

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Wednesday, 13 March 2019

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, 13
March 2019 at 1.45 pm

Present

Members:

Deputy James Thomson (Chairman)	Lord Levene of Portsoken (External Member)
Tim Levene (Deputy Chairman)	Deputy Edward Lord
Alexander Barr	Christopher Martin (External Member)
Deputy Keith Bottomley	Sylvia Moys
Dominic Christian	Ian Seaton
Alderman & Sheriff Vincent Keaveny	

Officers:

Alan Bird	- Head
Charles Griffiths	- Bursar, City of London School
Dr Richard Brookes	- Senior Deputy Head
Katrin Ostermann	- Director of Development & Alumni Relations
Steven Reynolds	- Chamberlain's Department
Tracey Jansen	- Human Resources Department
Ola Obadara	- Property Projects Director, City Surveyor's Department
Polly Dunn	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received on behalf of Marianne Fredricks, Rosie Gill, Caroline Haines, Ronel Lehmann, Paul Madden and Paul Stein.

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

Tim Levene declared a pecuniary interest in respect to item 6 as a personal investor in Uplearn.

3. MINUTES

RESOLVED – that the minutes of the meeting held on 7 December 2018, be approved as accurate record.

4. ANNUAL REVIEW OF TERMS OF REFERENCE

Governors considered a report of the Town Clerk regarding an annual review of the Board's terms of reference.

Governors were content with its terms of reference as presently drafted; however, a query was raised with respect to the Board's role in the appointment of deputies and the Bursar of the School. Governors requested that

RESOLVED – that

- the terms of reference be approved; and
- the Town Clerk investigate the role of the respective boards in appointing deputies and the Bursar of the three City Independent Schools for future consideration.

5. APPOINTMENTS TO COMMITTEES

Governors considered the appointment to a vacancy on the Governance Committee.

RESOLVED – That Lord Levene of Portsoken be appointed to the Governance Committee.

6. HEAD'S REPORT

Governors considered a report of the Head. The following matters were raised:

- The Head focussed on paragraph six of his report and the promising trial of the Alps which had begun to be rolled out to Heads of Departments. Alps allowed the 'value added' for any student's grades to be monitored throughout their time in Sixth Form more effectively. This contrasted as the current system which only allowed the School to calculate this data retrospectively, following completion of exams. A Governor asked whether there was any scope for the system to be applied to GCSE students. The Head explained that due to the lack of consistent data for students at Year 9 Alps was not being used for its GCSE level students, but suggested that the possibility was being considered and explored.
- Following a question from a Governor, the Head gave more detail on the pastoral reflection group. It was set up so staff could discuss their practices and learn from the counsellor how they could respond to pastoral matters. A Governor added that the Head of PSHE had also been appointed.

RECEIVED.

7. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was one item of urgent business.

Governors considered a report of the Director of Human Resources regarding the revised Capability Procedure and Probationary Procedure.

RESOLVED – that

- the revised Capability Procedure, be approved;
- the revised Probationary Procedure, be approved;
- the additions to the management levels authorised to take action in the Managing People Policy, be noted.

9. 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 that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

10. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 7 December 2018 be approved as a correct record subject to the inclusion of the correction of item 14.

11. HEAD'S NON-PUBLIC REPORT

Governors considered a report of the Head.

12. THE MASTERPLAN

Governors considered a report of the Head and the Bursar regarding the City of London School Masterplan.

12.1 Appendix 1 - Programme Summary information Sheet

12.2 Appendix 2 - City of London School Masterplan

13. COMPLIANCE REPORT

Governors considered a report of the Head regarding Policy Compliance.

14. THE JOHN CARPENTER CLUB

Governors considered a report of the Head regarding the John Carpenter Club.

15. CITY OF LONDON SCHOOL SUMMER REVENUE WORKS 2019

Governors considered a report of the City Surveyor regarding the City of London School Summer Revenue Works 2019.

16. HEALTH AND SAFETY REPORT

Governors considered a report of the Head regarding Health & Safety and Welfare.

17. SAFEGUARDING REPORT

Governors considered a report of the Head regarding Safeguarding.

18. **MANAGEMENT INFORMATION DASHBOARD**
Governors considered a report of the Bursar and the Chamberlain regarding the Financial Management Information Dashboard.
19. **ACTION TAKEN BETWEEN MEETINGS**
Governors considered a report of the Town Clerk regarding action taken between meetings.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no questions.
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were two items of urgent business.
22. **CONFIDENTIAL MINUTES**
RESOLVED, that the confidential minutes of the meeting held on 7 December 2018, be approved as an accurate record.
23. **REVIEW OF SENIOR MANAGEMENT TEAM PAY STRUCTURES**
Governors considered a report of the Director of Human Resources regarding a review of Senior Management Team Pay Structures.
24. **HARDSHIP BURSARY APPLICATIONS AND CASHFLOW FORECASTS**
Governors considered a report of the Bursar regarding Hardship Bursary applications and cashflow forecasts.

The meeting ended at 4.01 pm

Chairman

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