

**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF  
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Tuesday, 13 November 2018**

Minutes of the meeting of the Academic and Personnel Sub Committee of the Board of Governors of the City of London Freeman's School held at Committee Rooms, Guildhall, EC2P on Tuesday, 13 November 2018 at 12.00 pm

**Present**

**Members:**

Deputy Roger Chadwick (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Nicholas Goddard  
Brian Harris  
Andrew McMillan

**Officers:**

Roland Martin	- Headmaster
Stuart Bachelor	- Deputy Head (via videolink)
Paul Bridges	- Academic Deputy Head
Alistair MacLellan	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Councillor Chris Townsend.

The Town Clerk noted that Gillian Yarrow, who was due to be appointed to the Sub-Committee at the next meeting of the Board of Governors, was due to attend the meeting as an Observer but had sent apologies due to an existing engagement.

The Deputy Head was participating in the meeting via audio-visual link from the City of London Freeman's School.

**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 and non-public summary of the meeting held on 24 April 2018 be approved as a correct record.

**4. ACTIONS SHEET**

Governors considered a report of the Town Clerk regarding actions arising from previous meetings and the following points were made.

**Acronyms in School Policies**

- The Deputy Head noted that a glossary of acronyms in policies would be included going forward and therefore this action could be closed.

- In response to a comment from the Chairman, the Deputy Head agreed to provide a schedule of policies requiring Governor approval in Board papers going forward. The schedule would include dates of when each policy was last approved and the date on which it was due for renewal.
- The Head noted that the Deputy Head had, since being in post, been reviewing policies in order of priority and had prioritised those policies requiring Board approval accordingly.
- The Head agreed to include a distinct report on policies to the November 2018 Board of Governors' meeting.

### **Skills Audit**

- The Town Clerk noted that he would remind Governors to submit their skills audit to him in anticipation of a report being made to the Board in November 2018 on its mix of skills and experience.

### **Music Annual Departmental Review/Added Value**

- The Head noted that these actions were captured within the appendices of his report on the agenda that day and therefore this action could be closed.

**RESOLVED**, that the report be received.

### **5. TERMS OF REFERENCE**

**RESOLVED**, that the terms of reference provided by the Board of Governors to the Academic and Personnel Sub-Committee for 2018/19 be received.

In response to a comment by the Chairman, the Town Clerk agreed to insert a line into the terms of reference to make clear that the meetings of the Finance, General Purposes and Estates Sub-Committee and the Academic and Personnel Sub-Committee should be consecutive.

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

There were no questions.

### **7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

### **8. EXCLUSION OF THE PUBLIC**

**RESOLVED**, that under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 24 April 2018 be approved as a correct record.
10. **HEADMASTER'S REPORT**  
Governors considered a non-public report of the Headmaster.
11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no non-public questions.
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no non-public other business.

**The meeting ended at 1.20 pm**

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Chairman

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