

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS
Monday, 8 June 2020

Minutes of the meeting of the Board of Governors of the City of London School for
Girls held on Monday, 8 June 2020 at 11.00 am

Present

Members:

Nicholas Bensted-Smith (Chairman)	Alderman Prem Goyal
Deputy Clare James (Deputy Chairman)	Deputy Tom Hoffman
Rehana Ameer	Shravan Joshi
Randall Anderson	Sylvia Moys
Peter Bennett	Professor Anna Sapir Abulafia (External Member)
Mark Bostock	Mary Ireland (External Member)
Mary Durcan	Deputy Philip Woodhouse (Ex-Officio Member)
Alderman Emma Edhem	

Officers:

Rofikul Islam	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Chloe Rew	- Town Clerk's Department
Chandni Tanna	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Bukola Soyombo	- Chamberlain's Department
Jenny Brown	- Headmistress
Alan Bubbear	- Bursar
Susie Gilham	- Deputy Head (Pastoral)
Justine Venditti	- Senior Deputy Head (Staff)

Also Present:

Deputy Brian Mooney	- Chief Commoner
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1. APOLOGIES

Apologies for absence were received from Tim Levene.

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: Compliance Update, the Bursar confirmed that work to close outstanding audit recommendations remained on track and was anticipated to be completed in early Autumn 2020. Work to ensure the School was compliant in the areas of health and safety and fire safety was ongoing and a written update would be circulated to the Board of Governors at the end of June 2020.

RESOLVED – That the minutes of the previous meeting be approved as an accurate record.

4. **OUTSTANDING ACTIONS**

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

It had not been possible to arrange visits to the School during the Summer 2020 Term due to the COVID-19 pandemic, but Governors were requested to make arrangements for Autumn 2020 Term visits with the Assistant Head, Teaching, Learning and Research. The detailed Risk Register incorporating a new risk around Tier 2 and Tier 4 visa applications would be circulated to the Board of Governors following the meeting.

RESOLVED – That the Outstanding Actions report be noted.

5. **APPOINTMENT OF CO-OPTED GOVERNORS**

The Board heard the Chairman requesting consideration be given to the appointment of two Co-opted Governors.

RESOLVED – That Dr. Stephanie Ellington and Elizabeth Phillips be reappointed to the Board for further four-year terms expiring 1 July 2024.

6. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress who provided an update on forthcoming events, including Governors' visiting days, lettings, repairs and maintenance works, staff training and partnerships and outreach with other schools and the following points were made:

- A series of events were planned for the Autumn 2020 Term but a number of these might be delivered virtually if social distancing restrictions remained in place. Lettings on the school site were similarly limited by social distancing restrictions and whilst repairs to the swimming pool had been completed, it could not be put back in use until Government restrictions had been lifted.
- 20 out of 24 Year 6 pupils had now returned to the School and were grouped in protective bubbles. The majority of pupils arrived between 10.00-10.45am to avoid peak travel times on public transport; however, wraparound care was in place for pupils arriving earlier, including vulnerable pupils and those whose parents were key workers. Work was underway to explore how the School would operate on-site and virtual learning in parallel to all pupils from the start of the 2020/21 academic year as it would be impossible to accommodate all pupils on the School site with current social distancing measures in place. In response to a question from a Governor, the Headmistress advised that of the four Year 6 pupils who had chosen not to return to the School for the remainder of the Summer 2020 Term, three were moving onto other schools and one was currently living abroad.

- A Governor queried whether support was in place for pupils reporting any health concerns or safeguarding issues whilst learning was being delivered virtually. The Headmistress confirmed that a full range of support was in place for any pupil for whom concerns were identified and that this included the resources of the Pastoral Team. A full update on safeguarding would be given later in the meeting.

RESOLVED – That the report be noted.

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

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were two items of urgent business.

The Headmistress advised Governors that a number of pupils and alumni had approached the School regarding the recent Black Lives Matters protests. The School had written to pupils, parents, alumni and staff to reassure them of the School's commitment to equality and a copy of the letters sent would be provided to Governors following the meeting. The Pastoral Team was developing a survey in partnership with pupils that would gather the feelings, experiences and thoughts of the whole school community on this key issue. A virtual open door had been introduced via which pupils could discuss their concerns with the Headmistress at any time. A Governor was pleased to note the involvement of pupils in developing the survey and emphasised the need for the School's response to be shaped by its student body.

Governors were advised that meeting dates of the Board of Governors for the forthcoming academic year were scheduled as follows:

11.00am, Monday 5 October 2020
 11.00am, Monday 7 December 2020
 11.00am, Thursday 11 March 2021
 11.00am, Thursday 10 June 2021

9. 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.

10. NON-PUBLIC MINUTES

RESOLVED – That the non-public minutes of the previous meeting be approved as an accurate record.

11. NON-PUBLIC OUTSTANDING ACTIONS

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

12. REPORT OF THE HEADMISTRESS

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

13. **ANNUAL SAFEGUARDING REPORT**

The Board considered a report of the Headmistress presenting the annual safeguarding report of the School.

14. **FINANCIAL INFORMATION DASHBOARD**

The Board considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.

15. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: 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 on the Cash available in the School's charity: The City of London School for Girls Bursary Fund Incorporating the City of London School for Girls Scholarships and Prizes Fund.

16. **REPORT ON ACTION TAKEN**

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

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

There were no questions.

18. **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.

a) **CLSG DETAILED RISK REGISTER**

The Board considered a report of the Bursar presenting the CLSG Detailed Risk Register.

19. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the previous meeting be approved as an accurate record.

20. **ANNUAL SAFEGUARDING REPORT - EXTRACT FROM NON-PUBLIC REPORT**

The Board considered confidential appendices of the report of the Headmistress.

21. **IT OPERATIONS REPORT**

The Board considered a confidential joint report of the Headmistress and the Head of the City of London School on IT Operations.

The meeting ended at 12.52 pm

Chairman

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