

**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON SCHOOL FOR GIRLS
Friday, 14 February 2020**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of
Governors of the City of London School for Girls held at Committee Rooms, 2nd
Floor, West Wing, Guildhall on Friday, 14 February 2020 at 11.00 am

Present

Members:

Peter Bennett (Chairman)
Randall Anderson
Nicholas Bensted-Smith
Mark Bostock

Officers:

Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Steven Reynolds	- Chamberlain's Department
Jane Elliott-Waine	- Compliance Manager
Shyrose Mitha	- Finance Manager
Mark Smith	- Facilities Manager
Kerry Nicholls	- Clerk

1. APOLOGIES

Apologies for absence were received from Alderman Emma Edhem, Alderman Prem Goyal and Deputy Clare James.

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

There were no declarations.

3. MINUTES

A. Minutes of the meeting of Reference Sub-Committee held on 17 October 2019

RESOLVED, that the minutes of the meeting of the Reference Sub-Committee held on 17 October 2019, be approved as an accurate record.

B. Minutes of the meeting of Finance Sub-Committee held on 17 October 2019

RESOLVED, that the minutes of the meeting of the Finance Sub-Committee held on 17 October 2019, be approved as an accurate record.

4. **SCHEDULE OF STANDING ITEMS**

In considering the Schedule of Standing Items, Governors agreed to add the City of London School for Girls Risk Register as a standing item for all future meetings.

It was noted that the annual Repairs, Maintenance and Improvement Fund report (including the school's 20-year RM&I plan) would be reported annually to the Finance and Estates Sub-Committee in late Autumn prior to consideration by the Board of Governors.

RESOLVED, that the Schedule of Standing Items be updated to reflect Governors' comments.

5. **REVIEW OF TERMS OF REFERENCE**

Governors considered the Terms of Reference of the Finance and Estates Sub-Committee and agreed that the Board of Governors be requested to agree the following amendments:

- Terms of Reference, second paragraph to be amended to state:

"To *agree* arrears of school fees, sabbatical leave for posts up to the level of SMT and associated cost estimates (with power to act) *and repairs and maintenance expenditure within agreed budgets*, as well as other such matters as the Board may from time to time decide for the year ensuing."
- Terms of Reference, third paragraph references to "School's property" to be amended to "operational property."

RESOLVED, that the Board of Governors of the City of London School for Girls be requested to agree the proposed amendments to the Terms of Reference of the Finance and Estates Sub-Committee.

6. **COMPLIANCE UPDATE**

Governors considered a report of the Headmistress providing a compliance update and the following points were noted:

- The City of London School for Girls had appointed a Compliance Manager, shared with the City of London School, to provide additional capacity to deal with the increasingly complex compliance requirements in schools. The Compliance Manager was now in post and was working to coordinate levels of compliance across key areas of the School's functions including meeting the requirements of the Independent Schools Standards Regulations, health and safety, fire safety, human resources and risk management.
- The Chairman identified two areas within the School's detailed risk register where the RAG risk rating had increased which comprised CLSG-06: Breakdown in Health and Safety Policies Results in Harm and Reputational Damage for which a range audits had been undertaken,

and CLSG-07: Maintenance of Buildings and Site which had arisen as a result of the Summer Works 2019 programme being incomplete. The Compliance Manager confirmed that comprehensive action plans were in place to mitigate these risks and that progress would be reported to future meetings of the Finance and Estates Sub-Committee. The Chairman requested that the detailed risk register be updated to include the action being taken to address each risk by the target date.

- Work was underway to review recommendations arising from recent audits on health and safety and fire safety by the City of London Corporation and an external fire safety assessment which were expected to include a number of 'quick wins' as well as indicate areas where additional resource was required. In response to a question from a Governor, the Bursar advised that robust evacuation plans were in place in case of fire. The School was held to different standards of fire safety than residential properties but there were no outstanding actions on fire safety with implications for the Barbican residential estate. A Governor requested that the Fire Risk Assessment be provided to Committee Members following the meeting.
- The Audit and Risk Management Committee of the City of London Corporation had met on 28 January 2020 to consider outstanding audit recommendations of the City of London School for Girls at which it had been confirmed that action had been taken on all 23 outstanding recommendations, and that six items had been closed. Work was underway to close the remaining outstanding recommendations and progress updates would be reported to members of the Finance and Estates Sub-Committee via e-mail.
- The Headmistress observed that the School's detailed risk register did not currently include a risk relating to the COVID-19 (Corona) virus; however, the School was taking all steps necessary to inform and protect staff, pupils and their families. Robust measures were in place to respond to a case of the virus within the School community, including proposals to deliver a virtual school.

RESOLVED, that the current Compliance position be noted.

7. RISK REGISTER 2019-20 FOR: THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS AND PRIZES FUND

Governors considered a joint report of the Chamberlain and Bursar presenting the Risk Register 2019-20 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund and the following points were noted:

- A proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds was in

development and would be considered by the Finance and Estates Committee in due course.

- The Chairman requested that a report giving more detail on Risk 1: The Income from Investments in the Charities Pool may Decline be provided to the next meeting of the Finance and Estates Sub-Committee on 20 May 2020.

RESOLVED, that:

- Members' comments on the Risk Register 2019-20 for the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund be noted; and,
- The Board of Governors of the City of London School for Girls be requested to review and confirm that the register satisfactorily set out the risks facing the charity and that appropriate measures were in place to mitigate those risks.

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other urgent business.

10. 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 they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

11. NON-PUBLIC MINUTES

A. Non-Public Minutes of the meeting of Reference Sub-Committee held on 17 October 2019

RESOLVED, that the non-public minutes of the meeting of the Reference Sub-Committee held on 17 October 2019, be approved as an accurate record.

B. Non-Public Minutes of the meeting of Finance Sub-Committee held on 17 October 2019

RESOLVED, that the non-public minutes of the meeting of the Finance Sub-Committee held on 17 October 2019, be approved as an accurate record.

12. OUTSTANDING ACTIONS

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

13. **MANAGEMENT OF ARREARS OF FEES AT CLSG - AUTUMN TERM 2019**
Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls for the Autumn 2019 term.
14. **FINANCIAL INFORMATION DASHBOARD**
Governors considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.
15. **ESTATES UPDATE**
 - A. **Report of Action Taken Between Meetings**

Governors received a report of the Town Clerk regarding an action taken under urgent authority since the last meeting.
 - B. **CLSG Emerging Estate Strategy**

Governors considered a report of the Headmistress setting out the emerging estate strategy for the City of London School for Girls.
16. **LEAVERS' CEREMONY**
Governors heard the Headmistress on the Year 13 Leavers' Ceremony 2020.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of urgent business.

The meeting ended at 1.00 pm

Chairman

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