

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Monday, 12 October 2020**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held virtually on Monday, 12 October 2020 at 11.00 am

**Present**

**Members:**

Deputy Philip Woodhouse (Chairman)	Andrew McMillan
Michael Hudson (Deputy Chairman)	Alderman Robert Howard
Deputy John Bennett	Graham Packham
Deputy Kevin Everett	Deputy Elizabeth Rogula
Nicholas Goddard	Councillor Chris Townsend
Tracey Graham	Lady Gillian Yarrow

**Officers:**

Roland Martin	- Headmaster of the City of London Freeman's School
Jo Moore	- City of London Freeman's School
Stuart Bachelor	- City of London Freeman's School
Paul Bridges	- City of London Freeman's School
Matt Robinson	- City of London Freeman's School
Steven Reynolds	- Chamberlain's Department
Ellen Wentworth	- Chamberlain's Department
Michael Harrington	- Chamberlain's Department
James Carter	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Noyon Choudhury	- City Surveyor's Department
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department

**1. APOLOGIES**

There were no apologies.

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

There were no declarations.

**3. ORDER OF THE COURT OF COMMON COUNCIL**

The Order of the Court of Common Council dated 16 July 2020 appointing the Board for the ensuing year, was received.

**4. ELECTION OF CHAIRMAN**

An election of Chairman was conducted in line with Standing Order 29. Deputy Philip Woodhouse, being the only Member indicating a willingness to serve, was elected for the ensuing year.

The Chairman thanked Alderwoman Susan Langley for her contribution to the Board and welcomed Alderman Robert Howard to his first meeting.

5. **ELECTION OF DEPUTY CHAIRMAN**

An election of Deputy Chairman was conducted in line with Standing Order 30. Michael Hudson, being the only Member indicating a willingness to serve, was elected Deputy Chairman for the ensuing year.

The Chairman and Headmaster both issued thanks to Deputy Roger Chadwick on behalf of the Board, for his contribution as Chairman and Deputy Chairman.

6. **MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 3 June 2020, be approved as accurate record.

7. **PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the Board's public outstanding actions.

It was noted that the matter of internal audit reporting was covered at the June 2020 Board meeting and could be marked as complete.

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

8. **APPOINTMENT OF SUB-COMMITTEES AND NAMED GOVERNORS**

Governors considered a report of the Town Clerk regarding the appointment of sub-committees and named governors.

Named Governors

The following Governors were appointed into the corresponding designated lead Governor roles:

- Andrew McMillan (Boarding)
- Nicholas Goddard (Health and Safety)
- Deputy Elizabeth Rogula (Safeguarding lead)
- Lady Gillian Yarrow acts (Safeguarding support)

Teachers' Pay Panel

Governors noted the composition, purpose and schedule of the Teachers' Pay Panel.

Committees and Working Parties

Governors considered the terms of reference of the following Committees as set out in the report

The Deputy Chairman proposed a blanket revision of any references to "Sub-Committee" to "Committee". Also, a correction of the Bursary Committee reporting – "if the Committee has met it shall report to the following meeting".

Lastly, for all Committees the composition should read “*at least* one of whom shall be a Common Council Governor”.

With these comments supported by the Board, the following Terms of Reference were approved:

- Finance, General Purposes and Estates Committee
- Academic and Personnel Committee
- Bursary Committee
- Nominations Committee

The following Governors were appointed to the **Finance, General Purposes and Estates Committee**, with the Chairman and Deputy Chairman elected as indicated:

- Nicholas Goddard (Chairman)
- Deputy Philip Woodhouse (Deputy Chairman)
- Deputy Roger Chadwick
- Michael Hudson
- Andrew McMillan
- Cllr Chris Townsend

The following Governors were appointed to the **Academic and Personnel Committee**, with the Chairman and Deputy Chairman elected as indicated. Governors noted this would require the expansion of the agreed membership:

- Andrew McMillan (Chairman)
- Deputy Philip Woodhouse (Deputy Chairman)
- Deputy Roger Chadwick
- Nicholas Goddard
- Tracey Graham
- Michael Hudson
- Deputy Elizabeth Rogula
- Cllr Chris Townsend
- Lady Gillian Yarrow

The following Governors were appointed to the **Bursary Committee**, with the Chairman and Deputy Chairman elected as indicated:

- Deputy Philip Woodhouse (Chairman)
- Michael Hudson (Deputy Chairman)
- Deputy Roger Chadwick
- Deputy Kevin Everett
- Nicholas Goddard
- Andrew McMillan
- Cllr Chris Townsend

The following Governors were appointed to the **Nominations Committee**, with the Chairman and Deputy Chairman elected as indicated:

- Michael Hudson (Chairman)
- Deputy Philip Woodhouse (Deputy Chairman)
- Deputy John Bennett

- Deputy Roger Chadwick
- Deputy Kevin Everett
- Tracey Graham

**RESOLVED** that the Board

- appoint the designated named Governors roles as outlined for the year ensuing;
- approve the proposed Terms of Reference (as outlined in Appendix 1 – subject to comments made) for the year ensuing; and
- appoint the membership of the various Committees and Teachers Pay Panel, as specified.

#### 9. **HEADMASTER'S PUBLIC REPORT**

Governors received a report of the Headmaster regarding an update on School activities. The following matters were raised:

- Following a question posed on any written-off costs incurred by cancelled trips. The School had incurred a loss of £6k, with a further potential loss of £13.5. Of the £13.5k, the majority (£9k) is for a trip that may still go ahead. The remaining £4.5k was for a confirmed cancelled trip and the School was in the process of recovering this from insurers. A £35k cost for a ski trip had been fully refunded. Parents would receive the refund where one had been issued to the School. In events where this was not possible individual conversations were had with the impacted families.
- The Chairman and Board wished to formally note their thanks to the staff at CLFS, who had continued to operate successfully during increasingly complex times.

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

#### 10. **DEPUTY HEAD'S REPORT ON POLICIES**

Governors considered a report of the Deputy Head regarding policies.

Governors were supportive of the changes to the policy, which had been made following the update to the *Keeping Children Safe in Education* (September 2020) Guidance. Staff at the School were always informed when there had been changes to any policies; both staff and governors had access to this policy via the School website.

The Safeguarding lead Governor volunteered for her mobile number to be included within the public document.

**RESOLVED**, that the Child Protection and Safeguarding Policy and the Anti-bullying Policy, be approved.

11. **HEAD OF JUNIOR SCHOOL REPORT**

Governors received a report of the Headmaster regarding the activities at the Junior School.

Governors were informed of a successful iPad pilot in U3; the new IT developments had been well received in Junior School.

The lead Safeguarding Governor, Deputy Elizabeth Rogula, had recently visited the Junior School and had had a very positive experience. She recommended that other Governors also find time to visit when they are next at the School site.

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

12. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 FOR THE CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL**

Governors received a report of the Chamberlain regarding the draft annual report and financial statements for the year ended 31 March 2020 for the charities administered in connection with the City of London Freeman's School.

There was concern that the investments for the charity had only recovered by a reported 40%. Governors requested an update on this percentage from the Treasury Team.

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

13. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020 FOR THE CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

Govenors received a report of the Chamberlain regarding the Draft Annual Report and Financial Statements for the year ended 31 March 2020 for the City of London Freeman's School Bursary Fund.

The Chamberlain confirmed that The City of London Corporation match-funds external donations received up to the value of 2.5% of the school's tuition fee income in any one financial year.

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

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

There were no questions.

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

There was no other business.

16. **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.

17. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 3 June 2020, be approved as accurate record.

18. **NON-PUBLIC OUTSTANDING ACTIONS**

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

19. **HEADMASTER'S NON-PUBLIC REPORT**

Governors received a report of the Headmaster regarding School activities.

20. **BURSAR'S REPORT**

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

21. **FINANCIAL INFORMATION DASHBOARD**

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

22. **REVENUE OUTTURN REPORT 2019/20**

Governors received a joint report of the Chamberlain and the Bursar regarding the Revenue Outturn Report 2019/20.

23. **WAIVER REPORT: SECURITY SERVICE PROVISION, CITY OF LONDON FREEMEN'S SCHOOL**

Governors considered a waiver report of the Headmaster regarding the Security Service Provision at the City of London Freeman's School.

24. **HEADMASTER'S SAFEGUARDING REPORT**

Governors received a report of the Headmaster regarding safeguarding matters.

25. **GATEWAY 6: CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL**

Governors considered a report of the City Surveyor regarding the City of London Freeman's School's Swimming Pool.

26. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Governors received a report of the Town Clerk regarding action taken between meetings.

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

There were no questions.

28. **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.

29. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 3 June 2020, be approved as accurate record.

**The meeting ended at 1.41 pm**

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Chairman

**Contact Officer: Polly Dunn**  
**[polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)**