

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Monday, 18 June 2018**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, West Wing, Guildhall, EC2P 2EJ on Monday, 18 June 2018 at 11.00 am

**Present**

**Members:**

|   |                                      |
|---|--------------------------------------|
| Deputy Clare James                              | Soha Gawaly                          |
| Nicholas Bensted-Smith                          | Ann Holmes                           |
| Professor Anna Sapir Abulafia (External Member) | Deputy Robert Merrett                |
| Rehana Ameer                                    | Sylvia Moys                          |
| Randall Anderson                                | Elizabeth Phillips (External Member) |
| Tijs Broeke                                     | Deputy Richard Regan                 |
| Dr Stephanie Ellington (External Member)        | Sir Michael Snyder                   |

**Officers:**

|                    |                            |
|--------------------|----------------------------|
| Alistair MacLellan | - Town Clerk's Department  |
| Paige Upchurch     | - Town Clerk's Department  |
| Jennifer Ogunleye  | - Town Clerk's Department  |
| Tracey Jansen      | - Town Clerk's Department  |
| Steve Reynolds     | - Chamberlain's Department |
| Ena Harrop         | - Headmistress             |
| Alan Bubbear       | - Bursar                   |
| Kate Brice         | - Deputy Head (Pastoral)   |

**1. APOLOGIES**

Apologies were received from Alderman William Russell and Deputy James Thomson.

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

There were no declarations of interest.

**3. COURT ORDER**

The Board received the Order of the Court of Common Council dated 19 April 2018 appointing the Board of Governors for 2018/19.

The Town Clerk noted that Alderman Peter Hewitt was subject to re-election as Alderman and would therefore not be joining the Board at that time. An Aldermanic Governor would be appointed by the Court of Aldermen in due course.

*Randall Anderson joined the meeting.*

4. **ELECTION OF CHAIRMAN**

In accordance with Standing Order 29, the Town Clerk read a list of names of Governors eligible to take the chair. Deputy Clare James, being the only Governor indicating her willingness to serve, was elected Chairman for the ensuing year.

The Chairman thanked the Governors for their work and support and welcomed members of the public who had attended the meeting in the public gallery. The Chairman commented that the School's strategic intent, which would determine its approach to future expansion, would be discussed in the non-public session of the Board.

The Chairman welcomed Tijs Broeke to his first meeting of the Board of Governors, and thanked Alderman David Graves who had stepped down from the Board. The Chairman then congratulated Tom Hoffman on being awarded an MBE. The Chairman also congratulated Kate Brice, Deputy Head (Pastoral) for her new Headship at Hasmorean Girls School and thanked her for her work at the City of London School for Girls.

*Soha Gawaly joined the meeting.*

5. **ELECTION OF DEPUTY CHAIRMAN**

In accordance with Standing Order 30, the Town Clerk read a list of names of Governors eligible to be Deputy Chairman. Nick Bensted-Smith, being the only Governor expressing a willingness to serve, was elected Deputy Chairman for the ensuing year.

6. **MINUTES**

**RESOLVED** – That the minutes of the previous meeting held on 26 February 2018 be approved as an accurate record.

7. **SUB-COMMITTEE MINUTES**

7.1 **Reference Sub-Committee - 26 February 2018**

**RESOLVED** – That the minutes of the Reference-Sub Committee meeting held on 26 February 2018 be noted.

7.2 **Reference Sub-Committee - 23 May 2018**

**RESOLVED** – That the note of the inquorate meeting of the Reference Sub-Committee meeting held on 23 May 2018 be noted.

8. **APPOINTMENT OF CO-OPTED GOVERNOR**

The Board agreed to vary the agenda order and move this item to the non-public session, as it included personal information regarding an individual whom had not yet been appointed to the Board.

9. **APPOINTMENT OF SUB-COMMITTEES AND WORKING PARTIES**

The Board considered a report of the Town Clerk regarding the appointment of Sub-Committees and Working Parties for the 2018/19 academic year.

**RESOLVED** - That:

- The terms of reference of the Board's Sub-Committees and Working Parties be approved, and the terms of reference and composition of the Teachers' Pay Panel be noted.

a) The following Governors be appointed to the Bursary Committee:

Deputy Clare James (Chairman)  
Nick Bensted-Smith (Deputy Chairman)  
Randall Anderson  
Deputy Richard Regan

b) The following Governors be appointed to the Reference Sub-Committee:

Deputy Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy Chairman)  
Randall Anderson  
Deputy Richard Regan  
Sir Michael Snyder

c) The following Governors be appointed to the 125<sup>th</sup> Anniversary Working Party:

Alderman William Russell (Chairman)  
Deputy Clare James (Chairman)  
Ann Holmes

d) The following Governors be appointed to the Academic Working Party:

Elizabeth Phillips (Chairman)  
Nick Bensted-Smith  
Dr Stephanie Ellington  
Ann Holmes  
Deputy Clare James  
Alderman William Russell

10. **CASH AVAILABLE AT 31 MARCH 2018 IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

The Board considered a report of the Chamberlain regarding the cash available in the School's charity funds.

**RESOLVED** – That Governors:

- Endorse the dis-investment of Charities Pool units amounting to £11,809, to be actioned on 1 October 2018.

**11. HR UPDATE**

The Board considered a report of the Director of Human Resources regarding gender pay gap, the Data Protection Policy for employees and the People Security Policy:

- In response to a request from a Governor, the Director of Human Resources agreed to provide School-specific data once it was available.

**RESOLVED** – that the report be noted.

**12. REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress which discussed teacher training, upcoming events data protection and health and safety and the following points were made:

- Randall Anderson, as the Data Compliance Governor, agreed to join the School's Data Management Working Group.
- A Governor commented that they were very pleased with the work of the outreach programme.

**RESOLVED** – that the report be noted.

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

There were no questions.

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

There were no items of urgent business.

**15. 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.

**16. NON-PUBLIC MINUTES**

**RESOLVED:** That the non-public minutes of the previous meeting held on 26 February 2018 be approved as an accurate record.

**17. OUTSTANDING ACTIONS**

The Board received a report of the Town Clerk highlighting outstanding actions arising from the previous meeting.

**18. SUB-COMMITTEE AND WORKING PARTY MINUTES**

**18.1 Reference Sub-Committee - 26 February 2018**

**RESOLVED** – That the draft minutes of the Reference Sub-Committee meeting held on 26 February 2018 be noted.

**18.2 Reference Sub-Committee - 23 May 2018**

**RESOLVED** – That the draft non-public note of the inquorate meeting held on 23 May 2018 be noted.

**18.3 Education Working Party - 8 May 2018**

**RESOLVED** – That the draft minutes of the Education Working Party meeting held on 8 May 2018 be noted

**18.4 125th Anniversary Working Party - 20 February 2018**

**RESOLVED** – That the draft minutes of the 125<sup>th</sup> Anniversary Working Party meeting held on 20 February 2018 be noted.

**19. STRATEGIC UPDATE**

The Board considered a report and a presentation of the Headmistress regarding the strategy of the School.

**20. REFURBISHMENT PROGRAMME - UPDATE**

The Board received a report of the Headmistress regarding an update of the refurbishment programme.

**21. ANNUAL SAFEGUARDING REVIEW OF PROCEDURES AND POLICIES**

The Board received an interactive training exercise from the Deputy Head (Pastoral) and a verbal update regarding safeguarding in the School.

**22. REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided information of non-public matters in relation to the School.

*As two hours had lapsed, the Board agreed to extend the meeting in accordance with Standing Order 40*

**23. REPORT ON ACTION TAKEN**

The Board received a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

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

There were no questions.

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

**25.1 Gateway 6 - Refurbishment Programme: Phase 2 Update and Phase 3- seeking approval of release of budget**

Governors considered a tabled report of the Bursar regarding the refurbishment programme.

**The meeting ended at 13:17**

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Chairman

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