

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Wednesday, 11 March 2020**

Minutes of the meeting of the Board of Governors of the City of London School held  
at City of London School, Queen Victoria Street, London EC4V 3AL on Wednesday,  
11 March 2020 at 11.00 am

**Present**

**Members:**

Deputy James Thomson (Chairman)	Rosie Gill
Tim Levene (Deputy Chairman)	Caroline Haines
Nicholas Bensted-Smith (Ex-Officio Member)	Andrew Jones
Deputy Keith Bottomley	Alderman Vincent Keaveny
Lesley Cartmell	Lord Levene of Portsoken
Dominic Christian	Deputy Edward Lord
John Claughton	Ian Seaton
Marianne Fredericks	Paul Stein

**Officers:**

Alan Bird	- City of London School
Charles Griffiths	- City of London School
Dr Richard Brookes	- City of London School
Coco Stevenson	- City of London School
Kathrin Ostermann	- City of London School (for item 25)
Steven Reynolds	- Chamberlain's Department
Brian Brierley	- City Surveyor's Department (for item 19)
Polly Dunn	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Ronel Lehmann, Paul Madden, Sylvia Moys and Deputy Philip Woodhouse. Alexander Barr joined the meeting via conference call.

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

Alderman Vincent Keaveny noted his non-pecuniary interest in the Lord Mayor's Show in relation to item 17.

**3. MINUTES**

**RESOLVED**, that the public minutes of the meeting held on 11 March 2019, be approved as an accurate record.

**4. MINUTES OF THE FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the draft public minutes of the Finance and Estates Committee meeting held on 12 February 2020, be noted.

5. **MINUTES OF THE ACADEMIC AND EDUCATION COMMITTEE**  
**RESOLVED**, that the draft public minutes of the Academic and Education Committee meeting held on 12 February 2020, be noted.
6. **ANNUAL REVIEW OF TERMS OF REFERENCE**  
Governors considered a report of the Town Clerk regarding the Board's Annual Review of its Terms of Reference.

**RESOLVED**, that

- No changes to the terms of reference be proposed;
  - The number and frequency of meetings remains appropriate; and
  - The decision to make any further changes to the 2020/2021 terms of reference be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman
7. **RISK REGISTER 2019-20 FOR: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST**  
Governors considered a joint report of the Chamberlain and the Bursar regarding the Risk Register 2019-20 for: The City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust.

**RESOLVED**, that the two risk registers satisfactorily set out the risks facing the School's two charities and that appropriate measures are in place to mitigate those risks.

8. **INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE (IHRA) DEFINITION ON ANTI-SEMITISM**  
Governors received a report of the Town Clerk regarding the International Holocaust Remembrance Alliance (IHRA) Definition on Anti-Semitism.

*11.08 – Marianne Fredericks joined the meeting.*

Governors felt that the change to the Teachers Code of Conduct should be reported to the JCC which was due to meet later in the month.

**RESOLVED**, that the amendment to the Teacher's Code of Conduct be approved, subject to agreement at the JCC.

9. **HEAD'S REPORT**  
Governors received a report of the Head regarding general school matters.

The Chairman requested a verbal update from the Head as to the School's actions in response to the COVID-19 outbreak:

- The School had been and would continue to keep up to date with Government guidance as issued by Public Health England, the Department for Education and the City of London Corporation.
- Contingency planning had already commenced, and remote working provision was being trialled with the use of the School's EdTech system. For the first 1-2 weeks staff would be working to a reduced timetable for non-exam years to allow time for staff and pupils to become familiar with the technology. Training sessions were being delivered. A Governor asked how EdTech was being tested, it was confirmed that a member of staff was already working from home in order to trial it and that pupils were logging in from an IT suite at the School and taking part in lessons virtually. An addendum to the Safeguarding Policy was being prepared to ensure that remote learning was covered within these protocols.
- The School had begun to survey staff and parents about the availability of technology at home should the need for remote teaching become necessary.
- There had been no update on public exams. The School was to proceed as normal in this respect until otherwise instructed.
- Three overseas trips were planned, one at the end of term and two during the Easter Holidays. The trip to Pompeii had been cancelled and it was hoped that the money would be recoverable from the insurers or tour provider. The Berlin trip would likely be postponed until October. The main concern was the ski trip to Colorado, which if the School were to electively cancel without instruction from the Government, would come at a cost to the School of £75-80k. A risk to staff was recognised, particularly if travel restrictions were imposed after the trip had already left, but a balanced view would need to be taken and a final decision taken nearer the time.
- Maundy Thursday celebrations for the Chapel Royal Choristers had been cancelled.
- A Governor asked if all high-risk cohorts (pupils and staff) had been identified. The Head confirmed this had been done and that all Easter travel plans had been logged by the School.
- The Head confirmed that, as the Government had not issued guidance to close the School, all children withdrawn from lessons were recorded as unauthorised absences.
- At time of the meeting only one parent had contacted the School to notify them that there was no IT, but it was recognised that there would likely be others. The School would need to assess the scale of the issue and would aim to be in a position to loan the necessary technology. There were factors the School would be unable to control, such as the quality

of the home wi-fi connection, especially in families where more than one individual may be remotely accessing work/school.

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

**10. CITY OF LONDON SCHOOL CHARITABLE GIVING**

Governors received a report of the Head regarding the School's Charitable Giving.

Following a question from a Governor, the Head confirmed that the amounts raised over different years were less influenced by the chosen charity and more influenced by the strength of the pupil leadership in that given year.

There had been an increased engagement with charities, on the request of the Board, to ensure appropriate reporting back to the School after donations had been made.

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

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

There were no questions.

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

There was no other 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 11 December 2019, be approved as accurate record.

**15. NON-PUBLIC MINUTES OF THE FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the draft non-public minutes of the Finance and Estates Committee meeting held on 12 February 2020, be noted.

**16. NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION COMMITTEE**

**RESOLVED**, that the draft non-public minutes of the Academic and Education Committee meeting of the 12 February 2020, be noted.

**17. HEAD'S NON-PUBLIC REPORT**

Governors considered a report of the Head regarding general School matters.

18. **BURSAR'S REPORT**

Governors considered a report of the Bursar regarding financial and operational matters of the School.

19. **PHASE 1 - CITY OF LONDON SCHOOL MASTERPLAN**

*The Board agreed to bring forward Item 21: Phase 1 – City of London School Masterplan at this point in the agenda.*

Governors considered a report of the City Surveyor regarding Phase 1 of the City of London School Masterplan project.

20. **CHARITIES RATIONALISATION**

Governors considered a report of the Comptroller & City Solicitor regarding the rationalisation of charities related to the City of London School.

21. **COMPLIANCE**

Governors considered a report of the Head regarding compliance.

22. **FINANCIAL INFORMATION DASHBOARD**

Governors received a joint report of the Chamberlain and Bursar regarding the City of London School Financial Information Dashboard.

23. **HEALTH & SAFETY AND WELFARE**

Governors received a report of the Head regarding Health & Safety and Welfare.

24. **SAFEGUARDING**

Governors received a report of the Head regarding an update on Safeguarding matters.

25. **DEVELOPMENT AND ALUMNI RELATIONS REPORT (INTERIM)**

Governors received a report of the Head regarding an update on the School's Alumni Relations activities.

26. **CYBER SECURITY**

Governors received a report of the Bursar regarding Cyber Security.

27. **NON-PUBLIC OUTSTANDING ACTIONS**

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

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

There were no questions.

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

There was no other business.

*12.57 – Deputy Edward Lord left the meeting. Remaining Governors voted to extend the meeting under Standing Order 40.*

30. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 11 December 2019, be approved as an accurate record.

31. **CONFIDENTIAL MINUTES OF THE FINANCE AND ESTATES COMMITTEE**

**RESOLVED**, that the draft confidential minutes of the Finance and Estates Committee, be noted.

32. **CITY OF LONDON SCHOOL STAFFING AND PAY MATTERS**

Governors considered a report of the Bursar regarding staffing and pay matters.

33. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST IN CONFIDENTIAL SESSION**

There were three items of urgent business.

**The meeting ended at 1.04 pm**

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Chairman

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