

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 5 October 2012

Minutes of the meeting 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 Friday, 5 October 2012 at 11.00 am

Present

Members:

Deputy John Bennett (Chairman)	Michael Hudson
Roger Chadwick (Deputy Chairman)	Anthony Llewelyn-Davies
Michael Bramwell	Douglas Mobsby
John Brewster	Elizabeth Rogula
Nicolas Cressey	Cllr Chris Townsend
Deputy Robin Eve	Alderman Alan Yarrow

Officers:

Gemma Stokley	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Sarah Port	- Chamberlain's Department
Peter Snowdon	- Projects Director, City Surveyor's Department
Mark Lowman	- City Surveyor
Philip Macdonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School
Yvette Dunne	- Bursar, City of London Freeman's School

CHAIRMAN'S WELCOME

The Chairman, on behalf of the Board of Governors, welcomed Mr Cressey to his first Board meeting since being appointed as a CLFS Governor.

1. APOLOGIES

Apologies for absence were received from Alderman Alison Gowman, Brian Harris, Vivienne Littlechild, Sir Clive Martin (co-opted), Deputy Dr. Giles Shilson (ex-officio), John Spanner, Angela Starling and Alderman John White (ex-officio).

2. DECLARATIONS BY GOVERNORS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

Deputy Robin Eve declared a personal but non-prejudicial interest on the basis of his membership of and connections with the Old Freeman's School Association (OFA).

Councillor Chris Townsend declared a personal but non-prejudicial interest in relation to agenda item 15 stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. **MINUTES**

The public minutes and summary of the meeting held on 2 July 2012 were approved and agreed as a correct record.

Co-opted Governor vacancies (page 2) – In response to a question, the Chairman reported that he and the Headmaster were still looking to progress this matter. He encouraged Governors to contact him with any suggestions they might have.

4. **SCHEME FOR FOUNDATION SCHOLARS**

The Board considered a report of the Chamberlain advising Governors of the annual assessable income level below which the parent or guardian of a Foundation Scholar would not be expected to make a contribution to school fees. The report also advised of the allowance to be made against the parents or guardians assessable income for each dependent child that is not a Foundation Scholar.

RESOLVED – That, the Board approve:

- an increase in the annual assessable income level below which the parent or guardian of a Foundation Scholar would not be expected to make a contribution to school fees from £12,890 to £13,350;
- an increase in the dependent child allowance from £1,630 to £1,690; and
- continuation of the current scheme of contributions as detailed in paragraph 3 of the report.

5. **CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL - 2011/12 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2011/12 Report and Financial Statements for the Charities administered in connection with the City of London Freeman's School (charity number: 312120).

The Chairman reported that there had been an amalgamation of a number of charities connected with the School and that, as a consequence, a sum of approximately £200,000 had been transferred from the 'Charities Administered in connection with the City of London Freeman's School' to the School Bursary Fund.

RECEIVED.

6. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND 2011/12 REPORT AND FINANCIAL STATEMENTS**

The Board received a report of the Chamberlain providing Governors with a copy of the 2011/12 Report and Financial Statements for the City of London Freeman's School Bursary Fund (charity number: 284769).

The Chairman highlighted that the transfer of approximately £200,000 from the 'Charities Administered in connection with the City of London Freeman's School' and the £100,000 transfer from the School's revenue account agreed by the Board last year were both reflected. He went on to state that the School's Bursary Fund was now in a relatively healthy position and that Governors were keen to receive worthy bursary applications in order to utilise funds in the future.

RECEIVED.

7. **REVENUE OUTTURN 2011/12**

The Board received a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School comparing the 2011/12 revenue outturn with the final agreed budget for the year.

The Chamberlain reported that the report outlined a 'better than budget' position of some £200,000 which has been transferred to the capital fund to contribute towards the forthcoming Master Plan works.

The Chamberlain went on to highlight that the income of £33,000 from the School tuck shop referred to within the report was a new source of income. He added that, as the tuck shop was now administered directly by the School, this income would be included within future budgets.

The Chairman commented that it was encouraging to see additional income received from both lettings and external, catered events at the School and hoped that this would continue to increase with the introduction of new and improved facilities as set out within the School 'Master Plan'.

In response to a question, the Chamberlain stated that the interest earnings of £85,387 mentioned within the report was 'gross' and there is no tax liability. In response to a separate question, the Bursar stated that much of the additional income received was unpredictable and therefore difficult to budget for.

The Chairman highlighted the additional £13,000 received in registration fees which was a sign of the increasing popularity of the Freeman's School.

Governors wished to place on record their congratulations to both the Headmaster and the Bursar on the impressive transformation of the School's finances over the past 5-6 years.

RECEIVED.

8. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

The Head of the Junior School reported that 92 new children had started at the Junior School this term and that all had settled happily. He reminded Governors that they were welcome to visit the Junior School at any time.

The Chairman raised a question regarding the amount raised by the Junior School for Charity this year and the recognition received from some of the chosen charities. The Head of the Junior School responded by saying that monies raised for smaller, local charities seemed to have a bigger impact with smaller charities seeming to be more willing and able to come in to the School and provide pupils with updates as to how their money had been spent. This was not always possible with some of the larger, more established charities who received regular donations from all around the world. The Head of the Junior School went on to report that the Junior School pupils chose the charities to contribute to each year with each class presenting a charity and pupils voting for their preferred charity at the end of the presentations. Governors were informed that all of the charities presented to pupils this year would be local charities.

The Chairman referred to the recent introduction of the 'Enrichment Programme' right across both the Junior and Senior School and reminded Governors that they would have the opportunity to observe some of the enrichment activities introduced following today's Board meeting.

9. CHAIRMANSHIP OF THE BOARD OF GOVERNORS

The Chairman was heard relative to the future Chairmanship of the Board of Governors.

He reminded the Board that he was now serving a fourth and final year as Chairman following special permission granted by the Court of Common Council for him to do so. He went on to state that a new Chairman would need to be identified and appointed in April 2013 and asked that any Governor who felt able to make a contribution as either Chairman or Deputy Chairman contact him.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

12. EXCLUSION OF THE PUBLIC

MOTION - 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 Section 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
13	3
14	1 & 3
15	3
16	1 & 3
17	1 & 3
18	-
19	-

13. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 2 July 2012 were approved and agreed as a correct record.

14. REVIEW OF ASSISTANCE FOR FOUNDATION SCHOLARS

The Board considered and approved a report of the Chamberlain reviewing the level of assistance given to the one existing Foundation Scholar for the 2012/13 academic year.

15. UPDATE ON THE MASTER PLAN

The Board considered and approved a late, separately circulated report of the City Surveyor providing Governors with a Progress Report on the Master Plan – Phase 1 Works.

16. ARREARS OF FEES

The Board considered and approved a report of the Bursar of the City of London Freemen's School relative to the current Arrears of Fees.

17. HEADMASTER'S REPORT

The Board received a report of the Headmaster of the City of London Freemen's School relative to various School issues.

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

A Governor raised a question regarding the advertising of Bursaries at the School in the local area.

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration in the non-public session.

The meeting ended at 12.40 pm

Chairman

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