

**FINANCE & ESTATES COMMITTEE OF THE BOARD OF GOVERNORS OF THE
CITY OF LONDON SCHOOL**

Wednesday, 12 February 2020

Minutes of the meeting of the Finance & Estates Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 10.00 am

Present

Members:

Tim Levene (Chairman)
Alexander Barr

Deputy Keith Bottomley
Paul Stein

Officers:

Alan Bird	- Head, City of London School
Charles Griffiths	- Bursar, City of London School
Steven Reynolds	- Chamberlain's Department
Polly Dunn	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Edward Lord, Ian Seaton and Deputy James Thomson.

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

There were none.

3. MINUTES

RESOLVED, that public minutes and non-public summary of the meeting held on 22 November 2019, be approved as accurate record.

4. RISK REGISTER 2019-20 FOR: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND AND THE CITY OF LONDON SCHOOL EDUCATION TRUST

Governors considered a joint report of the Chamberlain and the Bursar regarding the 2019-20 risk register for the City of London School Bursary Fund incorporating The City of London School Scholarships and Prizes Fund and The City of London School Education Trust.

Governors discussed how risks get incorporated into the register. It was understood that risks could be identified by the Board's Committees, the Board itself, or by Officers (and then presented to the Board).

Following a question about Coronavirus, the Bursar confirmed that the risk register included provision for a pandemic. Parents had been communicated with regularly regarding arrangements at the School following continued

developments of the Coronavirus outbreak. Parents had been asked to log any half-term travel with the School. Pupils would be subject to any Government-imposed quarantine should they choose to travel over half-term to any at-risk countries. Governors requested that an update on the measures taken by the School in response to the Coronavirus, be circulated to the full Board of Governors.

RESOLVED, that the Finance and Estates Committee recommend to the Board of Governors that the two risk registers satisfactorily set out the risks facing the School's two charities, and that appropriate measures are in place to mitigate those risks.

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 no other business.

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 22 November 2019, be approved as accurate record.

9. **OUTSTANDING ACTIONS**

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

10. **BURSAR'S REPORT**

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

11. **CYBER SECURITY**

Governors received a report of the Bursar regarding cyber security.

12. **FINANCIAL INFORMATION DASHBOARD**

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

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

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

15. **BAINES CUTLER BENCHMARK REPORT ON TEACHER AND SENIOR STAFF SALARY AND BENEFITS - JANUARY 2020**

Governors received a report of the Head regarding the Baines Cutler Benchmark report on teacher and senior staff salary and benefits (January 2020).

The meeting closed at 11.04 am

Chairman

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