

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 25 September 2019

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Park Lane, Ashted, KT21 1ET on Wednesday, 25 September 2019 at 11.00 am

Present

Members:

Deputy Philip Woodhouse (Chairman)
Deputy Roger Chadwick (Deputy
Chairman)
Alderman Bronek Masojada
Nicholas Goddard
Tracey Graham
Brian Harris

Michael Hudson
Andrew McMillan
Deputy Elizabeth Rogula
Councillor Chris Townsend
Gillian Yarrow

Officers:

Roland Martin	- Headmaster of the City of London Freeman's School
Jo Moore	- Bursar, City of London Freeman's School
Stuart Bachelor	- Deputy Head, City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Paul Bridges	- Academic Deputy Head, City of London Freeman's School
Steven Reynolds	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Noyon Choudhury	- City Surveyor's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderwoman Susan Langley, Deputy John Bennett, Deputy Kevin Everett, Deputy Hugh Morris, Graham Packham, Deputy James Townsend and Nicholas Bensted-Smith.

The Chairman took this opportunity to welcome both Alderman Bronek Masojada and Tracey Graham to their first meeting of the City of London Freeman's School Board of Governors.

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

There were no declarations.

3. MINUTES

Chris Townsend declared his willingness to serve on the Freeman's Estate Development Plan Working Party.

RESOLVED, that the public minutes of the meeting held on 6 June 2019, be approved as accurate record.

4. **PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the public outstanding actions of the Board. The following matters were raised:

- Item 4P/CLFS/2019 – a policy schedule had been integrated into the report of the Town Clerk at item 7 on the agenda and would continue to be submitted for information at future Board meetings.
- Item 6P/CLFS/2019 – a report on the detailed fire risk assessments conducted for the Main House works had been provided within a report at item 9 on the agenda.
- Item 7P/CLFS/2019 – the Town Clerk informed Governors that the Court of Common Council had agreed to apply the Local Government Authority Act 1972 to each of its Grand Committees, including those that involved non-City Fund activities. As a result, Governors were unable to participate in a formal meeting of the Board via skype or telephone and, if observing the meeting virtually, a Governor would not be counted towards the meeting's quorum. Officers could participate virtually. The Headmaster and the Town Clerk agreed to test the technology between Board meetings. It was noted that the question of the application of the LGA Act 1972 to the City Schools' Boards, was due to be raised within a broader Governance Review within the Corporation.

RESOLVED, that the report be noted.

5. **HEADMASTER'S REPORT**

Governors received a report of the Headmaster regarding various School matters.

Wider Landscape

A public survey had been conducted into whether private schools should be abolished, the results of which indicated that 50% of participants were against abolition with a further 28% claiming they did not know. Whilst the matter of public perception of private schools was something Governors wished to continue to monitor, it was considered unlikely that this proposed Labour Against Private Schools (LAPS) policy would be considered seriously for a number of years, should the Labour party reach a majority at the next General Election.

Governors briefly discussed the matter of the imposition of VAT on school fees, noting that current EU regulations prohibited it. Concerns about BREXIT were consequently raised. Modelling the impact of BREXIT was difficult for the School, but it was agreed that the effects of a worst-case scenario should be explored, and plans drawn up on how these might be mitigated and resolved. The Head informed Governors that this would form part of the 3-5 year strategic plan and agreed to submit this at the November 2019 Board of Governors meeting.

Prize Day

The Chairman informed Governors that he had reached out to Mansion House and requested that Prize Day be held in the Lord Mayor's diary for 2020. Governors requested that they receive their invitations for next year's Prize day by post.

RESOLVED, that the report be noted.

6. **HEAD OF JUNIOR SCHOOL REPORT**

Governors received a report of the Head of the Junior School regarding updates on the activities of the Junior School. The following matters were raised:-

- The Junior School building roof had experienced leaks in the weeks running up to the Board meeting and interim remedial works were required in advance of the completion of the Development Plan.
- Feedback from Junior School children suggested that they no longer classed CLFS as their "new school", but simply as their "school". Five years prior, the School had received multiple pages of feedback from pupils who had been asked what the School could do better. This year there had been one page of suggestions; comments had focussed on better signage for buses at the end of the school day.
- Following a question, Governors were informed that a Junior School charity had not yet been selected but would be in place by mid-October 2019. The charity would likely involve a link to "Vision 2020".
- It was requested that future iterations of the Junior School report include an overview of academic progress and achievement; the detailed report on the subject would continue to go to the Board's Academic & Personnel Sub-Committee.
- Governors agreed that Jo Davies' speech on Prize Day had been particularly powerful.

RESOLVED, that the report be noted.

7. **2019/20 FORTHCOMING POLICY AND MEETING SCHEDULE**

Governors received a report of the Town Clerk regarding the Board's forthcoming policy and meeting schedule.

It was noted that in June 2020 the Board would be asked to consider the Armed and Rampaging Intruder Policy.

The Chairman proposed that meeting dates be reconsidered on the basis that sub-committee meetings should take place before the full Board meeting.

RESOLVED, that the report be noted.

8. **FOUNDATION SCHOLARSHIP FUND - TRANSFER OF FUNDS TO THE CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND (284769)**

Governors considered a report of the Headmaster regarding the transfer of funds from the Foundation Scholarship Funds to the City of London Freeman's School Bursary Fund.

The Headmaster explained that a change to the legislation that provided for the Foundation Scholarship Fund would require a petition to Parliament. It was agreed this approach would not be advisable due to the uncertain political climate.

Governors were assured that the monies held within the Bursary Fund was only used for bursaries and not for any related staff costs.

RESOLVED, that

- A transfer of £100,000 from the Foundation Scholarship Fund to the City of London Freeman's School Fund, be agreed; and
- As Trustees of the City of London Freeman's School Bursary Fund, accept the funds as being in the best interest of the charity.

9. **FIRE RISK ASSESSMENT OF THE MAIN HOUSE DURING CONSTRUCTION**

Governors received a report of the City Surveyor regarding a fire risk assessment of the Main House during construction.

A monthly workshop had been set up and involved the City Surveyor's Department, CLFS staff, contractors and the City of London Fire Safety Officer. The assessment would continue to be revisited after every monthly meeting.

A Governor suggested that this process should be a standard procedure for any City of London Corporation construction projects involving listed buildings.

Concerns were raised over whether, in the event of a fire, the insurance amount reflected not only the value of the building but the cost of site clearance and the construction of a replacement facility. Governors requested that the Town Clerk raise the matter with the Chamberlain and report back.

RESOLVED, that the report be noted.

10. **PARENT GOVERNORS**

Governors received a joint report of the Comptroller & City Solicitor and the Town Clerk regarding parent governors on the City of London independent schools' Boards of Governors.

Governors discussed the difference between parent governors and having parental representation on the Board. It was clarified that this particular report focussed on the status of Common Councillors who had children at a City School, who may be appointed by the Court of Common Council directly to one

of the Boards. It was highlighted that some decisions are made jointly between the three City School Boards and that the report did not consider this. For example, a Common Councillor who was a parent of a child at the City of London Freeman's School, may be appointed to the City of London Girls School Board of Governors, without having to submit a DPI. Governors noted that the status quo would remain, pending the boarder Corporation governance review.

Governors agreed that, if managed correctly, the inclusion of a parent on the Board could be valuable providing that the governor also had skills in the relevant required areas.

RESOLVED, that the report be noted.

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

There were none.

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

There was no urgent business.

13. **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.

14. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 6 June 2019, be approved as an accurate record.

15. **NON-PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding outstanding actions of the Board.

16. **HEADMASTER'S NON-PUBLIC REPORT**

Governors considered a report of the Headmaster regarding an update on general School matters.

17. **BURSAR'S REPORT**

Governors considered a report of the Bursar regarding an update on finance and operations matters.

18. **REPORT ON POLICIES**

Governors received a considered a report of the Headmaster regarding policies.

19. **GW5 DELEGATED AUTHORITY REQUEST: MAIN HOUSE ENABLING WORKS**

Governors considered a report of the City Surveyor regarding a Delegated Authority request for a forthcoming Gateway 5 Issues Report on the Main House enabling works.

20. INVESTMENT OF CASH HELD BY THE CHARITIES ASSOCIATED WITH THE CITY OF LONDON FREEMEN'S SCHOOL

Governors considered a joint report of the Chamberlain and the Headmaster regarding the investment of cash held by charities associated with the City of London Freeman's School.

21. REVENUE OUTTURN 2018/2019

Governors received a joint report of the Chamberlain and Headmaster regarding the School's revenue outturn for 2018/19.

22. HEADMASTER'S SAFEGUARDING REPORT

Governors received a report of the Headmaster regarding an update on safeguarding activity at the School.

23. THE POTENTIAL IMPACT OF THE UK LEAVING THE EUROPEAN UNION ON THE CITY OF LONDON FREEMEN'S SCHOOL

Governors received a report of the Headmaster regarding the potential impact of the UK leaving the European Union on the City of London Freeman's School.

24. ACTION TAKEN BETWEEN MEETINGS

Govenors received a report of the Town Clerk regarding action taken between meetings.

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

There were no questions.

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

There was one item of urgent business.

The meeting ended at 1.40 pm

Chairman

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