

## **EDUCATION CHARITY SUB (EDUCATION BOARD) COMMITTEE**

**Wednesday, 3 July 2019**

**Minutes of the meeting of the Education Charity Sub (Education Board) Committee held at the Guildhall EC2 at 9.00 am**

### **Present**

#### **Members:**

Henry Colthurst (Chairman)  
Ann Holmes

Caroline Haines  
Deputy Philip Woodhouse

#### **Officers:**

Jack Joslin	- Central Grants Unit, Town Clerk's Department
Lily Brandhorst	- Central Grants Unit, Town Clerk's Department
Emily Rimington	- Comptroller & City Solicitor's Department
Louise Said	- Chamberlain's Department (from item 4b)
Polly Dunn	- Town Clerk's Department

#### **1. APOLOGIES**

Apologies were received from Benjamin Murphy and Ruby Sayed.

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

In respect of application ref. 15437, Deputy Philip Woodhouse and Caroline Haines noted that they were on Epping Forest & Commons Committee.

#### **3. MINUTES**

**RESOLVED**, that the public minutes of the meeting held on 12 November 2018, be approved as accurate record.

#### **4. GRANT RECOMMENDATIONS - CITY EDUCATIONAL TRUST FUND (290840) & CITY OF LONDON CORPORATION COMBINED EDUCATION CHARITY (312836)**

Governors considered a report of the Chief Grants Officer regarding Grant Recommendations – City Educational Trust Fund (290840) & City of London Corporation Combined Education Charity (312836).

Members expressed serious concern over incorrect financial advice received at the beginning of the 2018/19 financial year which, as per the Chamberlain's report, had resulted in an overspend of grant monies in the general fund. Members noted Chamberlain's advice on the proposed way forward to address the impact on the City Educational Trust Fund's income and recommended the deficit be carried forward. Members acknowledged that this would be considered for decision by the Education Board. The Chief Grants Officer explained that, in order to avoid a repeat of this issue, there would be a revision

in the way in which the breakdown between the expendable endowment fund and unrestricted general fund was presented. Members endorsed the proposed change of format but requested that their concerns be formally registered by way of a letter from the Chairman to the Chamberlain. It was agreed that the Chairman would draft and send a short letter to reflect briefly those comments expressed at the meeting. It was also agreed that an explanatory financial note, to be drafted by the Chief Grants Officer and Chamberlain, would be sent to Members for comment before being included in the Trustees Annual Report for the 2018/19 Accounts, within the Finance Review, for submission to the Charity Commission.

**RESOLVED, that**

- The Chairman write to the Chamberlain on behalf of the Sub-Committee regarding the issue of overspend by the Combined Education Charity; and
- That Members be offered an opportunity to comment on the note outlining the overspend by the Combined Education Charity, for submission to the Charity Commission as part of the charity's accounts.
- The proposal to carry forward a deficit on the City Educational Trust's unrestricted income fund to 2019/20, be recommended to the Education Board for approval.

**4.1 Appendix 1 - Eligibility Criteria - The City of London Corporation Combined Education Charity and the City Educational Trust Fund & Revised Criteria for the Combined Education Charity**

**RESOLVED, that**

- The Central Grants Programme eligibility criteria and budget, be noted; and
- The proposed amendment to the eligibility criteria for the Combined Education Charity, be recommended to the Education Board and Community and Children's Services Committee for consideration and approval.

**4.2 Appendix 2 - The City of London Corporation Combined Education Charity- Grant Recommendations**

Members considered the grants recommendations regarding the City of London Corporation Combined Education Charity and the following points were made.

With respect to the individual grant applicants, Members queried whether the City of London Corporation received any update from recipients. Members requested that all grant recipients be encouraged to stay in touch with the City

of London Corporation and that, where appropriate, they be invited as guest speakers at various relevant City Corporation events. Following a question, Members were informed by the Chief Grants Officer that the City of London Corporation could be in direct contact with an institution at which a grant recipient was enrolled, but that permission would need to be sought from the individual in order to obtain data such as their results. Members requested that the Central Grants Unit begin seeking these permissions from current and future grant applicants.

The Chief Grants Officer confirmed that, in the event that a grant recipient failed to complete a course, the City of London Corporation would be refunded.

The Chief Grants Officer confirmed that all applications are verified with the respective institutions and that all applicants who had been recommended an award were resident in the UK.

The Chairman noted that the grants recommended for approval under the City of London Corporation Combined Education Charity (312836) totalled £49,000 out of an approximate fund of £60,000. Members agreed that applications for the Combined Education Charity should be closed and any remaining funds be carried over to the next year unless a particularly urgent application was presented to the Sub-Committee for consideration.

**RESOLVED**, that the Sub-Committee recommend to the Education Board that the application form for the Combined Education Charity 2019/20 funding round, be closed.

Birkbeck, University of London – Application (ref. 15441)

Members were supportive of the application but requested that it be made clear that eight grants of £3,000 value were being awarded, rather than one sum of £24,000.

**RESOLVED**, that eight bursary grants of £3,000 (totalling £24,000) be awarded to Birkbeck, University of London for application ref. 15441.

London South Teaching School Alliance, Charles Dickens Primary School (ref. 15438)

**RESOLVED**, that £10,000 be granted to the London South Teaching School Alliance, Charles Dickens Primary School for application ref. 15438.

Applicant 1 (ref. 15429)

**RESOLVED**, that £5,000 be granted towards course fees for a Masters in Acting at the Royal Central School of Speech and Drama for application ref 15429.

Applicant 2 (ref. 15430)

**RESOLVED**, that £5,000 be granted towards the course fees and materials for a Fourth Year of a five-year ARB/RIBA recognised course in architecture leading to the AA Final Examinations (ARB/RIBA Part 2) and the AA Diploma at the Architectural Association for application ref. 15430.

Applicant 3 (ref. 15433)

The Chief Grants Officer noted that the application fell outside the current eligibility criteria but did meet the overall objects of the charity.

**RESOLVED**, that £5,000 be granted toward the course costs of an ILM FT in Human Rights Law at Queen Mary University for application ref. 15433.

*Louise Said joined the meeting.*

Applicant 4 (ref. 15428)

**RESOLVED**, that the application be rejected.

Applicant 5 (ref. 15431)

**RESOLVED**, that the application be rejected.

Applicant 6 (ref. 15432)

**RESOLVED**, that the application be rejected.

#### 4.3 **Appendix 3 - The City Educational Trust Fund - Grant Recommendations**

Members considered the grants recommendations regarding the City Educational Trust Fund (290840) and the following points were made.

In discussing the applications to the City Educational Trust Fund, Members agreed that they wished to receive more evidence as to the success and outcome(s) for projects that were seeking a further round of support from the Corporation. For application ref. 15435, 15436 and 15437, Members wished for the full applications to be circulated for comment after the meeting and that any comments be fed through the Chairman and Deputy Chairman when consulted by the Town Clerk, having been granted delegated authority. For future meetings it was requested that, for projects seeking a further round of funding, impact/monitoring reports be submitted early enough to ensure they are received by the Sub-Committee in time for a decision to be made on their latest application. In addition, Members requested evidence and feedback from site visits led by the Central Grants Unit.

The Chairman noted that the grants recommended for approval under the City Educational Trust (290840) totalled £88,250 out of an approximate fund of £90,000. Members requested that applications to the City Educational Trust Fund be closed and any remaining funds be carried over to the next year.

**RESOLVED**, in light of the issues caused by the overspend of the expendable endowment fund, the Sub-Committee recommend to the Education Board that the application form for the City Educational Trust Fund 2019/20 funding round, be closed.

Dr Johnson's House Trust Ltd (ref. 15435)

**RESOLVED**, that the decision to grant £20,850 over two years (£10,425 per year) towards the costs of an education programme for London primary and secondary schools and university students, in the cultural arts, be taken under delegated authority by the Town Clerk in consultation with the Chairman and Deputy Chairman and subject to the provision of satisfactory monitoring information.

Drum Works CIC (ref. 15436)

**RESOLVED**, that the decision to grant £20,250 to deliver weekly drumming workshops for autistic children with severe learning difficulties at the Garden School of Hackney, be taken under delegated authority by the Town Clerk in consultation with the Chairman and Deputy Chairman subject to the provision of satisfactory information about outcomes, impact and clarifying the project's relationship with the Barbican.

Epping Forest Field Centre (Field Studies Council) (ref. 15437)

**RESOLVED**, that the decision to grant £23,150 over two years (£11,575 per year) to deliver ecology training to Key Stage 3 and 4 science teachers in London Schools, and to run "Young Ecologist" day courses in Epping Forest for aspiring young ecologists from the London Boroughs of Newham, Redbridge and Waltham Forest, be taken under delegated authority by the Town Clerk in consultation with the Chairman and Deputy Chairman with the benefit of additional information about the project and its outcomes.

London Music Fund (ref. 15439)

Following a question, the Chief Grants Officer advised that, unless there were clear, scalable units within an application, such as the cost of scholarships outlined in the London Music Fund application (ref. 15439), it would not be advisable to grant more than the amount being sought. Members agreed that they wished to award the £24,000 grant but chose to spread it over two years.

Members requested that their policy be revised, requiring those awarded grants to take a two-year break before re-applying for any further funding.

**RESOLVED**, that

- £24,000 be granted over two years (£12,000 per year) to the London Music Fund for application ref. 15439; and
- That revised wording of the policy, requiring applicants to take a two-year break after a maximum of two years of consecutive funding, be recommended to the Education Board and Community and Children's Services Committee for consideration and approval.

5. **GRANT MONITORING - REPORTING BACK ON PROJECTS SUPPORTED BY THE EDUCATION CHARITY SUB-COMMITTEE**

Members received a report of the Chief Grants Officer regarding grant monitoring – reporting back on projects supported by the Education Charity Sub-Committee.

## **5.1 Appendix 1 - Spitalfields Music - Learning and Participation Evaluation Report**

**RESOLVED**, that the update and feedback on the grant awarded by the Education Charity Sub Committee from the City Educational Trust Fund to Spitalfields Music, be noted.

## **5.2 Appendix 2 - Roundhouse Trust Learning Visit Report**

**RESOLVED**, that the update and feedback on the grant awarded by the Education Charity Sub Committee from the City Educational Trust Fund to the Roundhouse Trust, be noted.

## **6. QUESTIONS**

There were two questions.

The Chairman asked Officers whether Members of the Sub Committee could instruct a change to the names of the two charities they administer in order to better distinguish them in discussion perhaps by way of self explanatory epithets such as Small Grants (CEC) and Medium Grants (CET). The Comptroller and City Solicitor explained that, provided their meaning is always clear, Members and Officers could practically refer to the charities however they wished. However, in order to maintain a proper record of decisions, at the start of any/all reports that used alternative naming there needed to be a clear explanation at the start of the report outlining the legal name of each charity and they would be referred to as within the report. Alternatively, the trustees could consider adopting a working name or formally changing the legal name. Formal processes would need to be followed to effect these changes which would also need to be resourced.

Members asked whether it would be possible to combine or merge the two charities. The Chief Grants Officer explained that a review of the City of London Corporation's 100+ charities was being proposed to the Policy & Resources Committee at its meeting on 4 July 2019. If undertaken, the review would look at issues such as standardising administrative processes, such as grant applications, but also seek investigation into the possibility, and appropriateness, of merging some of the charities. This review would include the two Education charities within the Sub Committee's remit. The Comptroller and City Solicitor explained that, amongst other necessary steps, conditions and decision-making processes, any merger of the two charities in question would need to be in the best interests of the charities involved, resourced and may require Charity Commission authority. Members agreed to await news of this review before considering the matter further.

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

There was one item of other business.

**RESOLVED**, that the Sub Committee's terms of reference be received.

**The meeting closed at 10.09 am**

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Chairman

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