

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL
Wednesday, 9 December 2020

Minutes of the meeting of the Board of Governors of the City of London School held
at virtually on Wednesday, 9 December 2020 at 10.00 am

At 10.13am the meeting was restarted due to a technical error in the live streaming.

Present

Members:

Tim Levene (Chairman)	Caroline Haines
Deputy James Thomson (Deputy Chairman)	Andrew Jones
Alexander Barr	Alderman Vincent Keaveny
Nicholas Bensted-Smith (Ex-Officio Member)	Ronel Lehmann
Lesley Cartmell	Lord Levene of Portsoken
John Cloughton	Deputy Edward Lord
Marianne Fredericks	Paul Madden
Rosie Gill	Ian Seaton

Officers:

Alan Bird	- Head Teacher City of London School
Charles Griffiths	- Bursar, City of London School
Dr Richard Brookes	- Senior Deputy Head, City of London School
Steven Reynolds	- Chamberlain's Department
Nicholas Basye	- Senior Accountant

1. APOLOGIES

Apologies were received from Deputy Keith Bottomley, Deputy Philip Woodhouse, Dominic Christian and Sylvia Moys. Apologies for lateness were received by Lord Peter Levene.

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

Caroline Haines updated Governors on her appointment as Chair of the City's Education Board.

3. MINUTES

It was noted that an SEND lead governor had not been appointed.

RESOLVED, that the public minutes and non-public summary of the meeting held on 8 October 2020, be approved as accurate record.

4. FINANCE & ESTATES COMMITTEE MINUTES

Governors received the draft public minutes and non-public summary of the Finance and Estates Committee meeting held on 20 November 2020.

5. **FINANCE & ESTATES COMMITTEE TERMS OF REFERENCE - PROPOSAL FOR AMENDMENT**

Governors considered a report of the Town Clerk regarding the proposal for an amendment to the Finance and Estates Committees Terms of Reference.

It was requested that “an oversight of” be added ahead of “digital infrastructure.

RESOLVED, that subject to this addition, the revised terms of reference of the Finance & Estates Committee, be approved.

6. **HEAD'S PUBLIC REPORT**

Governors received a report of the Head regarding an overview of activities at the School.

COVID19

The Head gave a comprehensive update on matters at the School in the context of COVID19.

Preparations were underway as if exams were happening in England, but work on a contingency based on the possibility of Centre Assessment Grades was being developed concurrently, in anticipation of any Government announcements. There was concern that there would be an additional assessment burden on pupils and teachers – there was also an increased level of anxiety in schools across the country as a result.

An update on live COVID-19 cases was given. It was noted that the level of infection rate was below the norms for the sector.

Thanks were issued to the SMT for their continued hard work.

RESOLVED, that the report be noted.

7. **PARTNERSHIP REPORT**

Governors received a report of the Head regarding the School’s partnership work.

Governors commended the brilliant work taking place at the School and asked for the report to be circulated to the Court of Common Council after it was reported to the Education Board.

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 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.
11. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 8 October 2020, be approved as an accurate record.
12. **OUTSTANDING ACTIONS**
Governors received a report of the Town Clerk regarding the non-public outstanding actions of the Board.
13. **FINANCE AND ESTATES COMMITTEE NON-PUBLIC MINUTES**
Governors received the draft non-public minutes of the Finance and Estates Committee meeting held on 20 November 2020.
14. **DEVELOPMENT WORKING PARTY**
Governors received the note regarding Development Working Party meetings.
 - a) **NOTE OF THE MEETING HELD ON 15 OCTOBER 2020**
Governors received the note of the meeting held on 15 October 2020.
 - b) **DRAFT NOTE OF THE MEETING HELD ON 25 NOVEMBER 2020**
Governors received the draft note of the meeting held on 25th November 2020.
15. **HEAD'S NON-PUBLIC REPORT**
Governors considered a report of the Head regarding an overview of School activities.
16. **REALISING THE BURSARY AMBITION**
Governors considered a report of the Head regarding Bursary Ambition.
17. **PROPOSED 2021/22 REVENUE BUDGET**
Governors received a joint report of the Chamberlain and Bursar regarding the Proposed 2021/22 Revenue Budget.
18. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND 2021/22 AND 20 YEAR PLAN OF WORKS**
Governors considered a joint report of the Chamberlain, Bursar and City Surveyor regarding Repairs, Maintenance and Improvements Fund for 2021/22 and the 20-year plan of works.
19. **PREP SCHOOL DEVELOPMENT**
Governors received a report of the Head regarding Prep School Developments.
20. **HR RESOURCING LIMITATIONS**

This report was withdrawn.

21. **HEALTH & SAFETY AND WELFARE**

Governors considered a report of the Head regarding Health and Safety and Welfare at the School.

22. **CHARITIES RATIONALISATION - MERGER OF THE CITY OF LONDON SCHOOL BURSARY FUND (276654) AND THE CITY OF LONDON SCHOOL SCHOLARSHIPS AND PRIZES FUND (276654-1)**

Governors received a report of the Head discussing the Merger of the City of London School Bursary Fund and the City of London School Scholarships and Prizes Fund.

23. **COMPLIANCE REPORT**

Governors received a report of the Head regarding compliance within the City of London School.

24. **SAFEGUARDING REPORT**

Governors received a report of the Head regarding safeguarding.

25. **REGULAR UPDATE OF THE SCHOOL'S RISK REGISTER**

Governors considered a report of the Bursar regarding the City of London School's Risk Register.

26. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

27. **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.

28. **CONFIDENTIAL MINUTES**

RESOLVED, that the confidential minutes of the meeting held on 8 November 2020, be approved as accurate record.

29. **STAFFING UPDATE**

Governors heard a staffing update from the Head.

30. **STAGE THREE COMPLAINTS - OUTCOME LETTERS**

Governors reviewed the Stage Three Complaints outcome letters.

The meeting ended at 12.28 pm

Chairman

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