

**FINANCE, GENERAL PURPOSES AND ESTATES 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 Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 13 January 2020 at 1.45 pm

Present

Members:

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

Officers:

Steven Reynolds	- Chamberlain's Department
Roland Martin	- Headmaster, City of London Freeman's School
Jo Moore	- Bursar, City of London Freeman's School
Polly Dunn	- Town Clerk's Department

Observing:

Tracey Graham

1. **APOLOGIES**

Apologies were received from Deputy Roger Chadwick.

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's useful dates and policy review schedule.

It was requested that Prize Day be added to the schedule.

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

The Town Clerk invited Governors to consider whether any changes were required of the Finance, General Purposes and Estates Sub-Committee's terms of reference.

Governors discussed the process of internal audit and established that the corporate risks relating to the City of London Freeman's School were reported to the City's Audit and Risk Management Committee. Any recommendations following this reporting were fed back to officers at the School. Governors requested that the Bursar bring forward a report to a future Board meeting, outlining the recommendations made to, and actions taken by, the School in response to the Corporation's Internal Audit processes.

The risks reported to the Audit & Risk Management Committee were at a very high, corporate-level and did not capture the level of detail that one might expect of an independent school not associated to the Corporation. To address this, the Headmaster and Bursar proposed their intention to create a more internally focussed risk register for the Sub-Committee's next meeting (May 2020). Governors requested that this be added to the Sub-Committee's agenda plan.

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 non-public outstanding actions of the Sub-Committee.

10. **BURSAR'S REPORT**

Governors considered a report of the Bursar regarding an update on operational and financial matters.

11. **FINANCIAL INFORMATION DASHBOARD**

Governors received a report of the Bursar and the Chamberlain regarding the Financial Information Dashboard.

12. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

13. **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 3.29 pm

Chairman

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