

Committee(s)	Dated:
Board of Governors of the City of London School for Girls	7 December 2020
Subject: CLSG Compliance Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 5, 8, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Jenny Brown, Headmistress	For Information
Report author: Jane Elliott-Waine, Compliance Manager (CM)	

Summary

This report provides members of the Board of Governors with an update on compliance matters at City of London School for Girls.

Outlined in the report is the continuing scope of work to ensure that levels of compliance are well co-ordinated across key areas of the schools function including meeting the requirements of health and safety, fire safety, risk management, Independent Schools Standards Regulations and the our approach to manage the risks of the Covid 19 pandemic.

The main points in this report were submitted and discussed at the Finance and Estate Sub Committee on 13 November 20, the risk register and SCR are additions to that report.

Recommendation

The Board of Governors is asked to note the current position.

Main Report

COVID

1. Background

Following the announcement of a second lockdown the School continues to follow Government / DfE advice and guidance and we remain covid secure.

2. Current state of play

The Covid 19 - Whole School Reopening Risk Assessment has been reviewed on a fortnightly basis and following the announcement of a second national lockdown the DfE reviewed and updated the schools guidance all applicable points were acted upon. As other Covid related information is published this is distributed to relevant staff for action i.e. CIBSE and HSE guidance on air conditioning and ventilation and the findings of the HSE's spot checks in Scottish Schools. We continue to communicate with staff, parents and pupils following any significant changes.

3. Anything we are asking their guidance/approval on?

Attached for comment and approval. Appendix 1.

Audits and inspections

1. Background

The School has continued to address recommendations arising from:

- Fire risk assessment November 2019
- CoL Fire Safety Compliance Audit Sept 2019
- CoL Health and Safety Audit report July 2019

2. Current state of play

Good progress has been made on the outstanding actions. There are three outstanding actions from the FRA and also the CoL Fire Audit but all in progress. Four of the five outstanding actions from the H&S audit are low risk and in progress. Following the CoL H&S Audit in 2018 and their review in 2019 there were concerns raised with the Chemistry prep room (chemical storage and housekeeping). A further H&S inspection was completed in January 2020 by the Compliance Manager and a requirement for immediate improvement was again reported. The area was recently reviewed by the CM and Bursar and the findings were little, if any, improvement in the department and therefore the risks in this area remain high.

We have obtained H&S training records from CoL for H&S and are in the process of reviewing the records to identify gaps and assess where refresher training may be required. A report was submitted to members of SMT regarding a plan of action to address the gaps, awaiting response.

Following discussions with CoL Property Facilities Manager accessing up to date building statutory compliance documentation held on Micad remains a challenge. They have provided verbal assurance that relevant records required for an ISI inspection which are centrally managed by City Surveyors will be available on request.

3. Plan for addressing remaining risks

Improve strategic structure to ensure managers are accountable for the timely completion of actions plans to drive improvement.

Revised CLSG Risk Assessment Guidance has been recently approved by SMT and will be published shortly. Compliance Manager will arrange and facilitate in-house training to improve knowledge and understanding of the risk assessment process and the importance of compliance in this area.

A meeting has taken place with the Heads of Department in Science and a further short term and long term plan is now in place to address the issues and we will continue to monitor the situation carefully.

4. Anything we are asking their guidance/approval on?

It is envisaged that staffing levels will continue to be a challenge in the timely completion of actions arising from internal / external health and safety inspections and audits in all areas across the school. Resources are required to improve levels of compliance across the areas mentioned above and it is envisaged that extra staff and additional budgets will be required to assist CLSG meet its targets.

To improve training of staff and record keeping additional resources, time and budgets will be required to reach a base line standard.

Risk Register

1. The School's current risk register is attached as Appendix 2. In readiness for the CoL Informal Risk Challenge that will take place in May 2021 we are reviewing the current documented risks and undertaking horizon scanning to ensure we have the correct mitigations in place and to identify new emerging risks.
2. The schools risk profile has increased over the last 12 months, largely as a result of the Covid-19 Pandemic, building maintenance and development plans and recruitment.

Risk	Red	Amber	Green	Total
November 2021	1	5	3	9

SCR Update

1. In the absence of the current Senior Administration Officer we have identified gaps in documentation and the timely updating of the SCR. We are currently

revising the SCR process and reviewing a different SCR auditing model. For the Board to note.

Implications

Failure to improve compliance could have implications of not meeting the standards required during an ISI inspection, which could lead to reputation damage to the school and corporation. The risks associated with not meeting health, safety and fire legislation include legal, financial and property damage implications to the Corporation and school communities.

Conclusion

The CM will continue to work closely with department managers within the school and CoL to ensure that levels of compliance increase and to provide assurances that we, CLSG, are doing all that is necessary to mitigate levels of risk to the school and CoL.

Appendices

Appendix 1 – CLSG Whole School Risk Assessment

Appendix 2 – Detailed Risk Register

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