

**ACADEMIC AND PERSONNEL SUB COMMITTEE OF THE BOARD OF  
GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL  
Monday, 13 January 2020**

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 Monday, 13 January 2020 at  
3.34 pm

**Present**

**Members:**

Andrew McMillan (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Nicholas Goddard  
Councillor Chris Townsend  
Deputy Elizabeth Rogula  
Brian Harris

**Officers:**

Roland Martin - Headmaster of the City of London  
Freemen's School  
Paul Bridges - City of London Freeman's School  
Polly Dunn - Town Clerk's Department

**In Attendance:**

Tracey Graham

1. **APOLOGIES**

Apologies were received from Deputy Roger Chadwick and Lady Gillian Yarrow.

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 and non-public summary of the meeting held on 6 November 2019, be approved as accurate record.

4. **CITY OF LONDON FREEMEN'S SCHOOL 2020 USEFUL DATES AND POLICY REVIEW SCHEDULE**

Governors received a report of the Town Clerk regarding the City of London Freeman's School 2020 useful dates and policy review schedule.

Governors discussed the timings of forthcoming meetings and wished for there to be time either before or after the meeting to participate in classroom visits. It was agreed that the Town Clerk would gather the availability of Governors.

**RESOLVED**, that the report be noted.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

There was one item of urgent business.

Annual Review of Terms of Reference

Governors heard from Town Clerk regarding the terms of reference of the Academic and Personnel Sub-Committee. No changes to the terms of reference were proposed.

**RESOLVED**, that the Academic and Personnel Sub-Committee refer its terms of reference to the Board of Governors unchanged.

Deputy Head's Report on Policies

Governors considered a report of the Deputy Head regarding School policies. It was noted that, on approval, the updated Relationships and Sex Education (RSE) Policy would be hosted on the School's website.

Regarding mention of the pupil involvement in the review of the RSE Policy, a Governor asked at what age it would be appropriate to engage pupils in this process. The Headmaster explained that a decision had been made that only pupils aged 14 and above would be engaged in the process. Governors agreed that the wording of the policy be amended to "through Senior School Council", to reflect this.

Governors requested that the RSE Policy is cross-checked against the School's GDPR Policy, given the requirement to take into consideration the religious background of pupils.

Within the General Topic of *Puberty and Physical Attraction*, a question was raised about the use of the term "fancy". The term had been adopted following advice on the subject as the phrase that young people were more familiar with.

The section on *Families* was a new area of RSE. A gap analysis was underway to identify what needs to be put in place for September 2020. This would inform the "when covered in PSHE" segment.

Governors discussed a pupil's ability to opt back into RSE sessions following their withdrawal by parents. The School believed it was important to notify parents if their child had decided to opt back into RSE. However, the Headmaster acknowledged that there may be some exceptional circumstances in which notifying the parents would not be in the best interest of the child. This would have to be assessed on a case by case basis.

**RESOLVED**, that the Relationships and Sex Education Policy and amendment be referred to the Board of Governors for final approval.

7. **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.
8. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 6 November 2019, be approved as accurate record.
9. **OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the Sub-Committees non-public outstanding actions.
10. **HEADMASTER'S UPDATE**  
*16.25 – Nicholas Goddard left the meeting.*  
Governors heard an update from the Headmaster regarding general School matters.
11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There was one question.
12. **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.
13. **HEADMASTER'S REPORT**  
Governors received a report of the Headmaster regarding confidential School matters.

**The meeting ended at 4.45 pm**

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Chairman

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