

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 2 December 2019

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, 2nd Floor West Wing, Guildhall on Monday, 2 December 2019 at 11.20 am

With the agreement of the Chairman, the meeting started at a slightly later time than advertised to allow Governors to attend a vigil following a recent terrorist incident at London Bridge.

Present

Members:

Nicholas Bensted-Smith (Chairman)	Alderman Emma Edhem
Deputy Clare James (Deputy Chairman)	Alderman Prem Goyal
Rehana Ameer	Deputy Tom Hoffman (Chief Commoner)
Peter Bennett	Dhruv Patel
Mark Bostock	Mary Ireland (External Member)
Mary Durcan	

Officers:

Kerry Nicholls	- Clerk
Steven Reynolds	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Ellie Perkins	- Head of Careers
Justine Venditti	- Senior Deputy Head (Staff)

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Dr Stephanie Ellington, Sylvia Moys, Elizabeth Phillips, Deputy Richard Regan, Sir Michael Snyder and Deputy Philip Woodhouse.

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

There were no declarations of interest.

3. MINUTES

In considering Minute 9: Report of the Headmistress, the Bursar confirmed that repairs to the water-damaged art room had been completed and it was now back in use.

RESOLVED – That the minutes of the meeting held on 7 October 2019 be approved as an accurate record.

4. **SUB-COMMITTEE MINUTES**

a) **Minutes of the Reference Sub-Committee held on 17 October 2019**

RESOLVED – That the public minutes and non-public summary of the Reference Sub-Committee meeting held on 17 October 2019 be received.

b) **Minutes of the Finance Sub-Committee held on 17 October 2019**

RESOLVED – That the public minutes and non-public summary of the Finance Sub-Committee meeting held on 17 October 2019 be received.

5. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining Outstanding Actions.

RESOLVED – That the Outstanding Actions report be noted.

6. **PROPOSAL TO ESTABLISH A FINANCE AND ESTATES SUB-COMMITTEE**

The Board considered a report of the Town Clerk proposing the amalgamation of the Reference and Finance Sub-Committees of the City of London School for Girls into a joint Finance and Estates Sub-Committee.

In discussion, the Board agreed that the Reference and Finance Sub-Committees of the City of London School for Girls be amalgamated into a joint Finance and Estates Sub-Committee. An election for Chairman of the Finance and Estates Sub-Committee was conducted. Peter Bennett, being the only Governor willing to serve, was elected Chairman for the ensuing year. The Chairman observed that the Finance and Estates Sub-Committee would be reviewing its terms of reference at its next meeting and that any proposed changes would be presented to the meeting of the Board of Governors on 9 March 2020.

At the request of a Governor, the Board of Governors agreed that the composition of the Finance and Estates Sub-Committee be amended to allow up to seven other Governors, appointed by the Board of Governors. The Board of Governors further agreed that Mark Bostock be appointed to the Finance and Estates Sub-Committee.

RESOLVED – That:

- The Reference and Finance Sub-Committees be amalgamated into the Finance and Estates Sub-Committee for the 2019/20 academic year;
- The composition and terms of reference of the Finance and Estates Sub-Committee be approved, subject to the amendment made;
- The following appointments be made to the Finance and Estates Sub-Committee:
 - Randall Anderson

- Nicholas Bensted-Smith
 - Peter Bennett
 - Mark Bostock
 - Alderman Emma Edhem
 - Alderman Prem Goyal
 - Deputy Clare James
 - Deputy Richard Regan
 - Sir Michael Snyder
- Peter Bennett be appointed Chairman of the Finance and Estates Sub-Committee for the 2019/20 academic year.

7. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided an update on the Strategic Review and UCAS and careers preparation. The report also gave details of the work of the East London Consortium.

Strategic Review

Work was being undertaken with staff and pupils to explore the School's core values and this would be supported by the findings of the RS Academics School Pulse survey. The School was working with small groups of staff on plans for partnership working and students would be asked to contribute to the Strategic Review process.

East London Consortium

Schools within the East London Consortium were working together to share best practice on coaching, including work shadowing opportunities. The School would be offering access to selected lessons at the School for identified highly able students from other schools.

London Bridge Incident

The School had not been directly affected by the recent terrorist incident at London Bridge, but the incident would be talked about at a forthcoming assembly. The Chairman observed that the City of London Police had offered to provide support to the School if needed and would liaise with the Headmistress about this following the meeting.

RESOLVED – That the report be noted.

8. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2018/19 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND**

The Board considered a report of the Chamberlain outlining the draft Annual Report and Financial Statements 2018/19 of the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund.

RESOLVED – That the report be noted.

9. **WORK OF THE CAREERS TEAM (PRESENTATION)**

With the agreement of the Board, the presentation on the work of the Careers Team was considered within the Part 1 – Public Agenda.

The Board considered a presentation by the Head of Careers outlining the support and guidance provided by the Careers Team and the following points were noted:

- The Careers Team worked with all pupils between Years 7 to 13, placing emphasis on Key Stages 4 and 5. The main focus of the Autumn term was the university application process for Year 13, including interview preparation which was further complemented by enrichment activities to help students stand out from other candidates. During the remainder of the year, careers events were held across different year groups. This covered as many industries as possible with a mix of speakers that pupils could choose from. The School also delivered a Higher Education evening for Sixth Form pupils which could be broadened out to include the other City independent schools in future.
- Prospects acted as independent careers advisor to the School and primarily supported Year 9 and 11 pupils in selecting their options for Key Stages 4 and 5. The School had a full-time staff member to support students interested in applying to American universities whilst the Head of Careers supported other students applying to study internationally. The benefits of degree apprenticeships were also promoted to students.
- The School's careers focus tended to be towards online materials including subscriptions to online careers programmes which had regularly updated resources and formed part of the School's strategy to support pupils within a rapidly changing careers market. The School frequently circulated details of careers opportunities to students, and number of Year 12 students participated in interactive programmes with City employers. The School also drew on local links by working with a number of livery companies and there was scope to build on this.
- The Chairman queried whether the School provided opportunities for pupils to meet with entrepreneurs. The Head of Careers explained that pupils met with representatives of different industries and backgrounds including entrepreneurs. Students also arranged their own activities which had previously included speed-dating events with representatives varying industries and backgrounds.
- A Governor underlined the rate of economic growth in the Asian and African regions and queried how students could benefit from this. The Headmistress confirmed that it was part of the School's ethos to prepare students to have a global outlook and that this could include cultural exchanges. Increasing numbers of students were applying to universities in these regions, including China, and opportunities to study abroad were available via innovative providers such as Minerva and joint BA/BSc programmes. Another Governor highlighted the importance of

building links with large firms located in the City which offered global opportunities and internships.

- A Governor noted that the City of London Corporation would shortly be running a conference for Sixth Form students around the careers available within the organisation and that 160 attendees were expected from across London, including several pupils from the School.

RESOLVED – That the presentation be noted.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items of urgent business.

a) CLSG Exchange Programme to New Zealand and Canada

The Board considered a report of the Headmistress outlining a proposal for two new exchange programmes to New Zealand and Canada.

RESOLVED – That the establishment of two new exchange programmes to New Zealand and Canada be approved.

12. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items 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.

13. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the meeting held on 7 October 2019 be approved as an accurate record.

14. NON-PUBLIC SUB-COMMITTEE MINUTES

a) Non-Public Minutes of the Reference Sub-Committee held on 17 October 2019

RESOLVED – That the non-public minutes of the Reference Sub-Committee meeting held on 17 October 2019 be received.

b) Non-Public Minutes of the Finance Sub-Committee held on 17 October 2019

RESOLVED – That the non-public minutes of the Finance Sub-Committee meeting held on 17 October 2019 be received.

c) Non-Public Minutes of the Academic Working Party held on 20 November 2019

RESOLVED – That the non-public minutes of the Academic Working Party meeting held on 20 November 2019 be received.

15. **OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining non-public Outstanding Actions.

16. **REPORT OF THE HEADMISTRESS**

The Board approved the report of the Headmistress which provided information on non-public matters in relation to the School.

17. **PROPOSED 2020/21 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Bursar outlining the proposed 2020/21 revenue budget.

18. **REPAIRS, MAINTENANCE AND IMPROVEMENT FUND**

The Board considered a joint report of the Chamberlain, the Headmistress and the City on the Repairs, Maintenance and Improvements Fund.

19. **GATEWAY 6: CITY OF LONDON SCHOOL FOR GIRLS' GYMNASIUM ACCOMMODATION**

The Board considered a Gateway 6 report of the City Surveyor reporting the outcome of the gymnasium accommodation project.

20. **REPORT OF ACTION TAKEN**

The Board received a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

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

There were no questions.

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

There were no items of urgent business.

The meeting ended at 1.07 pm

Chairman

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