

**ACADEMIC AND PERSONNEL COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Friday, 4 February 2022**

Minutes of the meeting of the Academic and Personnel Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Friday, 4 February 2022 at 2.00 pm

**Present**

**Members:**

Andrew McMillan (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Nicholas Goddard  
Michael Hudson  
Deputy Elizabeth Rogula  
Lady Gillian Yarrow

**Officers:**

Steven Reynolds - Chamberlain's Department

**1. APOLOGIES**

Apologies were received from Tracey Graham.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, That the public minutes of the meeting of 04 November 2021 be approved as an accurate record of the proceedings.

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

The Committee considered the report of the Deputy Head and scrutinised the following policies: Attendance; Learning and Teaching.

A Member sought clarification on whether parents understood the responsibilities set out in the Attendance policy, and the Deputy Head confirmed that parents' responsibilities had been highlighted to them by way of separate guidance, and that the Attendance policy was available to parents. Members heard that pre-notification of non-attendance was forwarded to form tutors by 0835 so that any un-notified absence could be flagged immediately. Boarders worked to a dedicated attendance system.

Referencing section 3 of the Attendance Policy ('Notification of unplanned absence') a Member sought clarification on parents' notification methods, and the Committee heard that parents were required to phone or use the parent portal rather than sending an email.

A Member asked whether Sixth Form free periods were monitored, and the Committee heard that sixth-formers were required to sign in and out of the site, but were trusted while onsite.

The Committee heard from the Deputy Head Academic that the next iteration of the Learning and Teaching policy was under consideration to feed into the School's strategic aims, and that the updated iteration was expected to be available at the next meeting of the Academic & Education Committee, and that there would be only a few updates.

A Member suggested that the wording 'must offer' be changed to 'will offer' (referencing the 'Purpose' section on p.30 of the agenda pack).

The Deputy Head Academic confirmed that a 'blink' referred to a short visit to a classroom.

A Member asked whether there was any merit in including greater detail on measurable objectives and progress-monitoring. The Committee heard that progress was being tracked via other measures.

**RESOLVED**, That the Committee recommend the approval of these policies to the full governing body: Attendance; Learning and Teaching, and that the Committee note that an updated iteration of the Learning and Teaching policy was expected to be presented before the end of the academic year.

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

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

**8. NON-PUBLIC MINUTES**

The Committee considered the minutes of the meeting of 04 November 2021.

**9. HEADMASTER'S REPORT**

The Committee received the report of the Headmaster.

**10. REPORT OF THE DEPUTY HEAD**

The Committee received the report of the Deputy Head.

**11. OUTSTANDING ACTIONS**

The Committee received the list of outstanding actions.

12. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**The meeting ended at 3.15 pm**

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Chairman

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