

**ACADEMIC & EDUCATION COMMITTEE OF THE BOARD OF GOVERNORS OF  
THE CITY OF LONDON SCHOOL**

**Friday, 18 September 2020**

**Minutes of the meeting of the Academic & Education Committee of the Board of Governors of the City of London School held virtually at 9.00 am**

**Present**

**Members:**

Paul Madden (Chairman)  
Caroline Haines

Tim Levene

**Officers:**

Alan Bird	- City of London School
Dr Richard Brookes	- City of London School
Alice Martineau	- City of London School
Andrew McBroom	- City of London School
Adam Živanić	- City of London School
Polly Dunn	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Deputy James Thomson.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 12 February 2020, be approved as accurate record.

**4. ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors received a report of the Town Clerk regarding the annual review of the Committee's terms of reference. The following matters were raised:

- Some of the officer titles included had changed.
- The Committee would report to the following Board meeting, rather than every Board meeting.

**RESOLVED**, that subject to these changes, the terms of reference be recommended to the Board for approval.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE 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**

Following a question from a Governor, it was confirmed that an increased supply of generic EpiPens had been procured by the School. There was, however, a need to review protocols. Each pupil was asked to carry two of their own EpiPens and to provide a third to the School. Some GPs were refusing to prescribe the third EpiPen. This inconsistency needed to be incorporated into the protocols and a discussion was due to be had shortly amongst officers on this matter.

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

9. **NOTE OF AN INFORMAL MEETING**

**RESOLVED**, that the note of the informal meeting held on 15 May 2020, be noted.

10. **OUTSTANDING ACTIONS**

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

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

11. **COVID-19 ARRANGEMENTS**

Governors received a report of the Head regarding COVID-19 arrangements.

12. **NON-PUBLIC HEAD'S REPORT**

Governors received a report of the Head regarding general School matters.

13. **EDUCATIONAL TECHNOLOGY**

Governors received a report of the Head regarding Educational Technology.

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

There were no questions.

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

There was no other business.

**The meeting closed at 10.33 am**

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Chairman

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