

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Wednesday, 3 June 2020

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held virtually. The meeting could be viewed at:
<https://youtu.be/wq15S8mb1gM> on Wednesday, 3 June 2020 at 10.00 am

Present

Members:

Deputy Philip Woodhouse (Chairman)
Deputy Roger Chadwick (Deputy
Chairman)
Deputy John Bennett
Nicholas Goddard
Tracey Graham
Michael Hudson
Alderwoman Susan Langley

Alderman Bronek Masojada
Andrew McMillan
Deputy Hugh Morris
Graham Packham
Deputy Elizabeth Rogula
Councillor Chris Townsend

Officers:

Alistair MacLellan
Kerry Nicholls
Rebecca Muscat
Steven Reynolds
Danielle Maalouf
Bukola Soyombo
Roland Martin
Joanne Moore
Stuart Bachelor
Paul Bridges
Matt Robinson
Ola Obadara
Noyon Choudhury

- Town Clerk's Department
- Town Clerk's Department
- Town Clerk's Department
- Chamberlain's Department
- Chamberlain's Department
- Chamberlain's Department
- Headmaster
- Bursar
- Deputy Head
- Deputy Head (Academic)
- Head of Junior School
- City Surveyor's Department
- City Surveyor's Department

1. APOLOGIES

Apologies were received from Nick Bensted-Smith and Tim Levene.

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 5 February 2020 be approved.

4. PUBLIC OUTSTANDING ACTIONS

Governors considered a report of the Town Clerk regarding public outstanding actions. It was agreed that an action to develop guidance on appropriate starting salary for teaching staff should be added.

RESOLVED, that the report be received.

5. **HEADMASTER'S PUBLIC REPORT**

Governors considered the Headmaster's Public Report and the following points were made.

- The Headmaster praised School staff for their response to the challenges posed by the COVID-19 pandemic.
- Governors welcomed the news that the Design Technology Department had produced over 1400 protective visors, some of which were funded by the Freeman's School Association. Governors noted that institutions supported included Epsom Hospital, Princess Alice Hospice, Walton Heath Care Home, Homelea Care Home, The Meeting Room charity, and a number of others.
- In response to a question, the Headmaster confirmed he had held constructive meetings with the Common Room to discuss staff response to COVID-19.

RESOLVED, that the report be received.

6. **DEPUTY HEAD'S REPORT ON POLICIES**

Governors considered a report of the Deputy Head regarding Policies and the following points were made.

- In response to queries, the Deputy Head agreed to confirm any legal obligations to retain data for a minimum or maximum amount of time, e.g. whether it should be held for a period of more than one year. A Governor suggested that this issue was dealt with adequately in the existing IT Policy.
- Governors welcomed the tracked changes format that enabled them to identify exactly what changes were proposed.
- In response to a question, the Headmaster confirmed that existing policies and the School risk assessment had been reviewed and updated in light of COVID-19, rather than a specific COVID-19 policy being adopted.
- In response to a comment regarding a double choices in sciences and minimum class sizes, the Headmaster assured Governors that such decisions were education-led rather than business-led.

- In response to a question, the Deputy Head noted that the School was unable to confirm there were zero cases among the School community – indeed, there had been one confirmed case off-site.

RESOLVED, that Governors approve,

- The Complaints Policy
- The Curriculum Policy
- The Health and Safety Policy.

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

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Thanks to Brian Harris

The Chairman and Headmaster both placed on record their thanks and appreciation for the long service of Brian Harris as Governor of City of London Freemen's School. Their sentiments were echoed by the Board.

9. 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 I of Schedule 12A of the Act.

10. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 5 February 2020 be approved.

11. NON-PUBLIC OUTSTANDING ACTIONS

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

12. BURSAR'S REPORT

Governors agreed to vary the order of items on the agenda so that the Bursar's Report was considered next.

13. FINANCIAL INFORMATION DASHBOARD

Governors agreed to vary the order of items on the agenda so that the joint report of the Chamberlain and Bursar on the Financial Information Dashboard was considered next.

14. INVESTMENT OF CASH HELD BY THE CHARITIES ASSOCIATED WITH THE SCHOOL

Governors agreed to vary the order of items on the agenda so that the joint report of the Chamberlain and Head regarding investment of cash held by charities associated with the School was considered next.

15. HEADMASTER'S NON-PUBLIC REPORT

Governors considered the Headmaster's non-public report.

At this point of the meeting, two hours having elapsed, Governors agreed to extend the meeting until all items on the agenda has been considered, in line with Standing Order 40 of the Court of Common Council.

16. **COVID-19 SCHOOL RETURN RISK ASSESSMENT**

Governors agreed to vary the order of items on the agenda so that the report of the Headmaster regarding the COVID-19 School Return Risk Assessment was considered next.

17. **DEPUTY HEAD'S NON-PUBLIC REPORT ON POLICIES**

Governors considered the Deputy Head's non-public report on policies.

18. **ANNUAL SAFEGUARDING REPORT**

Governors considered the Annual Safeguarding Report of the Headmaster.

19. **HEALTH AND SAFETY REPORT**

Governors considered a Health and Safety report of the Bursar.

20. **CITY SURVEYOR PROJECT BOARD REPORT**

Governors considered the City Surveyor's Project Board Report.

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

There were no non-public questions.

22. **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.

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

Governors considered confidential information provided in conjunction with Item 18 (Annual Safeguarding Report).

The meeting ended at 12.30 pm

Chairman

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