

**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 18 January 2019**

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 City of London
Freemen's School, Ashted Park, Surrey, KT21 1ET on Friday, 18 January 2019 at
2.45 pm

Present

Members:

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

Officers:

Steven Reynolds	- Chamberlain's Department
Roland Martin	- Headmaster of the City of London Freeman's School
Matt Robinson	- Head of Junior School
Sue Williams	- Bursar, City of London Freeman's School
Paul Bridges	- Academic Deputy Head
Alistair MacLellan	- Town Clerk's Department
Polly Dunn	- Town Clerk's Departments

1. APOLOGIES

Apologies were received from Councillor Chris Townsend.

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 of the meeting held on 13 November 2018 be approved as a correct record.

4. TERMS OF REFERENCE

Governors considered the Academic and Personnel Sub-Committee's terms of reference as part of the annual review process. The following matters were raised:-

- Governors expressed interest in clarifying the quorum description with respect to Common Council representation. Governors agreed it should

be made clear that, whilst any decision made by the Sub-Committee needed to obtain the support of the majority of present Common Council Governors, the attendance of the Common Council Governor is not necessary for the Sub-Committee to be quorate.

- The Headmaster suggested that the Sub-Committee take responsibility for ratifying any non-statutory policies which would enable the Board of Governors to spend more time on strategic issues. A summary report of Sub-Committee approved policies would be submitted to the Board of Governors for information only.
- Governors requested that Governor's intranet portal be developed so that policies and other helpful resources could be readily accessed.

RESOLVED – That the Sub-Committee recommend the following changes to its terms of reference for approval by the Board of Governors:

- a) amend the wording to better distinguish the role of Common Council Governor(s) in relation to the Sub-Committee's quorum and decision-making ability; and
- b) introduce to the Sub-Committee the power to approve non-statutory policies, reporting on these in summary to the Board of Governors for information only.

5. **HEADMASTER'S REPORT ON POLICIES**

Governors considered a report of the Headmaster on the City of London Freemen's School policies. The following matters were raised:-

- The Chairman requested that the relevant section of the dress code be amended to read "Shoes must be clean and sensible."
- Governors discussed the use of mobile phones during school hours. There were a variety of opinions among the Governors. The Deputy Head explained that there was ongoing consultation work on this matter which had currently only gone to staff and was due to go to staff and parents shortly.
- A Governor asked whether the policy adequately addressed students' dress and appearance for those from different cultures and religions. The Headmaster was mindful that there would be reasonable exceptions to elements of the policy on this basis but explained that the policy would be difficult to manage and enforce if too specific. These instances were better managed on an individual basis

RESOLVED – That the Code of Conduct policy be recommended to the Board of Governors for approval.

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 that they involve the likely disclosure of exempt information as defined in Paragraph 3 of 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 13 November 2018 be approved as accurate record.
10. **ACTIONS**
Governors considered a report of the Town Clerk on outstanding actions of the Academic and Personnel Sub-Committee.
11. **NON-PUBLIC HEADMASTER'S REPORT**
Governors considered a non-public report of the Headmaster.
12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no non-public questions.
13. **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 other business.
14. **STAFF AND STAFFING MATTERS**
Governors considered a report of the Headmaster on staff and staffing matters.

The meeting ended at 4.17 pm

Chairman

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