent academies.
- ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and by constituent academies, is accurate and in compliance with funding criteria.

3. Risk Management

To review the effectiveness of risk management systems within key areas of Trust operations:

a) Monitoring the risk profile of the business against the Board's desired risk appetite;
b) Monitoring the effectiveness and output of the annual risk management process;
c) Assessment of the overall population of risk within the risk registers, including any changes during the period;
d) Consideration and challenge of risk prioritisation as provided by the risk owners, including discussion of any discrepancies;
e) Ensuring that risk management is appropriately embedded within line management and that this process is monitored;
f) Monitoring the effectiveness of Trust-wide policies;
g) Receive reports from internal Health and Safety Committees and consider health and safety risk management procedures across the academies.

4. Business Continuity

To develop and continually monitor the effectiveness of a business continuity plan and to periodically test the underlying assumptions of the plan.

Authority
The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

a) Investigate any activity within its terms of reference;

b) Seek any information that it requires from any employee and all employees are directed to cooperate with any requests made by the Committee;

c) Obtain outside legal or independent professional advice and such advisors may attend meetings as necessary.

APPENDIX 2

FINANCE AND OPERATIONS COMMITTEE

TERMS OF REFERENCE

Composition
The Finance and Operations Committee will consist of at least three Trustees and the Accounting Officer.

Frequency of Meetings and Proceedings
The Committee will meet four times each year:

- Twice in the autumn term with the second meeting focussing on the post year-end process and Financial Statements preparation;
- Once in the spring term ;
- Once in the summer term, to include budget planning for the following year.

…and at such other times as the Chair of the Committee shall deem to be appropriate.

Unless otherwise agreed by all members of the Committee, notice of meetings and confirmation of the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member at least five working days prior to the date of the meeting.

The quorum for meetings of the Committee shall be 3 committee members.

Reporting
The Clerk shall minute the proceedings and resolutions of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee for approval.

Purpose
The Committee's role is one of financial scrutiny and oversight and supporting the Board in maintaining the Trust as a going concern. It is tasked with reviewing the overall financial position of the Trust for appropriateness, monitoring the financial management techniques employed at all levels within the Trust and receiving the annual financial statements before Board Approval.

The Committee shall make whatever recommendations to the Board that it deems appropriate within the context of its terms of reference.

Objectives
The Committee has the following objectives:

1. Finance

a) To receive regular financial reports on the Academies within the MAT and report on the Trust's Financial viability to the Board;
b) To receive and recommend the annual budget to the Board;
c) To receive and recommend the Annual Financial Statements

2. Operations

To receive regular reports on the key operational issues across the Academies within the MAT to include:

a) Human resources
b) Facilities and Estates
c) Information Technology
d) Health and Safety

Authority
The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

d) Investigate any activity within its terms of reference;
e) Seek any information that it requires from any employee and all employees are directed to cooperate with any requests made by the Committee;
f) Obtain outside legal or independent professional advice and such advisors may attend meetings as necessary.

APPENDIX 3

STANDARDS AND ACCOUNTABILITY COMMITTEE
TERMS OF REFERENCE

Composition

The Standards and Accountability Committee will consist of the following members;

MAT Chairman
Chief Executive Officer
At least three MAT Directors
Chief Standards Officer

The Chairman to be elected by the committee members at the first meeting of the academic year.

Frequency of Meetings and Outline Proceedings

The Committee will meet at least three times each year;

- November – Outcomes, targets and action planning scrutiny meetings + Safeguarding;
- Spring – Leadership Performance Review + Self Evaluation Reports (Secondary) + Safeguarding;
- Summer – Predicted Outcomes - Self Evaluation Reports (Primary).

…and at such other time as the Chair of the Committee shall deem to be appropriate.

Unless otherwise agreed by all members of the Committee, notice of meetings and confirmation of the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member at least five working days prior to the date of the meeting.

The quorum for meetings of the Committee shall be 3 committee members.

Reporting

The Clerk shall minute the proceedings and resolutions of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee for approval.

Purpose

The Committee's role is one of oversight. It is tasked with reviewing the provision, standards, governance and leadership performance of all CoLAT academies. It will provide a performance profile to the Trust Board and agree/monitor the effectiveness of interventions to support relative under-performance.

The Committee shall make whatever recommendations to the Board that it deems appropriate within the context of its terms of reference to assist the decision making of the Governing Body/Board of Directors by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure a strategic and systematic approach to promoting high standards of educational achievement.

Major issues will be referred to the full governing body for ratification.

Objectives

Subject to the requirements of current legislation and the policies adopted under the Funding Agreement, the Committee is authorised:

1. To hold individual academies to account for their academic outcomes;
   This will be achieved by:
   a) Scrutiny of academy examination/test results, progress and other key performance indicators using international, national, local and Trust benchmarks for achievement;
   b) Periodic reviews of the performance of academy leadership including governance;
   c) Review of Academy Self Evaluation reports;
   d) Reports from the CEO and COO on school monitoring visits;
   e) Receiving regular updates on predicted grades versus targets.

2. To identify and manage risk associated with the under-performance of an Academy;
   This will be achieved by:
   a) Identifying Academy deficits against Outstanding OFSTED Criteria and Trust benchmarks;
   b) Challenging, reviewing and monitoring LGB/Academy improvement to Outstanding plans;
   c) Where necessary recommending direct leadership intervention direction and/or support.

3. Monitoring the adherence to/compliance with statutory requirements;

4. Monitoring the adherence to/compliance with agreed Trust policies;

5. To contribute to the formulation of the Trust Development Plan, through the consideration of curricular priorities and proposals, in consultation with the CEO, within the stated and agreed vision, aims and objectives of the Trust;

6. To monitor and review the implementation of the Trust Development Plan including any associated strategic staff and governor training programmes;

7. To monitor and keep under review the Trust policy on health and safety particularly in relation to educational visits and other out-of-school trips;

8. To consider and recommend strategies for the development and maintenance of strong Academy parent, community and commercial links and monitor and review progress;

Authority

The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

a) Investigate any activity within its terms of reference;
b) Seek any information that it requires from any employee and all employees are directed to cooperate with any requests made by the Committee;
c) Obtain outside legal or independent professional advice and such advisors may attend meetings as necessary.

APPENDIX 4

CITY OF LONDON ACADEMIES TRUST
TERMS OF REFERENCE FOR DECISIONS ON REMUNERATION, POLICY AND PRACTICE

Flowchart

COLAT Board

- Review and approve the Trust Performance Management & Pay Policy on an annual basis
- Approve salary ranges for leaders within the Trust
- Review senior leaders pay decisions approved by the Remuneration Committee
- Approve the recommended pay award of the CEO made by the Remuneration Committee

Remuneration Committee

- Propose ranges for leaders within the Trust
- Approve the pay award of Executive Principals, Principals & Headteachers made by LGB Pay Committees and provide appropriate challenge
- Approve the pay award of the Trust Executive Team (CFO & Directors) and provide appropriate challenge
- Performance Manage the CEO and recommend to the Board a relevant pay award for approval

Academy LGB Pay Committee

- Review and approve the pay recommendations made by Academy Leaders on staff and provide appropriate challenge.
- To performance manage and recommend a pay award for the Executive Principals, Principals & Headteachers pay to the Remuneration Committee for approval.

Executive Team Pay Committee

- Review and approve the pay recommendations for support staff and provide appropriate challenge.
- To performance manage and recommend a pay award for the CFO and Directors to the Remuneration Committee for approval.

City of London Academies Trust Board

Trust Board Remit

The purpose of the Trust Board is to establish a formal and transparent procedure for agreeing policy on pay determination and progression. In doing so the Board has established a Trust Performance Management Policy and Pay Policy.

These policies clarify the level of delegated powers from the Board to Trust leaders which ensures staff are performance managed and rewarded fairly and equitably.

To ensure pay awards receive approval, the Board has established a Remuneration Committee and Pay Committees. In establishing relevant committees, terms of reference are required, and these are clarified below:

City of London Academies Trust Remuneration Committee

Approved by the City of London Academies Trust Board on 13 December 2018.

Purpose

The purpose of the Remuneration Committee is to:

- Propose ranges for leaders within the Trust
- Approve the pay award of Executive Principals, Principals & Headteachers made by LGB Pay Committees and provide appropriate challenge
- Approve the pay award of the Trust Executive Team (CFO & Directors) and provide appropriate challenge
- Performance Manage the CEO and recommend to the Board a relevant pay award for approval, this includes:
    - The setting of agreed performance objectives/targets must reflect any priorities identified in the Trust's development plan.
    - The method of appraising the performance of the CEO is with the assistance of an independent external adviser.
    - The observance of all statutory and contractual regulations.

All decisions agreed by the Remuneration Committee will be reported annually to the Board.

Membership

The Committee shall consist of the Chair of the Board and at least two other Trust Board members, including the Chair of the Standards and Accountability Committee, and when required the Chief Executive Officer.

If required, the Trust HR Director and/or an independent external adviser may attend to provide guidance on process.

Only members of the Committee shall have the right to attend Remuneration Committee meetings.

Quorum

The quorum necessary for the transaction of business by the Remuneration Committee will be two members.

Frequency of Meetings

Meetings shall be held at least once per year or at such other times as the Remuneration Committee shall require to discharge its responsibilities.

Members do not have to physically meet to hold a meeting. Members may participate in a meeting by means of telephone, or any other suitable communication means.

Minutes of the Meetings

The HR Director shall service and minute the proceedings and decisions of all meetings of the Remuneration Committee, including recording the names of those present and in attendance. The Remuneration Committee shall make whatever decisions it deems appropriate within its Terms of Reference and report to the Board accordingly. It will recommend to the Trust Board a pay award for the CEO for approval.

City of London Academies Trust Academy LGB Pay Committees

Approved by the City of London Academies Trust Board on 13 December 2018.

Purpose

The purpose of the Academy LGB Pay Committee is to:

- Review and approve the pay recommendations made by Academy Leaders on staff and provide appropriate challenge.
- To performance manage and recommend a pay award for the Executive Principals, Principals & Headteachers pay to the Remuneration Committee for approval, this includes:
    - The setting of agreed performance objectives/targets must reflect any priorities identified in the Academy's development plan.
    - The method of appraising the performance of the Executive Principals, Principals & Headteachers is with the assistance of the Trust's CEO or an independent external adviser, if required.
    - The observance of all statutory and contractual regulations.

Membership

For each Academy the committee shall consist of the Local Governing Body Chair and at least two other Local Governing Body Members and for performance pay review the Chief Executive Officer of the Trust.

If required, the Trust HR Director may attend/be contacted to provide guidance on process.

Only members of the Committee shall have the right to attend Pay Committee meetings.

Quorum

The quorum necessary for the transaction of business by the Pay Committee will be two members.

Frequency of Meetings

Meetings shall be held at least once per year or at such other times as the Pay Committee shall require to discharge its responsibilities.

Members do not have to physically meet to hold a meeting. Members may participate in a meeting by means of telephone, or any other suitable communication means.

Minutes of the Meetings

A clerk shall service and minute the proceedings and recommendations made of all meetings of the Pay Committee, including recording the names of those present and in attendance.

The Academy Pay Committee shall make approval whatever recommendations that it deems appropriate within its Terms of Reference. It will recommend to the Remuneration Committee a pay award for the Executive Principals, Principals & Headteachers pay for approval.

City of London Academies Trust Executive Team Pay Committees

Approved by the City of London Academies Trust Board on 13 December 2018.

Purpose

The purpose of the Executive Team Pay Committee is to:

- Review and approve the pay recommendations for support staff and provide appropriate challenge.
- To performance manage and recommend a pay award of the Trust Executive Team to the Remuneration Committee for approval, this includes:
    - The setting of agreed performance objectives/targets must reflect any priorities identified in the Trust's development plan.
    - The observance of all statutory and contractual regulations.

Membership

The Chief Executive Officer (Chair) and Chief Financial Officer.

If required, the Trust HR Director may attend/be contacted to provide guidance on process.

Only members of the Committee shall have the right to attend Pay Committee meetings.

Quorum

The quorum necessary for the transaction of business by the Pay Committee will be two members.

Frequency of Meetings

Meetings shall be held at least once per year or at such other times as the Pay Committee shall require to discharge its responsibilities.

Members do not have to physically meet to hold a meeting. Members may participate in a meeting by means of telephone, or any other suitable communication means.

Minutes of the Meetings

A clerk shall service and minute the proceedings and recommendations made of all meetings of the Pay Committee, including recording the names of those present and in attendance.

The Executive Team Pay Committee shall make approval whatever recommendations that it deems appropriate within its Terms of Reference. It will recommend to the Remuneration Committee a pay award for the Trust Executive Team for approval.

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AUDIT AND RISK COMMITTEE OF THE CITY OF LONDON ACADEMIES TRUST

Thursday, 1 July 2021

Minutes of the meeting of the Audit and Risk Committee of the
City of London Academies Trust held at on
Thursday, 1 July 2021 at 10.00 am

Present

Members:
Peter Bennett (Chairman)
Edward Benzecry
Tijs Broeke
Alderman Robert Howard

Officers:

Mark Emmerson	-	Chief Executive Officer
Billy Harvey	-	Director of ICT
Claire Hersey	-	Chief Financial Officer
Clare Verga	-	Chief Standards Officer
Katyryna Zamulinskyj	-	HR Director
Anne Bamford	-	Community & Children's Services
Antoinette Duhaney	-	Town Clerk's

1. **APOLOGIES**
There were no apologies.

2. **DECLARATIONS**
There were no declarations.

3. **MINUTES**
RESOLVED - That the minutes of the meeting held on 25 February 2021 be approved as a correct record.

4. **QUESTIONS**
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 the public be excluded for the remaining items of business as they are likely to involve discussion on matters deemed commercially sensitive to the City of London Academies Trust.

7. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 25 February 2021 were approved.

8. **OUTSTANDING ITEMS**
Trustees considered a report of the Town Clerk regarding outstanding actions arising from previous meetings.

9. **INTERNAL AND EXTERNAL AUDIT UPDATE**
The Committee considered a report of the CFO outlining findings from the 2020 year end external audit.

10. **TRUST STRATEGIC RISK REGISTER**
The Committee considered a report of the CFO capturing the strategic risks for the Trust.

11. **HEALTH AND SAFETY MONITORING IN TRUST SCHOOLS**
The Committee considered a report of the Director of Estates & Facilities Management providing information on Health and Safety issues at Trust schools.

12. **NON-PUBLIC QUESTIONS**
There were no non-public questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting ended at 10.50 am

Chairman

Contact Officer: Antoinette Duhaney
Antoinette.Duhaney@**cityoflondon.gov.uk**

FINANCE AND OPERATIONS COMMITTEE OF THE CITY OF LONDON ACADEMIES TRUST
Thursday, 1 July 2021

Minutes of the meeting of the Finance and Operations Committee of the City of London Academies Trust held on Thursday, 1 July 2021 at 9.00 am

Present

Members:
Peter Bennett (Chairman)
Edward Benzecry
Tijs Broeke
Alderman Robert Howard

Officers:

Mark Emmerson	-	Chief Executive Officer
Billy Harvey	-	Director of ICT
Claire Hersey	-	Chief Financial Officer
Clare Verga	-	Chief Standards Officer
Anne Bamford	-	Comminity & Children's Services
Antoinette Duhaney	-	Town Clerks

1. **APOLOGIES**
Apologies for absence were received from Dawn Elliott.

2. **DECLARATIONS**
There were no declarations.

3. **REGISTER OF INTERESTS**
There were no register of interests updates.

4. **MINUTES**
RESOLVED - That the minutes of the meeting held on 25 February 2021 be approved as a correct record.

5. **QUESTIONS**
There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.

7. **EXCLUSION OF THE PUBLIC**
RESOLVED - That the public be excluded for the remaining items of business as they are likely to involve discussion on matters deemed commercially sensitive to the City of London Academies Trust.

8. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 25 February 2021 were approved.

9. **OUTSTANDING ITEMS**
Trustees considered a report of the Town Clerk regarding outstanding actions arising from previous meetings.

10. **CHIEF FINANCIAL OFFICER UPDATE**
The Committee considered a report of the CFO highlighting key financial and operational issues for the Trust.

11. **ICT UPDATE**
The Committee considered a report of the Director of IT regarding IT operations across the Trust.

12. **NON-PUBLIC QUESTIONS**
There were no non-public questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

The meeting ended at 10.04 am

Chairman

Contact Officer: Antoinette Duhaney
Antoinette.Duhaney@**cityoflondon.gov.uk**

Committee(s): CoLAT Board	**Dated:** 08/07/2021
Subject: School places projections for City academies	**Public**
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3 & 4
Does this proposal require extra revenue and/or capital spending?	**N**
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Director of Community and Children's Services	**For Information**
Report author: Gerald Mehrtens, Director of Academy Development, Department of Community and Children's Services	

Summary

This report is to inform members on projections of demand for school places across the London local authorities where there are City of London Corporation (CoLC) sponsored academies since it was last reported to this board on 9 July 2020. These projections are based on the relevant Greater London Authority (GLA), and London local authority data. Attached to this report as **Appendix 1** shows these pupil projections for the relevant London local authority where the City sponsors academies.

The demand for primary school places data is showing although many London boroughs are currently experiencing significant levels of surplus reception places, the Greater London Authority reports that it is too early to predict whether falling rolls will be sustained across London. This means that many local authorities are balancing the financial sustainability of schools with falling rolls against the statutory duty to ensure a sufficiency of school places.

In the case of City sponsored primary academies, For the LB Southwark, Galleywall and Redriff City academies are located in Planning Area 2 where there continues to be growth. However, in the case of LB Islington Planning area 6, were COLPAI is located, there is a 15% surplus of primary school places and LB Islington will likely need to take further actions to those already in place to ensure there are appropriate levels of capacity in this Planning area in future years.

At secondary school level there is less areas of concern and many London local authorities have made adjustments to the PAN of some schools to address the higher than desired surplus number of places available. However, the significant increase in demand at primary schools in previous years will in turn feed through to secondary schools for the next half decade and then projected to decrease over the longer term as the declining numbers at primary schools eventually feed through to secondary schools.

In addition to levels of demand for school places, parental preference plays a significant factor in the Pupil Admission Numbers (PAN) of a school being filled, particularly where first and second preferences for a school is high. Attached to this report as **Appendix 2** shows the parental preference data for City sponsored academies over recent years, against the PAN of each academy.

This data shows, with the exception of COLA Highbury Grove, all City academies can fill their PAN from first and second preferences alone. This is a notable achievement in the case of the academies formed via the Free School application process. However, this data also identifies declining parental preferences at COLA Highbury Grove, COLA Southwark and The City Academy Hackney (TCAH) with a recommendation to establish why and how this can be addressed.

Should surplus supply of school places become a feature of the landscape across London local authorities, City sponsored academies will need to continue to outperform their surrounding schools to maintain the high numbers of parental first and second preferences and thereby retain filling their PAN.

Recommendation(s)

Members are asked to:

- Note the projected demand for primary and secondary schools' places in local authorities where there are existing City sponsored academies, as well as the trends in parental preference for each City sponsored academy.

Main Report

Background

1. Local authorities have a statutory duty to ensure there is sufficient school places and that places are planned effectively. London had seen rapid growth in the number of children living in the city over the last two decades. Between 2001/2 and 2011/12, annual births in London rose by almost 30,000 (28 per cent), with many individual authorities seeing much larger increases. The financial crisis of 2008 had a dramatic impact on London's patterns of migration. Outflows from London to the rest of the UK fell sharply in the aftermath of the crisis, with young families moving to the surrounding counties particularly affected. The combined impact of these factors was a rapid growth in the number of children living in the city. This growth put immediate pressure on primary school places, necessitating a huge expansion in capacity.
2. However, since 2016 the Greater London Authority's (GLA) estimates for future populations in London show a lower rate of increase than estimated in previous years and in some areas a significant decline. Many inner London local authorities are reporting fewer Reception pupils each year, which is likely to be due to a combination of changes to welfare benefits, rising rents and the possible effects of Brexit. Furthermore, projections indicate that demand for reception places is not expected to increase in the short term to the level of reception places available

Current Position – Demand for school places

London Borough of Islington (LB Islington)

3. **Primary schools**: Across LB Islington falling rolls is a pressing issue, with a 14% surplus across all primary places; and 16% surplus in Reception at 2019/20. A series of managed reductions to existing capacity Pupil Admission Numbers (PAN) proposed for 2022/23 will help bring the surplus in reception down temporarily (from current 16% to 11%), with a further rise expected the following year due in large part to declining birth rates. Although the Department for Education (DfE) recommends that local authorities maintain surplus capacity at approximately 5%, London boroughs primary vacancy rates have averaged around 10%.
4. In Planning Area 6, where City of London Primary Academy Islington is located, there is 15% surplus capacity across primary (Reception to Year 6). Subject to the decision by the Regional Schools Commissioner and the Secretary of State on the possible closure of Clerkenwell Parochial School which has less than 50% occupy, there is expected to be a surplus in excess of 50 places in Reception from 2023/24 (17%). LB Islington will need take further actions to ensure there are appropriate levels of capacity in this area. Appendix 1 Table 1 of this report shows Reception class surplus places projections 2015/16 to 2029/30 for LB Islington with Table 2 showing Planning Area 6 school rolls against capacity. It should be noted the 17% surplus capacity for COLPAI in this table relates to the reduction to a single form of entry while in temporary accommodation.
5. **Secondary Schools:** LB Islington secondary school rolls have declined over recent years with a surplus of 10% projected over the next 5 years. Although rolls may rise in the short term, this is likely to be temporary and a downward trend will follow from 2022/23. Upcoming decline in primary rolls will accelerate the drop in secondary in year 7 from 2030 onwards (this falls outside the reported DFE projection years). PAN reductions have been agreed for Beacon High and Arts & Media School Islington from September 2020, and further reductions may be required in future years as the reduced primary numbers move into secondary from 2030 onwards. Appendix 1, Table 3 of this report shows Year 7 School Rolls, Projections & Capacity, with Table 4 showing Secondary School Rolls from 2017/18 to 2019/20 Against Total Capacity which includes proposed reductions in PAN.
6. **Post-16:** Pupil rolls here have also fallen in recent years, and this has resulted in surplus places. LB Islington is a net importer of 16-18-year olds attending all types of provision. In May 2020 Islington student imports stood at 4,164 students from other London boroughs (and from outside London); and 1,894 were exported to other areas; with the main imports from Hackney (731) and Haringey (749) and exports to Camden (603).

London Borough of Southwark (LB Southwark)

7. **Primary School**: Since September 2015 Reception rolls in LB Southwark have fallen by 13 forms of entry (13FE) and by 11%. While this year LB Southwark have an oversupply of primary places, the local authority have not had to change the PAN at any schools following reductions across 13 primary schools proposed and agreed by LB Southwark Cabinet in October 2018 to address the previous surplus in primary school places. GLA projections anticipate that primary reception demand overall will continue to decline until September 2023 but will slowly increase thereafter, when demand, unless LB Southwark takes action, exceed capacity from September 2028 onwards.

8. However, in Planning Area 2, where Redriff and Galleywall City sponsored academies are located, this remains the only planning area in Southwark where there is existing growth and is anticipated to continue for the future. Appendix 1 Table 5 show primary places projections against capacity for LB Southwark, with Table 6 showing primary projections for Planning Area 2.
9. **Secondary School**: Since 2016 LB Southwark, working with the DfE and Free School sponsors, will have added 14 Forms of Entry places by 2022, resulting in an additional 2,545 secondary school places, an increase of 18% by 2026. In 2019 LB Southwark had projected a shortfall in secondary school places, however this year's enrolment and the latest GLA 2020 projections no longer show this to be the case with a 4% cushion in secondary school places, slightly less than the DfE recommendation. Appendix 1Table 7 of this report shows the demand for Y7 places is unlikely to exceed supply until after 2033. However, A considerable variation in the popularity of secondary schools within LB Southwark exists in the 20 secondary schools resulting in demand and the availability of places is not evenly distributed across the borough.

London Borough of Hackney (LB Hackney)

10. **Primary Schools**: Between 2007 and 2014 Hackney experienced significant and unprecedented growth in demand for primary school reception places with very high rolls between 2012 and 2016. Since 2015 however, demand for reception places has decreased year on year. In January 2020 there were 2599 reception pupils and 3035 reception places available, giving rise to 436 surplus reception places (14.4%). To help address in September 2019/20, four primary schools permanently reduced their PANs, removing 120 places from the total number of places available and five schools capped their PANs. In 2020/21 and 2021/22, four schools will cap their PANs, temporarily reducing reception places by 105, for both years. Appendix 1 Table 8 attached to this report shows LB Hackney Reception surplus places based on published and capped PANs.
11. **Secondary schools**: LB Hackney projections indicate that there will be at least 108 surplus year 7 places each year from 2023 against the 2519 places available, with the highest number (239), occurring in September 2025. Current projections indicate that there is no immediate demand for a new secondary school in Hackney, as earlier projections had indicated. Plans for a new secondary school have therefore been paused indefinitely. However, LB Hackney will be kept under review
12. **Post 16**: The most recent census data indicates that sixth form numbers are relatively stable in a very competitive environment. As of January 2020, there are 540 vacant sixth form places. There are a number of small sixth forms which may not be financially sustainable long term. There is some partnership work developing to mitigate against this. Appendix 1 Table 9 attached to this report shows School sixth form roll and admission numbers (January 2020 census) for Post 16 provision.

Parental preference for City of London sponsored academies

13. In addition to levels of demand for primary and secondary school places in local authority areas relevant to City sponsored academies, parental preference will largely dictate if all places are filled in these schools. Attached to this report as **Appendix 2** shows parental preference data for each City sponsored academies over recent years.

14. Importantly, with the exception of COLA Highbury Grove, all City academies can fill the PAN for both Reception and Year 7 classes from first and second choice preferences alone. However, Members may wish to note in addition to the concern at COLA Highbury Grove, the dip in first choice preferences at TCAH, and what be becoming a trend in reduced first choice preferences at COLA Southwark. In addition, any increase in first/second choice preferences at COLA Highbury Grove could equally have a detrimental effect on these preference choices at COLA Islington due to the close location and could benefit from being monitored going forward.

15. **Newham Colligate Sixth Form (NCS)**: Post-16 school places demand is more complex given applications is more governed by demand for particular institution rather than geographical area, and potential students can make multiple applications to a number of institutions rather than an order of preference. Additionally, in the case of NCS and no doubt a number of other Post-16 institutions a number of applications will be received which do not meet the entry criteria. Currently there are 2950 applications for the 300 places available, noting these are not the final numbers given applications have been left open due to the lack of predicted grades from schools, and expect a number of students will also arrive and apply on the day of enrolment.

Corporate & Strategic Implications

16. Strategic implications

This proposal delivers on the following strategic objectives of the CoLC:

a. to contribute to the outcomes within the CoLC's Corporate Plan to 'Promote effective progression through fulfilling education and employment', and 'to contribute to a flourishing society' as its aim.
b. the CoLC Education Strategy for pupils in the CoLC's family of schools to have access to transformative education, enabling them to achieve their potential, flourish and thrive.
c. the Department of Community and Children's Services Business Plan's priority objective 'Potential', which states: "People of all ages can achieve their ambitions through education, training and lifelong learning", with the outcome to be achieved by "Delivering an outstanding education offer through the CoLC's family of schools.

17. Legal implications

Contained within the report

18. Financial implications

All free schools are funded directly by the Education and Skills Funding Agency, with any 'new' academies joining CoLAT requiring 'new' Supplementary Funding Agreements falling under the CoLAT Master Funding Agreement(s). There is no direct financial liability to the CoLC in respect to the CoLAT sponsored academies, which is a separate legal entity (being a charitable company limited by guarantee). However, the CoLC remains accountable to the DfE as sponsor for the on-going successful operation of CoLAT and the delivery of high-quality education at each of the academies sponsored by the CoLC, and this will be of strategic importance to the CoLC.

19. Risk implications
    The risks are detailed in the report,

Conclusion

20. Demand for school places in London which reached record levels over the past decade are now showing a lower rate of increase than estimated in previous years and in many areas a significant decline. At primary school level in the LB Southwark Planning area 2, where Galleywall and Redriff City academies are located, there continues to be growth, but in LB Islington Planning area 6, were COLPAI is located there is a 15% surplus of primary school places.
21. At secondary school level there is presently less areas of concern as local authorities have made adjustments to the PAN of some schools to address the higher than desired surplus number of places available. However, the previous significant increase in demand at primary schools will in turn feed through to school schools for the next half decade and then projected to decrease as the declining numbers at primary schools across London will eventually feed through to secondary schools. Local authorities will continue to monitor this as part of their statutory duty to ensure sufficient school places and CoLAT will wish to do the same in considering its financial sustainability.
22. However, if City academies continue to outperform the surrounding schools and therefore maintain their high numbers of parental first and second preferences, these academies should retain their pupil numbers to retain their PAN. This report notes the potential area of concern shown by the preferences data at COLA Highbury Grove, Southwark and TCAH.

Appendices

- *Appendix 1 - Projected demand for state-funded school places*
- *Appendix 2 - Preference data for City of London sponsored academies*

Background Papers

- *School Places demand projections, CoLAT Board, 9 July 2020*
- *Islington School Place Planning Projections* *https://democracy.islington.gov.uk/documents/s24796/Item%203.pdf*
- *Hackney School Organisation Plan* *https://education.hackney.gov.uk/sites/default/files/document/School_Organisation_Plan_2020-2025.pdf*
- *Southwark Pupil Place Planning Report for 2020* *https://www.southwark.gov.uk/assets/attac/34711/EIP167-pupil-place-planning-report-for-2020.pdf*

Gerald Mehrtens
Director of Academy Development,
Department of Community and Children's Services
T: 020 7332 xxxx
E: gerald.mehrtens@cityoflondon.gov.uk

Pupil projections for the relevant London local authority where the City sponsors academies

Table 1: LB Islington Reception class surplus places 2015/16 to 2029/30

# of Reception Class Spare Capacity								
	Academic Year	P.A. 1	P.A. 2	P.A. 3	P.A. 4	P.A. 5	P.A. 6	Total *
Actual Rolls	2015/16	-1	28	15	53	7	4	106
	2016/17	14	51	18	38	38	21	180
	2017/18	51	67	15	66	26	60	285
	2018/19	51	67	15	66	26	30	255
	2019/20	92	92	31	65	37	43	360
Roll Projections	2020/21	79	75	32	44	8	74	312
	2021/22	71	63	50	52	26	40	302
	2022/23	88	48	38	29	9	38	250
	2023/24	106	69	53	41	34	50	353
	2024/25	105	70	57	43	37	51	363
	2025/26	104	73	60	45	39	53	374
	2026/27	103	75	62	46	42	54	382
	2027/28	102	77	64	47	44	56	390
	2028/29	100	76	63	46	43	55	383
	2029/30	100	78	65	47	45	57	392

Source: Jan School Census 2016 -2020 & 2020 GLA Roll Projections

** The totals may differ from the sum of the 6 PAs as the GLA projections were rounded at PA level rather than borough level. Capacity estimates in the future are based on a combination of actual and estimated PANs.*

Table 2: LB Islington Planning Area 6 - school rolls in 2018/19 and 2019/20 against capacity

School Name	Academic Year 2018/19 Jan Rolls	Academic Year 2019/20 Jan Rolls	Change 2018/19 to 2019/20 Jan Rolls	Total Capacity in 2019/20	#s: Net Capacity in 2019/20 Jan Rolls	%s: Net Capacity in 2019/20 Jan Rolls
Clerkenwell Parochial	138	117	-21	240	123	51%
COL Primary Academy Islington	64	100	36	120	20	17%
Hugh Myddelton	419	417	-2	420	3	1%
Moreland	258	275	17	315	40	13%
Prior Weston	365	338	-27	420	82	20%
St Luke's	209	210	1	210	0	0%
St Peter's & St Paul's	200	196	-4	210	14	7%
Planning Area 6	**1653**	**1653**	**0**	**1935**	**282**	**15%**

Source: Jan DfE School Census 2019 and 2020, PAN net capacity Reception-Y6 in 2019/20

Table 3: LB Islington Year 7 School Rolls, Projections & Capacity

	Academic Year	Roll Data & Projections	Capacity	Surplus Capacity	Surplus (%)
Actual roll	2016/17	1497	1635	138	8%
	2017/18	1543	1717	174	10%
	2018/19	1531	1765	234	13%
	2019/20	1513	1795	282	16%

	Academic Year	Roll Data & Projections	Capacity	Surplus Capacity	Surplus (%)
Roll Projections	2020/21	1577	1705	128	8%
	2021/22	1562		143	8%
	2022/23	1592		113	7%
	2023/24	1563	1705	142	8%
	2024/25	1531		174	10%
	2025/26	1521		184	11%
	2026/27	1526	1705	179	10%

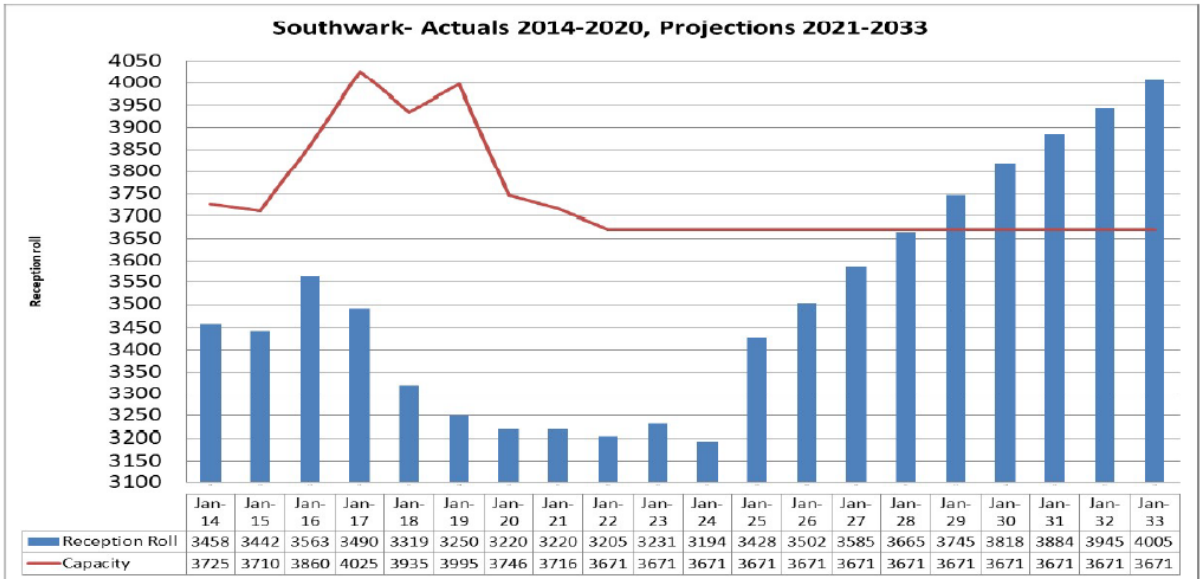
Source: Jan DfE School Census 2017 to 2020 and GLA (trend fertility) roll projections to 2026/27

Table 4: LB Islington Secondary School Rolls (Y7-Y11), Projections & Capacity (including reductions to PANS in 2020)

	Academic Year	Y7 to Y11 Roll - Actual & Projected: Spring Roll	Capacity	Net Capacity #'s	Net Capacity %s
Actual roll	2016/17	7286	8,175	889	11%
	2017/18	7344	8,257	913	11%
	2018/19	7397	8,387	990	12%
	2019/20	7360	8,547	1187	14%
Roll Projections	2020/21	7,484	8,617	1133	13%
	2021/22	7,542	8,687	1145	13%
	2022/23	7,609	8,675	1066	12%
	2023/24	7,610	8,615	1005	12%
	2024/25	7,608	8,525	917	11%
	2025/26	7,531	8,525	994	12%
	2026/27	7,477	8,525	1048	12%

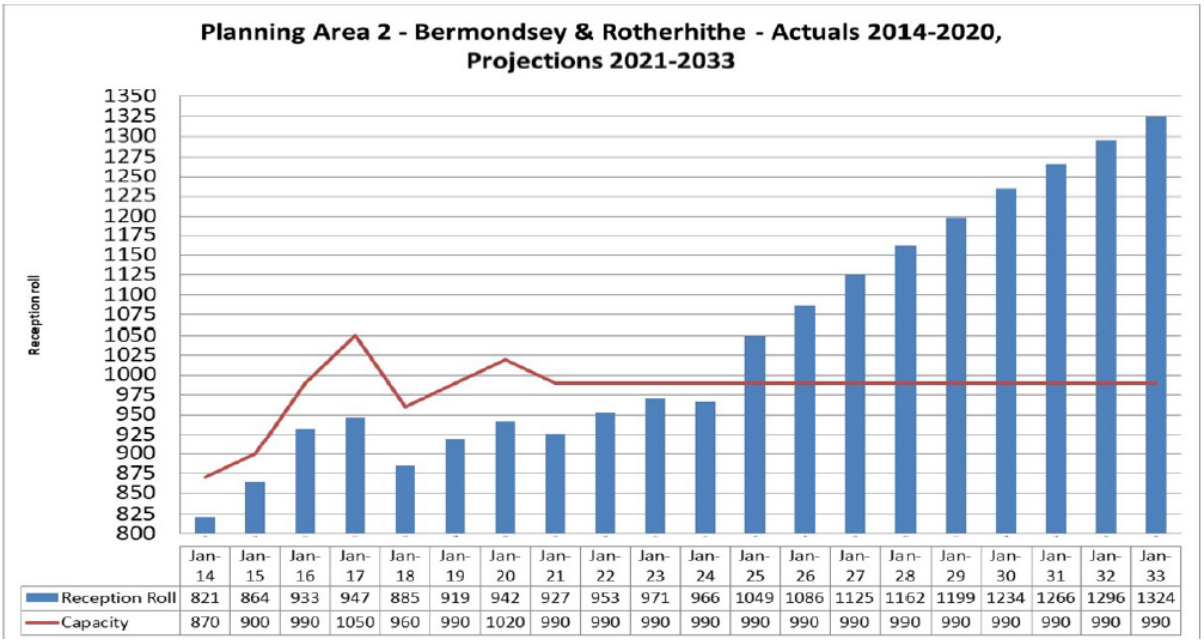
Source: Jan School Census 2017 to 2020, PANs and GLA (trend fertility) roll projections 2020 to 2026

Table 5: LB Southwark Primary places projections 2021-2033



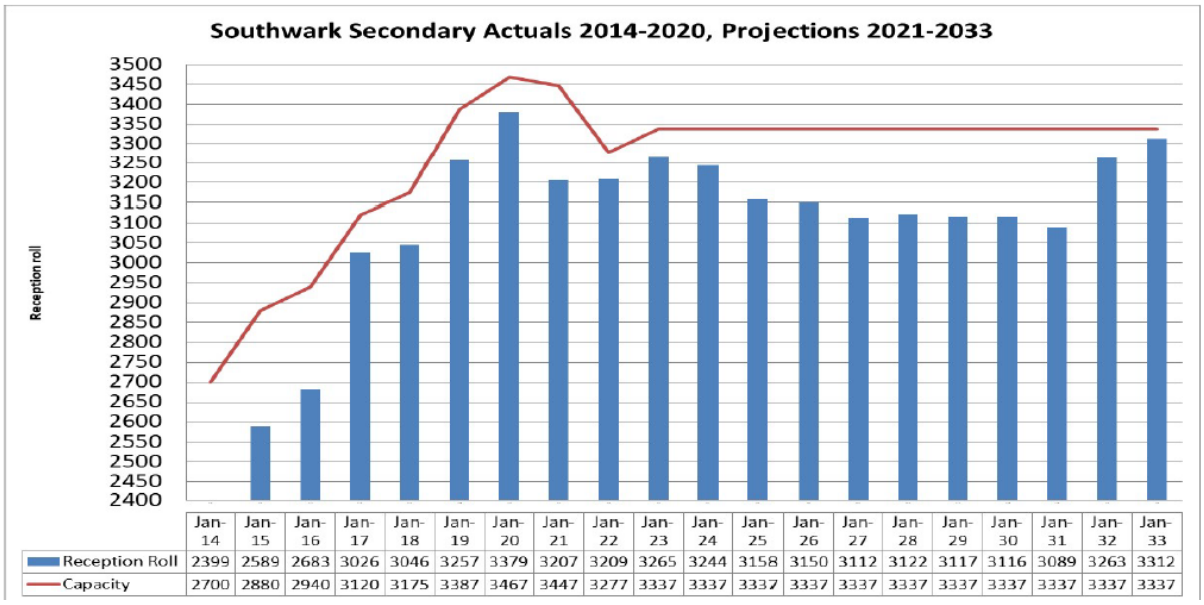
	Jan-14	Jan-15	Jan-16	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-22	Jan-23	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28	Jan-29	Jan-30	Jan-31	Jan-32	Jan-33
Reception Roll	3458	3442	3563	3490	3319	3250	3220	3220	3205	3231	3194	3428	3502	3585	3665	3745	3818	3884	3945	4005
Capacity	3725	3710	3860	4025	3935	3995	3746	3716	3671	3671	3671	3671	3671	3671	3671	3671	3671	3671	3671	3671

Table 6: LB Southwark Planning Area 2 Primary places actuals/projections 2014/20 to 2021/2033



	Jan-14	Jan-15	Jan-16	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-22	Jan-23	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28	Jan-29	Jan-30	Jan-31	Jan-32	Jan-33
Reception Roll	821	864	933	947	885	919	942	927	953	971	966	1049	1086	1125	1162	1199	1234	1266	1296	1324
Capacity	870	900	990	1050	960	990	1020	990	990	990	990	990	990	990	990	990	990	990	990	990

Table 7: LB Southwark Year 7 secondary school projections 2021-2033



	Jan-14	Jan-15	Jan-16	Jan-17	Jan-18	Jan-19	Jan-20	Jan-21	Jan-22	Jan-23	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28	Jan-29	Jan-30	Jan-31	Jan-32	Jan-33
Reception Roll	2399	2589	2683	3026	3046	3257	3379	3207	3209	3265	3244	3158	3150	3112	3122	3117	3116	3089	3263	3312
Capacity	2700	2880	2940	3120	3175	3387	3467	3447	3277	3337	3337	3337	3337	3337	3337	3337	3337	3337	3337	3337

Table 8: LB Hackney Reception surplus places based on published and capped PANs

Academic Year	Reception projections based on Janaury 2020 census	Number of places available based on published PANS	Projected surplus places based on published PANs	% surplus places based on publishedPANS	Number of places available based on temporary reductions	Projected no. of surplus reception places based on capped PANs	% surplus places based on capped PANs
2019/20	2599	3035	436	14.4%	2930	331	11.3%
2020/21	2668	3035	367	12.1%	2960	292	9.9%
2021/22	2605	3035	430	14.2%	2960	355	12.0%
2022/23	2590	3035	445	14.7%	2960	370	12.5%
2023/24	2568	3035	467	15.4%	2960	392	13.2%
2024/25	2667	3035	368	12.1%	2960	293	9.9%
2025/26	2667	3035	368	12.1%	2960	293	9.9%
2026/27	2664	3035	371	12.2%	2960	296	10.0%
2027/28	2685	3035	350	11.5%	2960	275	9.3%
2028/29	2706	3035	329	10.8%	2960	254	8.6%

Table 9: LB Hackney sixth form roll and admission numbers (January 2020 census)

Name of School	Year 12	Year 13	6th form Admission number 2020	vacancies
Cardinal Pole Catholic School	68	68	189	53
Clapton Girls' Academy	154	105	285	26
Hackney New School	0	0	0	0
Haggerston School	49	40	89	0
Lubavitch House School (Senior Girls)	22	1	46	23
Mossbourne Community Academy	140	139	400	121
Mossbourne Victoria Park Academy	0	0	0	0
Our Lady's Catholic High School	84	68	145	-7
Skinners' Academy	78	59	250	113
Stoke Newington School & Sixth Form	184	172	365	9
Stormont House Special School	*flexible*	n/a	*flexible*	n/a
The Bridge Academy	110	107	250	33
The City Academy, Hackney	103	98	240	39
The City of London Academy Shoreditch Park	0	0	0	0
The Petchey Academy	90	52	240	98
The Urswick School	54	40	126	32
Yesodey Hatorah School	0	0	0	0
Total Pupils	**1136**	**949**	**2625**	**540**

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TCAH	PAN	Pref 1	1st prefs as %	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**180**	**257**	**143%**	**-12%**	**319**	**254**	**141**	**73**	**52**	**1096**	**-110**
2020	180	279	155%	-21%	327	290	155	107	48	1206	-189
2019	180	317	176%	-18%	420	314	168	116	60	1395	-51
2018	180	349	194%	10%	429	345	185	81	57	1446	28
2017	180	331	184%	1%	385	365	179	108	50	1418	24
2016	180	330	183%	18%	421	287	196	98	62	1394	105
2015	180	297	165%	N/A	339	310	187	102	54	1289	N/A

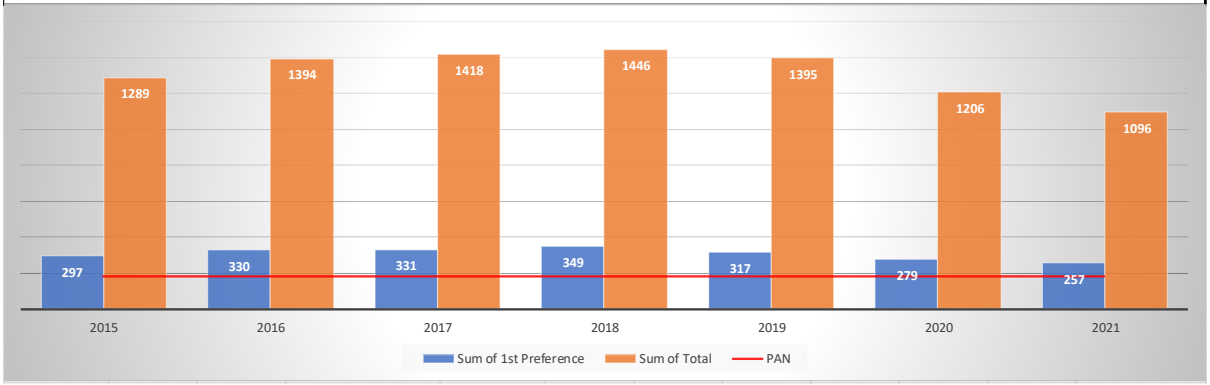
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

The City Academy, Hackney



Highbury Grove / COLA Highbury Grove	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**240**	**110**	**46%**	**5%**	**55**	**19**	**12**	**4**	**5**	**205**	**-388**
2020	240	97	40%	-5%	168	135	86	63	44	593	90
2019	240	108	45%	14%	114	113	80	51	37	503	-7
2018	240	75	31%	-56%	113	133	77	66	46	510	N/A
2017	210	183	87%	6%	216	200	139	92	56	886	45
2016	210	170	81%	-29%	230	204	112	65	60	841	-64
2015	210	230	110%	4%	242	197	106	81	49	905	87
2014	210	222	106%	-30%	215	163	121	54	43	818	-111
2013	210	286	136%	N/A	252	187	117	61	26	929	N/A

2017 - Owing to a change in PAN it is not possible to compare the number of all preferences

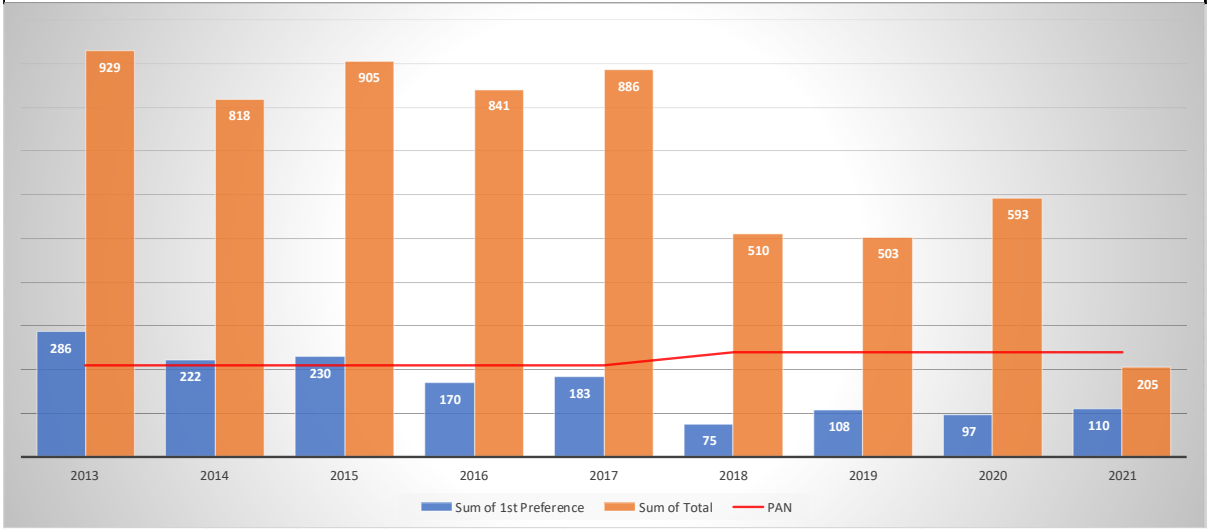
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

The City Academy Highbury Grove

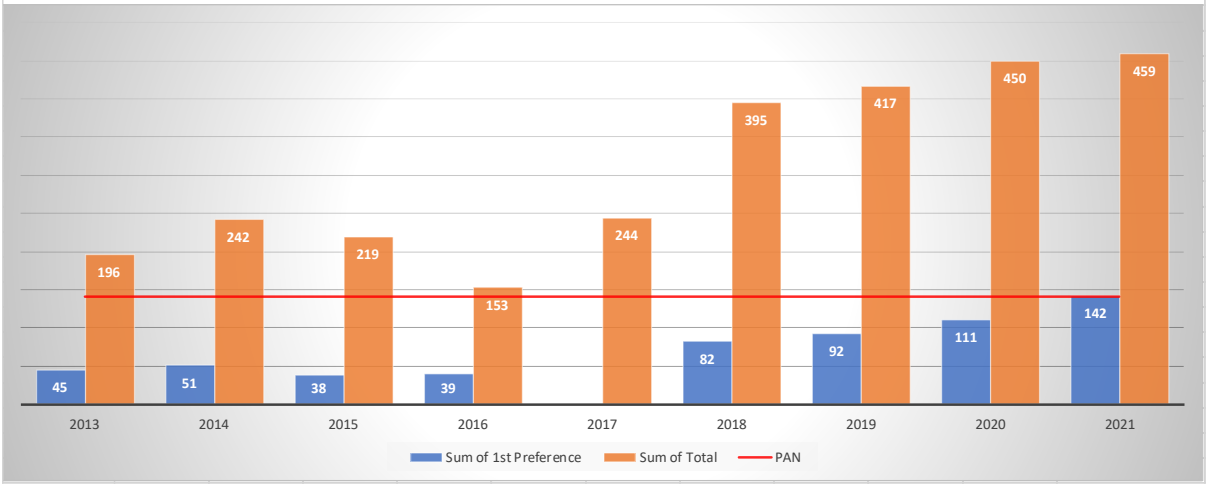


COLAHH	PAN	Pref 1	1st prefs as %	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**140**	**142**	**101%**	**22%**	**86**	**81**	**67**	**52**	**31**	**459**	**9**
2020	**140**	111	**79%**	14%	91	80	71	58	39	450	33
2019	**140**	92	**66%**	7%	83	90	63	51	38	417	22
2018	**140**	82	**59%**	N/A	84	65	77	44	43	395	151
2017	**140**	N/A	**N/A**	N/A	N/A	N/A	N/A	N/A	N/A	244	N/A
MOUNT CARMEL SCHOOL CLOSED ON 31 AUGUST 2017											
2016	**140**	39	**28%**	1%	31	36	15	15	17	153	-66
2015	**140**	38	**27%**	-9%	51	38	34	34	24	219	-23
2014	**140**	51	**36%**	4%	48	63	34	27	19	242	46
2013	**140**	45	**32%**	N/A	43	42	27	20	19	196	N/A

2017 - Owing to a applications being made ouside of the Pan-London coordinated process, it is not possible to specify the preference ranking

KEY
Increase >5% - UP
Increase / decrease within 5% - SAME
Decrease >5% - DOWN

City of London Academy Highgate Hill



City of London Academy, Islington	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**165**	**180**	**109%**	**-1%**	**190**	**137**	**115**	**69**	**38**	**729**	**6**
2020	165	182	110%	1%	191	153	93	58	46	723	15
2019	165	180	109%	-11%	197	158	79	61	33	708	1
2018	165	198	120%	-38%	182	144	78	68	37	707	*N/A
2017	125	198	158%	26%	146	151	110	77	53	735	135
2016	125	166	133%	33%	118	125	84	59	48	600	93
2015	125	125	100%	22%	115	108	71	47	41	507	62
2014	125	98	78%	3%	106	101	67	38	35	445	-3
2013	125	94	75%	N/A	101	105	58	53	37	448	N/A

*Due to a change in PAN it is not possible to compare the number of all preferences

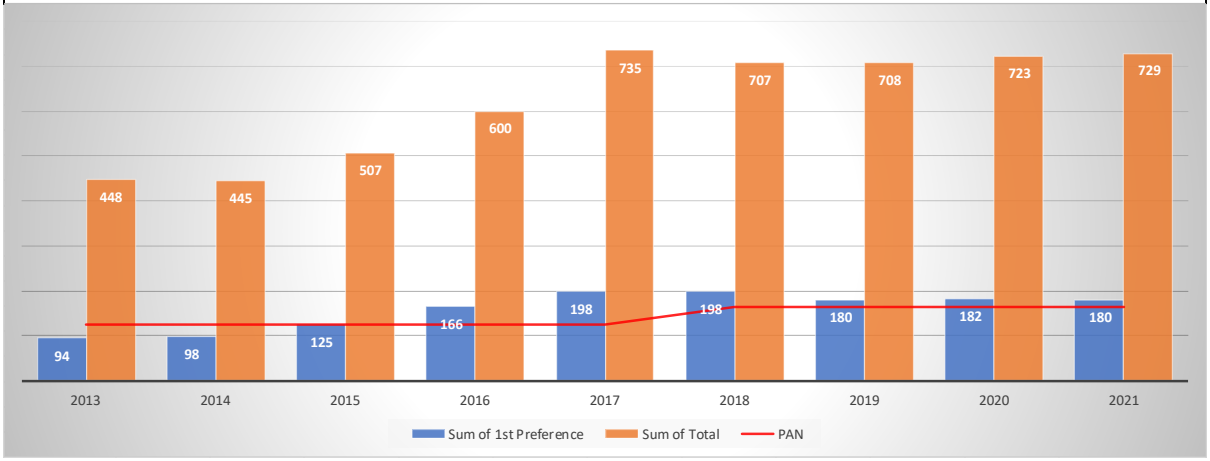
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

City of London Academy Islington



City of London Academy, Shoreditch Park	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**180**	**180**	**100%**	**-48%**	**120**	**117**	**96**	**55**	**48**	**616**	**8**
2020	100	148	148%	40%	124	116	96	73	51	608	-27
2019	100	108	108%	49%	132	128	110	89	68	635	52
2018	180	106	59%	59%	112	131	102	75	57	583	N/A
2017	180									0	

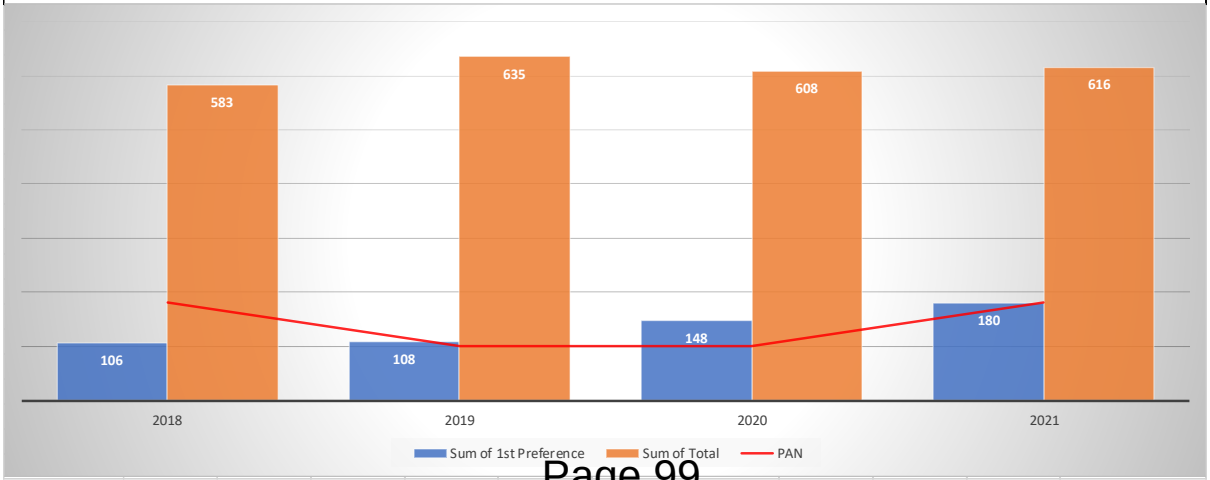
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

City of London Academy Shoreditch Park



City of London Academy, Southwark	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**240**	**180**	**75%**	**-41%**	**197**	**153**	**97**	**90**	**54**	**771**	**-167**
2020	240	278	116%	-35%	216	153	124	106	61	938	-267
2019	240	361	150%	-11%	309	237	146	83	69	1205	81
2018	240	387	161%	27%	269	201	136	85	46	1124	-13
2017	240	323	135%		281	228	157	91	57	1137	

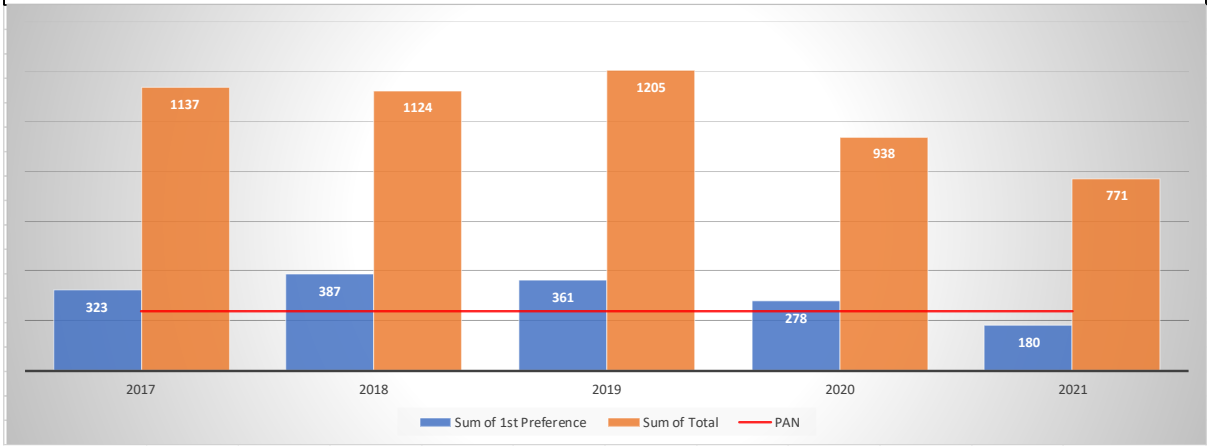
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

City of London Academy Southwark



Galleywall	PAN	Pref 1	1st prefs as %	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**60**	**55**	**92%**	**12%**	**43**	**26**	**14**	**13**	**14**	**165**	**-7**
2020	60	48	80%	-2%	51	37	19	11	6	172	21
2019	60	49	82%	8%	38	23	20	14	7	151	16
2018	60	44	73%	15%	36	23	14	14	4	135	-15
2017	60	35	58%	N/A	44	35	15	12	9	150	N/A

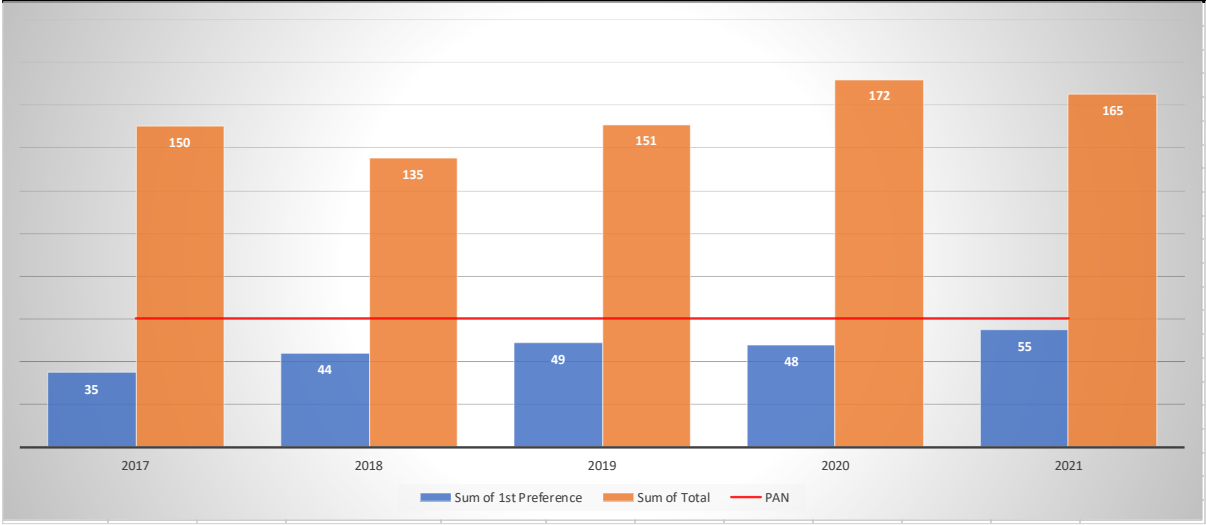
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

Galleywall Primary School City of London Academy



COLPAI	PAN	Pref 1	1st prefs as %	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**60**	**62**	**103%**	**-12%**	**29**	**32**	**18**	**5**	**11**	**157**	**-11**
2020	60	69	115%	-35%	41	23	10	14	11	168	42
2019	30	45	150%	57%	33	21	16	5	6	126	14
2018	30	28	93%	N/A	20	28	17	13	6	112	-17
2017	60	Owing to applications being made outside of the Pan-London coordinated process, it is not possible to specify the preference ranking.								129	N/A

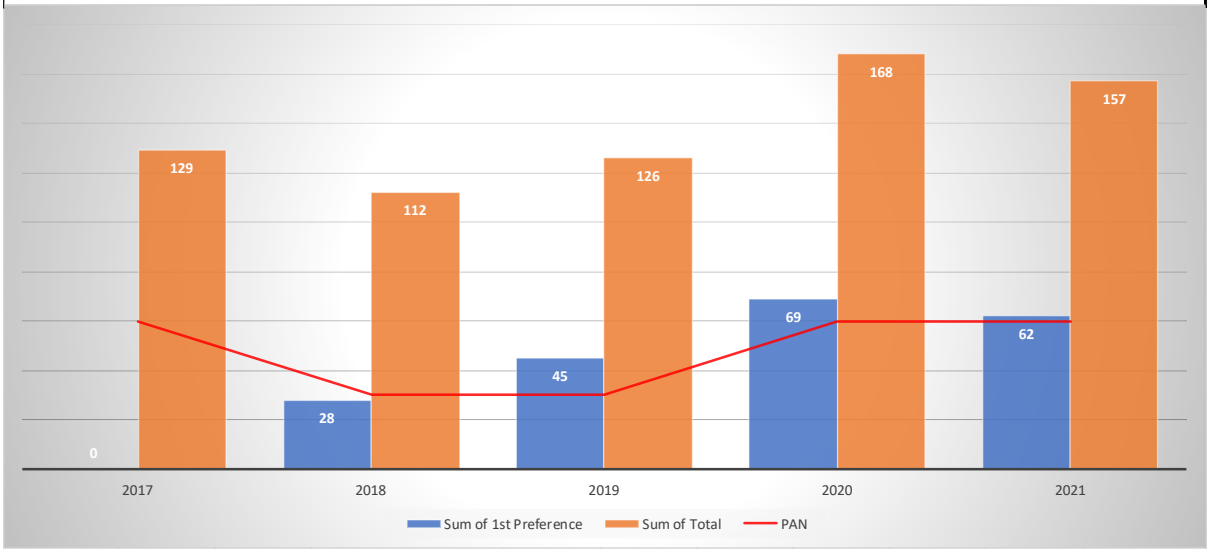
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

City of London Primary Academy Islington



Redriff	PAN	Pref 1	1st prefs as %	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2021	**60**	**81**	**135%**	**-10%**	**58**	**31**	**9**	**9**	**5**	**193**	-7
2020	60	87	145%	-30%	38	27	26	15	7	200	-23
2019	60	105	175%	69%	54	31	16	9	8	223	3
2018	90	95	106%	-4%	49	41	17	9	9	220	-16
2017	90	99	110%	N/A	59	37	19	16	6	236	N/A

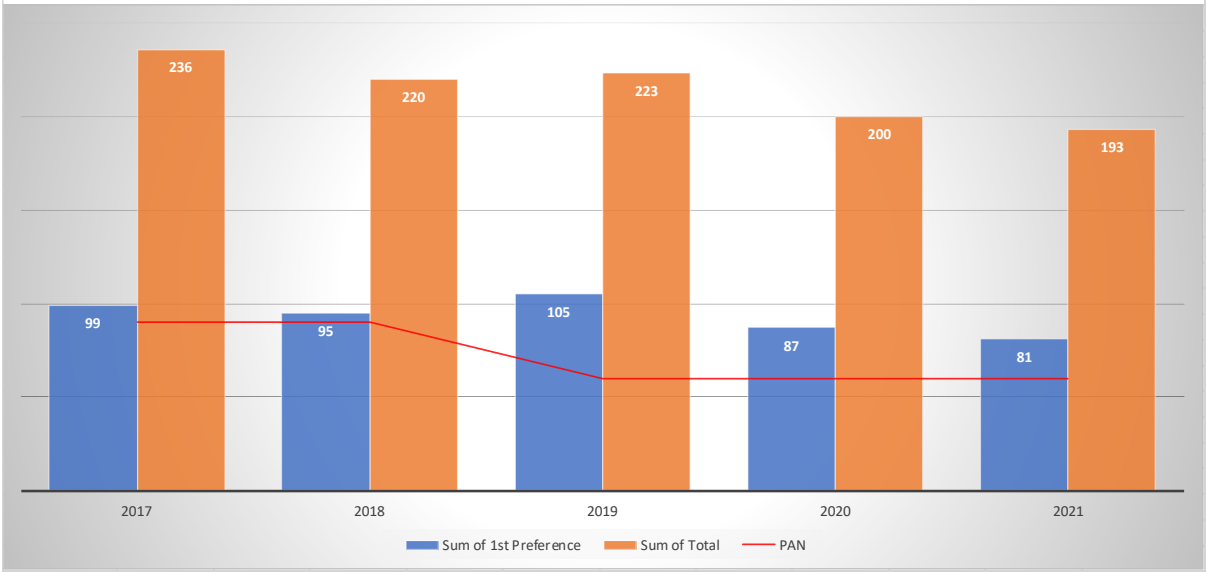
KEY

Increase >5% - UP

Increase / decrease within 5% - SAME

Decrease >5% - DOWN

Redriff Primary School City of London Academy



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Committee:	**Dated:**
CoLAT Board	08/07/2021
Subject: Academies Development Programme - Update	**Public**
Contribute to a flourishing society	**3 & 4**
Does this proposal require extra revenue and/or capital spending?	**No**
If so, how much?	**N/A**
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Andrew Carter, Director of Community and Children's Services	**For information**
Report authors: Gerald Mehrtens, Director of Academy Development	

Summary

This report is to update the Education board on the progress of the Academies Development Programme, since it was last reported to this board on 19 March 2021.

10 academies are now sponsored by City of London Corporation (CoLC), all of which fall under City of London Academies Trust (CoLAT) from a mixture of Free School applications, an existing academy joining, an academy conversion, and the two previously City co-sponsored academies joining in September 2020.

Of the six academies embarked on capital builds, three have completed with a further build on the final stages of completion. The remaining two capital builds have recently received planning consent and have projected completion dates of Quarter 3, 2022. The total projected capital investment is £96m, which may increase further as two of these capital developments progress on Contractor's Proposals being agreed and the contracts is signed. This figure excludes the significant amount of temporary accommodation funding and the annual capital allocation from the Department for Education (DfE) to CoLAT.

Opening events are presently being explored for City of London Academy (COLA) Shoreditch Park build which completed in June, with a proposed opening event in November, and City of London Primary Academy Islington (COLPAI) which has a projected completion date of 9 July 2021, with a proposed opening event in October.

Of the two previously co-sponsored City academies, which joined CoLAT in September 2020, COLA Islington has been dissolved while The City Academy Hackney remains ''Active' with the proposal to Strike Off' still pending.

The work of the Academies Development Programme to date will see on completion of these builds, and when the academies are operating at full occupancy, in excess of 9,000 pupils being educated in City sponsored academies each academic year.

Attached as **Appendix 1 (non-public)** to this report provide members with a financial overview of the capital build programmes and projected completion dates, with

Appendix 2 providing an overview of pupil numbers by academy when operating at full capacity.

Recommendations

Members are asked to:

- Note the progress of the academy's development programme to date.

Main Report

Background

1. CoLC first became a sole academy sponsor in 2003 with the City Academy (Southwark). This was followed by CoLC becoming a co-sponsor for City of London Academy Islington in 2006 (with City, University of London), and the City Academy Hackney in 2008 (with KPMG). In 2014, Redriff Primary School in Southwark, already an academy, joined as a City academy under The City Academy (Southwark) Master Funding Agreement.

2. The increasing need for school places across London from 2010 onwards, and conversations between CoLC and 4 surrounding local authorities, led to CoLC submitting 2 DfE Wave 8 Free School applications for primary academies in Southwark and Islington in 2014 which were confirmed as successful in 2015. This was followed by four Free School applications for academies in Wave 13 of the DfE application process in 2016, in Hackney (2 secondary academies), Newham (sixth academy) and Islington (secondary academy), all of which were successful. However, following further projections on pupil numbers in Hackney a decision was made in 2019 not to proceed with the second secondary academy.

3. In January 2016, the CoLC Court of Common Council approved the establishment of a multi-academy trust which all 'new' City academies would fall under. In additional, in March 2017 the CoLC Policy and Resources committee approved CoLC becoming the sponsor for a failing secondary school, following a request for support from the London borough of Islington.

4. On the 17 May 2018, the CoLC Education Board reiterated its decision of March 2016 to limit the sponsor exposure through the expansion of the CoLAT to a maximum of 12 schools in the next few years. On 16 January 2020 Members of the Education Board supported the recommendation to the expansion of CoLAT by the transfer of TCAH and COLAI to CoLAT, consent required from the CoLC under the CoLAT/CoLC Sponsorship Agreement.

Current Position

5. There are now 10 CoLC sponsored academies, all within CoLAT, which are listed below along with their date of opening within CoLAT.
    - The City of London Academy (Southwark) — September 2003
    - Redriff Primary – City of London Academy — September 2014
    - Galleywall Primary, City of London Academy — September 2016
    - City of London Primary Academy Islington — September 2017
    - City of London Academy Highgate Hill — September 2017

- City of London Academy Shoreditch Park September 2017
- City of London Academy Highbury Grove December 2017
- Newham Collegiate Sixth Form, City of London Academy January 2018
- City of London Academy Islington September 2020
- The City Academy Hackney September 2020

6. There are 6 academy capital builds within the Academies Development Programme with present projections showing a capital investment of £96.5m. This invest is from a variety of funding sources, notably the DfE, LB Hackney, LB Islington and CoLC. This figure does not include the significant funding for temporary accommodation for COLA Shoreditch Park and COLPAI.

7. In terms of progress on the remaining capital builds, opening events are presently being explored for the two recently completing City academy new builds. City of London Academy Shoreditch Park build which completed in June with a proposed opening event in November, and City of London Primary Academy Islington (COLPAI) has a projected completion date of 9 July 2021 with a proposed opening event in October. The Sixth Form provision at COLA Highgate Hill received planning permission in May 2021 and is presently scheduled for completion in Quarter 3 2022. Equally, the expansion of Sixth Form provision at NCS received planning approval in May 2021 and is scheduled for completion in the same period. There is no indication presently that the slight delay in obtaining planning approval will in turn delay completion of these builds

8. On completion of these capital builds and these academies reach their full capacity, City academies will be providing in excess of 9,000 pupil places across its schools each year, mainly in areas of London which are disadvantaged. Attached as **Appendix 1 (non-public)** to this report is a table showing an overview of the capital build programme for academies. **Appendix 2** of this report shows a breakdown of pupil numbers in each school when the academies will be operating at full capacity.

9. For the capital builds still to complete the key areas of potential risk are;
   a. For COLPAI, the school is scheduled to move into the new building from 16 July and any further delay to completion will impact on this move. The completion of S278 works on Baltic Street West to be carried out by LB Islington should have been carried out in June but is delayed. In addition, there are some pre-occupation conditions which need completing. This will also be a partial completion of the site, meaning the school will be operating along the building contractor while construction works continues on the housing element of the development until quarter 2 of 2022.
   b. For NCS, it may take longer than anticipated to agree scope, programme and cost with the contractor, which may then impact on the practical completion (PC) date. Similarly, unforeseen obstacles may present themselves at some point during the build which will impact on the PC date. If this happens then adjustments will need to be made overall in order to ensure minimal disruption to NCS (e.g. sectional completion). There is a chance that running both sets of building works concurrently is too disruptive to NCS, in terms of the impact on its supervised study area. In this case, the programme will either have to be lengthened, or a temporary supervised study area (e.g. in the Town Hall adjacent) would need to be sourced.

c. For COLA Highgate Hill, as with NCS it may take longer than anticipated to agree scope, programme and cost with the contractor, which may then impact on the practical completion (PC) date. Similarly, unforeseen obstacles may present themselves at some point during the build which will impact on the PC date. The projected completion date is presently July August 2022 and any delay in planning approval will obviously impact on this and the ability to accept pupil in September 2022.

10. In terms of the broader risks, the projected changing demand for pupil places across London is showing areas of surplus school places. Also, there is increasing competition as schools improve the provision they offer. CoLAT will wish to consider these in terms of the City's academies ability to fill its places and/or further expansion. Pupil Place Planning is the subject of a separate report to this board.

Corporate & Strategic Implications

11. Strategic implications

This proposal delivers on the following strategic objectives of the CoLC:

a. to contribute to the outcomes within the CoLC's Corporate Plan to 'Promote effective progression through fulfilling education and employment', and 'to contribute to a flourishing society' as its aim.
b. the CoLC Education Strategy for pupils in the CoLC's family of schools to have access to transformative education, enabling them to achieve their potential, flourish and thrive.
c. the Department of Community and Children's Services Business Plan's priority objective 'Potential', which states: "People of all ages can achieve their ambitions through education, training and lifelong learning", with the outcome to be achieved by "Delivering an outstanding education offer through the CoLC's family of schools.

12. Legal implications

Contained within the report

13. Financial implications

All free schools are funded directly by the Education and Skills Funding Agency, with any 'new' academies joining CoLAT requiring 'new' Supplementary Funding Agreements falling under the CoLAT Master Funding Agreement(s). There is no direct financial liability to the CoLC in respect to the CoLAT sponsored academies, which is a separate legal entity (being a charitable company limited by guarantee). However, the CoLC remains accountable to the DfE as sponsor for the on-going successful operation of CoLAT and the delivery of high-quality education at each of the academies sponsored by the CoLC, and this will be of strategic importance to the CoLC.

14. Risk implications

The risks are detailed in paragraphs 9 & 10 of the report,

Conclusion

15. 15. The academy development programme through the CoLC's sponsorship of CoLAT continues to be an ambitious expansion of the City's support for education

consistent with the CoLC's commitment in its Education Strategy. These ambitions remain consistent with those of CoLAT. The contents of this report evidence the significant progress that has been made in contributing this ambition. The board will note the potential risks to the remaining capital builds and broader issue of reducing demand for school places in future years, the latter being the subject of a separate report to this board.

Appendices

- Appendix 1 - CoLAT Capital Builds Financial summary **(non-public)**
- Appendix 2 - CoLAT academy pupil numbers

Background Papers

- *Academies Development Programme - Update, CoLAT Board, 19 March 2020*

Gerald Mehrtens
Director of Academy Development,
Department of Community and Children's Services

T: 020 7332 xxxx
E: gerald.mehrtens@cityoflondon.gov.uk

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City of London Academies Trust - Capital Projects Overview – Update June 2021

Academy	Galleywall	Highbury Grove	Primary Academy Islington	Highgate Hill	NCS	Shoreditch Park
Project	**Refurbishment**	**Sixth Form Build**	**Main Build**	**Sixth Form Build**	**Second site**	**Main Build**
Ownership and Management						
Project Owner	CoLC	LB Islington	CoLC	DfE	DfE	LB Hackney
Project Management	City Surveyors	LB Islington	City Surveyors	DfE	DfE	LB Hackney
Funding and Budget Control						
Funding source	DfE	LB Islington	DfE and CoLC	DfE	DfE	DfE and LBH
Funding and Financial Control	DfE and CoLC	LB Islington	DfE and CoLC	DfE	DfE	DfE and LBH
Spend to date	£6.7m	£3.2m	£16m[i]	-	-	-
Spend/Projected budget	£6.7m	£3.2m	£22.7ml[ii]	£9m[iii]	£10.9m	Circa £44m[iv]
Budget Risk	N/A	N/A	L	M	M	N/A
Actual/Proposed Completion Date	August 2019	September 2019	25 June 2021	Q3 2022	Q3 2022	1June 2021
Completion Risk	N/A	N/A	L	M	M	N/A

[i] This figure includes the spend on the Housing element of this development.
[ii] This figure does not include all temporary accommodation costs
[iii] This figure includes the capital works for The Bridge satellite site
[iv] This figure does not include all temporary accommodation costs

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Appendix 2

CoLAT Academies projected pupil numbers on completion of capital builds and when fully occupied

Name	CoLAT opening date	Nursery	Primary	Secondary	6th Form
COL Primary academy Islington	September 2017	38	420	-	-
Galleywall COLA	September 2016	-	420	-	-
Redriff COLA	September 2014	50	420	-	-
COLA Highbury Grove	December 2017	-	-	1,100	150
COLA Highgate Hill	September 2017	-	-	700	200
COLA Islington	September 2020	-	-	825	100
COLA Shoreditch Park	September 2017	-	-	900	200
COLA Southwark	September 2003	-	-	1,200	400
The City Academy Hackney	September 2020	-	-	950	300
Newham Collegiate 6th Form	January 2018	-	-	-	800
Totals	-	88	1260	5675	2150
				Grand total	9173

Note; Redriff currently has three bulge classes so operating presently at 510

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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