

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Wednesday, 14 November 2012

Minutes of the meeting of the Board of Governors of the City of London School held
at City of London School - Queen Victoria Street, EC4V 3AL on Wednesday, 14
November 2012 at 11.30 am

Present

Members:

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken
Deputy Revd Stephen Haines (Deputy Chairman)	Christopher Martin
Deputy John Bennett	Deputy Joyce Nash
Deputy Billy Dove	Dame Mary Richardson
Marianne Fredericks	Ian Seaton
William Hunt	Alderman John White
Alderman Sir Paul Judge	Prof. Whitehouse
Peter Leck	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Janet Fortune	- Head of Recruitment and Learning & Development
David Levin	- Headmaster, City of London School
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Director of Finance, City of London School

1. APOLOGIES

Apologies for absence were received from Ronel Lehmann (co-opted), Deputy Edward Lord, Deputy Joyce Nash and Deputy Robin Sherlock.

2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 10 October 2012 were considered.

The Chairman highlighted that two amendments were still to be added to the minutes with regards to the 'Revenue Outturn' item and also the comment on the 'Sports Report 2012'.

A Governor also questioned the wording of the minute regarding the 'Sutton Trust' and suggested that this be re-drafted.

MATTERS ARISING

The City of London School Bursary Fund incorporating the City of London School Scholarships & Prizes Fund (page 3) – The Chairman questioned if the £500,000 transfer to the Corporation's Charities Pool agreed at the last meeting had happened. The Chamberlain stated that the instruction had been given and that this was progressing.

Rodney FitzGerald Bequest (page 6) – In response to a question, the Director of Finance reported that that he had discussed various options around the bequest with Mr FitzGerald's nephew and executor. These were yet to be considered by the other executors before being agreed on.

RESOLVED – That, subject to the suggested amendments, the public minutes and summary of the meeting held on 10 October 2012 be approved.

4. **CRIMINAL RECORDS BUREAU CHECKS FOR MEMBERS**

The Board considered a joint report of the Town Clerk and the Director of HR regarding changes to the national disclosure regime brought about by the Protection of Freedoms Act.

The Town Clerk highlighted that the recommendations had already been approved by both the Policy and Resources and the Community and Children's Services Committee to date.

In response to questions, the Head of Corporate HR and Business Services reported that, at present, all Governors had undergone sufficient checks and so no further action need be taken in these cases. She added that, any newly appointed Governor would be assessed in terms of what level of contact they were likely to have with children and vulnerable adults and any checks carried out where necessary.

The Head of Corporate HR and Business Services reported that Governors would be issued with guidance and criteria on the new system in the near future. She added that individual Governors' roles and levels of access would be reviewed on an annual basis alongside the School.

In response to a question, Governors were informed that the School would be responsible for conducting these annual reviews in conjunction with the City's Corporate HR Unit who would issue relevant guidance and reminders.

In response to a further question, the Head of Corporate HR and Business Services stated that she believed that the new checks were a sort of 'national certificate' and were therefore portable both internally and between organisations.

Governors expressed some reservations about the new 'self-assessment' aspect of the checks and suggested that a more 'fail-safe' approach would be

to automatically check all new Governors as they joined the Board or perhaps even all new Common Councilmen who joined the Court. The Head of Corporate HR and Business Services reported that the new checks had been introduced as it was felt that too many checks were previously being carried out on those who actually had little or no contact with children or vulnerable adults. It was felt that more effort should now be concentrated on those who required the checks most.

In response to a final question regarding the financial implications of the new system, the Head of Corporate HR and Business Services undertook to clarify if the £3,700 quoted would be the total cost of checks across the organisation and report back.

RESOLVED – That:

- i) the Board notes the fact that legislation now requires a CRB check to be carried out on any Member whose work with children or adults (through the work of the City Corporation) meet the relevant criteria. Automatic checks for all members of previously relevant Committees and Boards would, therefore, cease;
- ii) the Board agrees an annual review should be introduced to ensure relevant Members who are eligible for checks are identified. The Board, however, ask that their concerns regarding the self-assessment element of the checks be noted;
- iii) re-checking is introduced for Members requiring an initial check, but only at the point when the streamlined national process goes live. Updating checks will then be made every 4 years from the point at which a check was first required and disclosure checks repeated only where required.

5. PRESENTATION FROM THE COMMANDER OF THE CCF - STEPHEN JONES

The Headmaster introduced Major Stephen Jones, the School's Commander of the CCF.

Major Jones gave a presentation on the School's increasingly popular Combined Cadet Force (CCF). During his presentation, he covered the following areas:

- The different elements of the CCF (Royal Navy, Army and Royal Air Force);
- The co-ordination of the Duke of Edinburgh scheme – available to all pupils and participation rates have recently improved;
- The CCF Band;
- The command structure of the School's CCF;
- Monday Parade Activities;
- CLS 'Barrack Dress';
- 'Best Cadet' certificates;
- The School's continuing partnership with St Thomas the Apostle College, Nunhead in the Army section of the CCF;
- CCF Activities – camps, trips and excursions including overseas trips and expeditions;

- CCF Ethos

Major Jones explained that the CCF was voluntary but that those who joined had to commit to this for at least 5 terms although many chose to stay on beyond this period. He was keen to underline that the CCF was not in any way a 'recruiting tool' but was something that provided pupils with a disciplined environment and taught them many important life skills such as team work and leadership.

In response to a question, Major Jones confirmed that, at present, all 30 pupils from St. Thomas the Apostle College were part of the Army section. He added that staff had, however, discussed the possibility of the boys joining other sections of the CCF in the future if there was sufficient appetite for this.

In response to further questions, Major Jones stated that, in the past, staff had been reluctant to get involved with some of the uniformed, military activities and were perhaps more keen to assist with the Duke of Edinburgh expeditions. He stated that it was important to play to the strengths of individual staff in order to fully engage them.

Major Jones reported that the boys were permitted to and did make use of proper army bases and military training areas. In terms of the Old Citizens who assisted with some of the School's CCF activities, Major Jones reported that some were adult instructors and commissioned/non-commissioned Officers and one had a military background and was still in the Royal Air Force.

Governors commended the School for its continued work with the St. Thomas the Apostle College in this area.

The Chairman thanked Major Jones for an extremely interesting and informative presentation.

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

A Governor questioned whether or not the School might consider teaching Mandarin as part of the curriculum given its increasing importance and relevance. He recognised that, at present, this was available to pupils as a voluntary, after school activity.

The Headmaster reported that this issue had arisen at a recent Trinity Group Headteachers meeting where only 3 of the 22 Schools represented had said they were currently teaching Mandarin at present. He stated that the general feeling was that it was a very difficult language for pupils to absorb later on in the School life and that, ideally, this should be introduced at Prep School level. He also stated that the examinations very much tended to favour native speakers.

A Governor commented that teacher exchanges would also work well alongside this. A second Governor commented that HSBC had previously provided Schools with teaching assistants from China.

The Board asked that the Headmaster look into the possibility of introducing Mandarin as part of the curriculum and report back to Governors on this matter at a future meeting.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Deputy Robin Sherlock

The Chairman, on behalf of the Board, wished to place on records his thanks and appreciation of the work of Deputy Robin Sherlock following his recent announcement that he was to retire from the Court of Common Council and therefore from this Board later this month. The Chairman reported that Deputy Sherlock had served as a School Governor for a total of 17 years now and was also a previous Chairman of the Board of Governors.

The Chairman added that Deputy Sherlock would be joining the Board for the Chairman's Dinner early next week.

8. 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 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.

<u>Item No</u>	<u>Exemption Paragraph(s)</u>
9	2, 3 & 4
10	1, 3 & 4
11	1 & 3
12	1
13	-
14	-

9. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 10 October 2012 were approved and agreed as a correct record.

10. REPAIRS AND MAINTENANCE AND IMPROVEMENTS FUND

The Board considered and approved a joint report of the Chamberlain, the Headmaster and the City Surveyor providing Governors with an update projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 21 years.

11. REVENUE BUDGET 2012/13 AND 2013/14

The Board considered and approved a joint report of the Chamberlain and the Headmaster presenting the proposed 2013/14 revenue budget for review and subsequent submission to the Finance Committee.

12. HEADMASTER'S REPORT

The Board considered and approved a report of the Headmaster of the City of London School relative to various School matters including Health and Safety, the Means Tested Sponsored Award Campaign and an application for Sabbatical Leave.

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

There were no questions in the non-public session.

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

The Chairman raised items concerning the recent School Prize Day and the Board's ex-officio Governors.

The meeting ended at 12.50 pm

Chairman

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