

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Thursday, 8 October 2020**

Minutes of the meeting of the Board of Governors of the City of London School held at <https://youtu.be/Xy6EACfMWXk> on Thursday, 8 October 2020 at 10.00 am

**Present**

**Members:**

Tim Levene (Chairman)	Alderman Vincent Keaveny
Deputy James Thomson (Deputy Chairman)	Ronel Lehmann
Lesley Cartmell	Lord Levene of Portsoken
John Cloughton	Deputy Edward Lord
Dominic Christian	Paul Madden
Caroline Haines	Ian Seaton
Andrew Jones	Deputy Philip Woodhouse (Ex-Officio Member)

**Officers:**

Alan Bird	- Head, City of London School
Charles Griffiths	- City of London School
Dr Richard Brookes	- City of London School
Andrew McBroom	- City of London School
Alice Martineau	- City of London School
Laura Hynes	- City of London School
Steven Reynolds	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Ellen Wentworth	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Marianne Fredericks and Nick Bensted-Smith.

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

**4. ELECTION OF CHAIRMAN**

An election of Chair was conducted in line with Standing Order 29. Tim Levene, being the only Member indicating a willingness to serve, was elected for the ensuing year.

A vote of thanks was given to the former Chairman, Deputy James Thomson, at the previous Board meeting.

**5. ELECTION OF DEPUTY CHAIRMAN**

The election of Deputy Chairman was conducted in line with Standing Order 30. Deputy James Thomson, as immediate past Chairman, exercised his right to act as Deputy Chairman of the Board for the year ensuing.

**6. MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 10 June 2020, be approved as accurate record.

**7. MINUTES OF COMMITTEES**

**7.1 Governance Committee**

Governors received the draft public minutes and non-public summary of the Governance Committee meeting held on 18 September 2020.

**7.2 Academic and Education Committee**

Governors received the draft public minutes and non-public summary of the Academic and Education Committee meeting held on 18 September 2020.

**7.3 Bursary Committee**

This item was withdrawn and would be submitted to the Board at its next meeting, in December 2020.

**8. APPOINTMENT OF COMMITTEES AND OTHER BODIES**

Governors considered a report of the Town Clerk regarding the appointment of its Committees and other bodies.

Designated Lead Governors

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

- Safeguarding – Rosie Gill
- Newly Qualified Teacher (NQT) Induction – Rosie Gill
- Health and Safety – Deputy Keith Bottomley
- Careers – Caroline Haines
- Staff Liaison – John Cloughton
- Association of Governing Bodies of Independent Schools (AGBIS) – Deputy Edward Lord

No Governor was appointed as Special Educational Needs and Disability lead.

Teachers' Pay Panel

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

### Committees and Working Parties

Governors approved the terms of reference of the following Committees as set out in the report, noting that it may be helpful to articulate responsibility of technology:

- Finance and Estates Committee
- Academic and Education Committee
- Bursary Committee
- Governance Committee
- Development Working Party

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

- Deputy James Thomson (Chairman)
- Tim Levene (Deputy Chairman)
- Alexander Barr
- Deputy Keith Bottomley
- Lesley Cartmell
- Andrew Jones
- Deputy Edward Lord
- Ian Seaton

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

- Professor Paul Madden (Chairman)
- Tim Levene (Deputy Chairman)
- Dominic Christian
- John Claughton
- Rosie Gill
- Caroline Haines
- 1 x Vacancy

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

- Tim Levene (Chairman)
- Deputy James Thomson (Deputy Chairman)
- Alderman Vincent Keaveny
- Deputy Edward Lord
- Lord Levene of Portsoken
- 1 x Vacancy

Governors agreed that the membership of the **Bursary Committee** should consist of any three Governors, one of whom shall be the Chairman or Deputy Chairman of the Board. The Chairman and Deputy Chairman of the Board would act in these capacities on the Committee.

The following Governors were appointed to the **Development Working Party**, with the Chairman and Deputy Chairman elected as indicated:

- Tim Levene (Chairman)
- Deputy James Thomson (Deputy Chairman)
- John Cloughton
- Deputy Edward Lord
- Paul Stein (External Member)

**RESOLVED** that the Board

- appoint the designated lead Governors roles as outlined for the year ensuing;
- approve the proposed Committee, Panel and Working Party Terms of Reference (as outlined in Appendix 1) for the year ensuing; and
- appoint the membership of the various Committees, Panel and Working Party, as specified.

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

Governors received a report of the Head regarding an overview of activities at the School. The following matters were raised:

- Whilst it was unclear what the Government's position would be on exams for the 2020/21 academic year, the Head provided assurances that the School was collecting robust data should Centre Assessed Grades (CAGs) be needed again.
- The "Top Five" nomenclature had been removed as pupils had deemed it elitist. A new alternative of "Senior Prefect Team" had been chosen as a replacement name for the collective team.
- The new Director of Partnerships addressed Governors and spoke of plans for future partnerships work at both CLS and the City of London School for Girls. Work would need to be informed by the needs and wants of partners in the context of COVID-19 and what the sector may look like post-pandemic. There would be a focus on catch-up resources for disadvantaged pupils; Sixth Form Collaborations and continuing to engage external partners such as the Virtual School.
- Governors congratulated the Director for the first Partnerships Forum, which had been a resounding success.
- On the 8 October 2020, the School had one confirmed case of COVID-19 – none amongst the staff body.

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

10. **SAFEGUARDING AND CHILD PROTECTION POLICY**

Governors considered a report of the Head regarding the Safeguarding and Child Protection Policy. The Head introduced the new Deputy Head (Pastoral) to Governors for her first meeting of the Board.

Changes to the policy had been made in light of revisions made within the *Keeping Children Safe in Education* guidelines in September 2020. Governors were given an overview of the changes made. Following a question, it was explained that Governors would in the coming weeks be approached by the School to confirm that they had read the most recent changes to the KCISE guidance.

There was some discussion on the matter of social media usage by teachers and staff. Governors felt that appropriate contact (e.g. subject questions when studying at university) between alumni and teachers was, important and a valuable resource for alumni. The School confirmed that LinkedIn was an exception in the policy; alumni and teachers also had access to the Citizens Connect platform, which was a safe space for the two bodies to correspond. Lastly, the Head explained that there were some notable exceptions that would be considered on a case by case basis.

**RESOLVED**, that Governors approve the revised Safeguarding and Child Protection Policy.

11. **CITY OF LONDON SCHOOL EDUCATION TRUST - DRAFT 2019/20 ANNUAL REPORT AND FINANCIAL STATEMENTS**

Governors received a report of the Chamberlain regarding the City of London School Education Trust's Draft Annual Report and Financial Statements.

It was noted that the Independent Auditors' Report references the City of London School for Girls' charities. This would need to be corrected.

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

12. **THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND – DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

Governors received a report of the Chamberlain regarding the City of London School Bursary Fund incorporating the City of London School Scholarships & Prizes Fund – draft annual report and financial statements for the year ended 31 March 2020.

It was noted that paragraph 3 of the cover report describes an “increase comprised” but should read “decrease comprised”.

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

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

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
Governors briefly discussed the Lisvane Review and requested that a short report on the relevant sections of the Review be presented to a future Board meeting.
15. **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.
16. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on 10 June 2020 be approved as accurate record.
17. **NON-PUBLIC OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the non-public outstanding actions of the Board.
18. **NON-PUBLIC COMMITTEE MINUTES**
  - 18.1 **Governance Committee**  
Governors received the draft non-public minutes of the Governance Committee meeting held on 18 September 2020.
  - 18.2 **Academic & Education Committee**  
Governors received the draft non-public minutes of the Academic & Education Committee meeting held on 18 September 2020
  - 18.3 **Bursary Committee**  
This item was withdrawn and would be submitted to the Board at its next meeting, in December 2020.
19. **NON-PUBLIC HEAD'S REPORT**  
Governors considered a report of the Head regarding an overview of School activities.
20. **FINANCIAL INFORMATION DASHBOARD**  
Governors received a joint report of the Chamberlain and Bursar regarding the Financial Information Dashboard for the School.
21. **REVENUE OUTTURN 2019/20**  
Governors received a joint report of the Chamberlain and Bursar regarding the Revenue Outturn 2019/20.
22. **GW3 - PHASE 2, 3 & 4 - CITY OF LONDON SCHOOL MASTERPLAN**  
Governors considered a Gateway 3 report of the City Surveyor regarding Phase 2, 3 and 4 of the City of London School Masterplan.

23. **REPAIRS, MAINTENANCE AND IMPROVEMENTS WORKS 2021/22**  
Governors considered a joint report of the City Surveyor and Bursar regarding the Repairs Maintenance and Improvements works 2021/22.

*11.53 – The Board agreed to suspend Standing Order 40 and extend the meeting until such a time that the business on the agenda had concluded.*

24. **THE SCHOOL'S DEVELOPMENT PLANS FOR 2019-20 AND 2020-21**  
Governors considered a report of the Head regarding the School's Development Plans for 2019-20 and 2020-21.

25. **SAFEGUARDING REPORT**  
Governors received a report of the Head regarding Safeguarding.

26. **COMPLIANCE: COMPLAINTS ANALYSIS**  
Governors received a report regarding Compliance: Complaint Analysis.

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 other business.

29. **CONFIDENTIAL MINUTES**  
**RESOLVED**, that the confidential minutes of the meeting held on 10 June 2020, be approved as accurate record.

30. **STAFF STRUCTURING CHANGES**  
Governors considered a report of the Bursar regarding Staff Structuring changes.

**The meeting ended at 12.10 pm**

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Chairman

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