

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 20 November 2020

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held via Microsoft Teams on Friday, 20 November 2020 at 2.00 pm

Present

Members:

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

Officers:

Roland Martin	- Headmaster
Jo Moore	- Bursar
Stuart Bachelor	- Deputy Head
Paul Bridges	- Deputy Head (Academic)
Matt Robinson	- Head of the Junior School
James Gibson	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department
Richard Chamberlain	- City Surveyor's Department
Noyon Choudhury	- City Surveyor's Department
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Nicholas Bensted-Smith, Alderman Robert Howard and Alderman Bronek Masojada.

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

There were no declarations.

3. MINUTES

Deputy Roger Chadwick confirmed that he was present at the meeting on 12 October 2020 and asked that the minutes be amended to reflect this.

RESOLVED, that the public minutes and non-public summary of the meeting held on 12 October 2020, be approved as an accurate record, subject to the above amendment.

4. OUTSTANDING ACTIONS

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

RESOLVED, that the Outstanding Actions report be noted.

5. COMMITTEE MINUTES

a) Finance, General Purposes and Estates Committee

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Committee meeting held on 4 November 2020, be received.

b) Academic and Personnel Committee

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel Committee meeting held on 4 November 2020, be received.

6. HEADMASTER'S PUBLIC REPORT

Governors received a report of the Headmaster providing an update on School activities and the following points were made:

- There had been 558 registrations (of which 156 were for Boarding) for the 2021/22 academic year, which represented an increase of 93 on the same period last year. There was increased demand for places at F1 (+10), U3 (+71) and U4 (+26). There had been a slight drop in L6 registrations (-12); however, it was anticipated that registrations would continue to be received with pupils attracted by the new £23M Sixth Form facility. A high proportion of registrations to the School were from international pupils for which the pupil roll had remained stable during the COVID-19 pandemic with only two boarders being withdrawn.
- The External Relations Department had been creative in marketing the School throughout the COVID-19 pandemic with both virtual events and small, socially distanced and COVID-safe private tours of the School on Saturdays and during October half term which had received very positive feedback. It was intended to proceed with on-site entrance examinations following the close of the Autumn 2020 term which had been welcomed by parents.
- With regarding to community and partnership working, the Head of the Junior School clarified that Year 5 pupils were taking part on a year-long programme with seven other schools which comprised six pre-recorded lessons per term leading to a joint performance (virtual or live) at the end of each term. Another multi-school project, Counterpoint, had recently finished and had supported the School to build stronger partnership links with Walton-on-the-Hill Primary School and Rosebury School.
- Surrey Hockey continued to run trials despite COVID-19 restrictions. There were currently three Freeman's pupils in the under-14 years hockey squad.

RESOLVED, that the report be noted.

7. REPORT FROM HEAD OF JUNIOR SCHOOL

Governors received a report of the Headmaster regarding the activities at the Junior School and the following points were made:

- 69 pupils had participated in the annual London Academy of Music and Drama exam of whom 9 and 60 pupils had received “Merit” and “Distinction” grades, respectively.
- The MidYIS Year 7 data was not yet available to share with Governors. This data was purely for school use and was not made available to parents or the wider public.

RESOLVED, that the report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

10. EXCLUSION OF THE PUBLIC

RESOLVED - 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 Schedule 12A of the Local Government Act.

11. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 12 October 2020, be approved as an accurate record.

12. NON-PUBLIC OUTSTANDING ACTIONS

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

13. NON-PUBLIC COMMITTEE MINUTES

a) Finance, General Purposes and Estates Committee

RESOLVED, that the draft non-public minutes of the Finance, General Purposes and Estates Committee meeting held on 4 November 2020, be received.

b) Academic and Personnel Committee

RESOLVED, that the draft non-public minutes of the Academic and Personnel Committee meeting held on 4 November 2020, be received.

14. BURSAR’S REPORT

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

15. **TUITION FEE DEBT**
Governors received a report of the Bursar on tuition fee debt.
16. **RISK REGISTER**
Governors received a report of the Bursar on the Risk Register.
17. **PROPOSED REVENUE BUDGET 2021/2022**
Governors received a joint report of the Bursar and the Chamberlain presenting the proposed 2021/2022 Revenue Budget.
18. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND 2021/22**
Governors received a joint report of the Bursar, the Chamberlain and the City Surveyor on the Repairs, Maintenance and Improvements Fund 2021/22.
19. **CITY SURVEYOR'S DEPARTMENT UPDATE**
Governors received a report of the City Surveyor presenting an update on the work of the City Surveyor's Department with regard to the City of London Freeman's School.
20. **GW6: CITY OF LONDON FREEMEN'S SCHOOL - ENABLING WORKS**
Governors received a report of the City Surveyor presenting the Gateway 6: Outcome Report on City of London Freeman's School – Enabling Works.
21. **HEADMASTER'S REPORT**
Governors received a report of the Headmaster providing an update on School activities.
22. **PROPOSAL TO REALIGN JUNIOR AND SENIOR YEAR GROUPS IN CITY OF LONDON FREEMEN'S SCHOOL**
Governors received a report of the Headmaster outlining a proposal to realign Junior and Senior Year Groups at City of London Freeman's School.
23. **CITY OF LONDON FREEMEN'S INTERNATIONAL SCHOOL PROPOSAL**
Governors received a report of the Headmaster outlining a proposal to establish a City of London Freeman's International School.
24. **SAFEGUARDING REPORT**
Governors received a report of the Headmaster regarding safeguarding matters.
25. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were no non-public questions.
26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was no other business.

27. **CONFIDENTIAL APPENDIX: BURSAR'S REPORT**

Governors received a confidential appendix to Item 14: Bursar's Report.

28. **SAFEGUARDING REPORT: CONFIDENTIAL DISCUSSION**

Governors had a confidential discussion in relation to Item 24: Safeguarding Report.

The meeting ended at 4.30 pm

Chairman

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