

**FINANCE AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS  
OF THE CITY OF LONDON SCHOOL FOR GIRLS  
Thursday, 13 May 2021**

Minutes of the meeting of the Finance and Estates Sub Committee of the Board of Governors of the City of London School for Girls held via Microsoft Teams at 11.00 am

**Present**

**Members:**

Peter Bennett (Chairman)  
Randall Anderson  
Nicholas Bensted-Smith  
Mark Bostock  
Alderman Prem Goyal

**Also present:**

Alderman Robert Howard	- Governor
Jenny Brown	- Headmistress
Jane Elliott-Waine	- Compliance Manager
John Hall	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)
Polly Dunn	- Town Clerk's Department
Kerry Nicholls	- Town Clerk's Department
Charlie Pearce	- Chamberlain's Department
Steven Reynolds	- Chamberlain's Department

**1. APOLOGIES**

Apologies for lateness were received from Randall Anderson.

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

There were no declarations.

**3. MINUTES**

In considering Minute 7: CLSG Compliance Update of the meeting on 13 November 2020, the Compliance Manager advised that the School had submitted a business case to the City of London Corporation for establishing a shared Health and Safety Apprentice with the City of London School but that the City of London Corporation had not agreed to the creation of the new post.

**RESOLVED**, that the minutes of the meeting held on 13 November 2021 be approved as an accurate record and the note of the inquorate meeting held on 11 February 2011 be received.

**4. PUBLIC OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk outlining public Outstanding Actions and the following points were made:

- All outstanding health and safety audits had now been completed (Action 3/20/FE) and this action would be closed.
- The proposal to merge the Schools' Bursary Fund and Scholarships and Prizes Fund to maximise the efficient use of these funds (Action 4/20//FE), was a significant piece of work which would necessitate legal advice being sought.

**RESOLVED**, that public Outstanding Actions be noted.

5. **SCHEDULE OF STANDING ITEMS**

Governors considered a report of the Town Clerk outlining the Schedule of Standing Items.

**RESOLVED**, that the Schedule of Standing Items be noted.

6. **CLSG HEALTH, SAFETY, COMPLIANCE AND RISK UPDATE**

Governors considered a report of the Headmistress providing an update on health, safety, compliance and risk matters at the City of London School for Girls and the following point was made:

- The main focus of the health, safety, compliance and risk update was the School's response to COVID-19. Every action was being taken to safeguard staff, pupils and their families, including updating the School's Risk Assessment on a fortnightly basis to ensure it complied with new guidance from the Department for Education. All outstanding health and safety audits had been completed and a further audit on documentation around building safety was planned for May 2021 half-term.

**RESOLVED**, that the current position be noted.

7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other urgent business.

9. **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 they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

10. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 13 November 2021 be approved as an accurate record and the non-public note of the inquorate meeting held on 11 February 2011 be received.

11. **NON-PUBLIC OUTSTANDING ACTIONS**

Governors considered a report of the Town Clerk outlining non-public Outstanding Actions.

12. **CLSG HEALTH, SAFETY, COMPLIANCE AND RISK UPDATE - NON-PUBLIC APPENDIX**

Governors considered a non-public appendix for Item 6: CLSG Health, Safety, Compliance and Risk Update.

13. **MANAGEMENT OF ARREARS OF FEES AT CLSG**

Governors considered a report of the Headmistress regarding the management of arrears of fees at the City of London School for Girls.

14. **FINANCIAL INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and the Bursar on the Financial Information Dashboard.

15. **ESTATES UPDATES**

A. **Update on the Summer Works 2021 Programme**

Governors considered a report of the City Surveyor on the City of London School for Girls' Summer Works 2021 Programme.

B. **Development in Estates Strategy**

Governors considered a report of the Bursar on developments in the City of London School for Girls' Estates Strategy.

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

There were no questions.

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

There was no other urgent business.

A. **CLSG Approval of Funding for Survey of Barbican School Site**

Governors considered a joint report of the City Surveyor, Chamberlain and the Bursar on the funding of a survey of the Main School site.

**The meeting ended at 12.06 pm**

-----  
Chairman

**Contact Officer: Kerry Nicholls**  
**kerry.nicholls@cityoflondon.gov.uk**