

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Wednesday, 10 March 2021**

Minutes of the meeting of the Board of Governors of the City of London School held  
virtually on Wednesday, 10 March 2021 at 10.00 am

**Present**

**Members:**

Tim Levene (Chairman)	Andrew Jones
Deputy James Thomson (Deputy Chairman)	Alderman Vincent Keaveny
Alexander Barr	Ronel Lehmann
Deputy Keith Bottomley	Lord Levene of Portsoken
Lesley Cartmell	Deputy Edward Lord
Dominic Christian	Paul Madden
John Cloughton	Ian Seaton
Marianne Fredericks	Deputy Philip Woodhouse (Ex-Officio Member)
Rosie Gill	Peter Bennett
Caroline Haines	

**Officers:**

Chloe Rew	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department
Peter Young	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Alan Bird	- Head Teacher City of London School
Charles Griffiths	- Bursar, City of London School
Dr Richard Brookes	- City of London School
Adam Zivanic	- City of London School
Alice Martineau	- City of London School
Steven Reynolds	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Bukola Soyombo	- Chamberlain's Department
Tracey Jansen	- Human Resources
Emma Cunnington	- Department of Innovation and Growth

**1. APOLOGIES**

Apologies were received from Nick Bensted-Smith (Chairman of the City of London School for Girls), Peter Bennett (Deputy Chairman of the City of London School for Girls) was attending in his absence.

Apologies were also received from Sylvia Moys.

Deputy Philip Woodhouse gave apologies for only being able to join parts of the meeting.

Marianne Fredericks gave apologies for leaving the meeting early.

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

Alderman Vincent Keaveny reminded the Board of his position as an Honorary Bencher at Gray's Inn (in respect to items 20 and 24a).

3. **MINUTES**

a) **9 December 2020**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 9 December 2020, be approved as an accurate record.

b) **28 January 2021**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 28 January 2021, be approved as an accurate record.

4. **COMMITTEE MINUTES**

a) **Finance & Estates Committee**

**RESOLVED**, that the draft public minutes and non-public summary of the Finance & Estates Committee meeting held on 25 February 2021, be received.

b) **Academic & Education Committee**

**RESOLVED**, that the draft public minutes and non-public summary of the Academic & Education Committee meeting held on 25 February 2021, be received.

c) **Governance Committee**

**RESOLVED**, that the draft public minutes and non-public summary of the Governance Committee meeting held on 25 February 2021, be received.

5. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the annual review of the Board's Terms of Reference. It was felt that it would be better to consider any changes following the broader implementation of the Lisvane and Tomlinson Reviews.

Governors agreed that the current schedule of meetings remained appropriate.

**RESOLVED**, that Governors

- agree, the terms of reference of the Board (as set out in **appendix 1**) for approval at the Court of Common Council;

- agree that the current frequency of meetings of the Board remains appropriate;
- recommend no changes to the composition of the Board at this time; and
- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to consider any further changes to the Terms of Reference for 2021/22.

## 6. **HEAD'S REPORT**

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

An update was provided on COVID-19 testing since the reopening of the School to all pupils on the 8 March 2021. A total of 862 lateral flow tests had been issued; of those 859 were negative, and 3 were void. There were no positive tests. There had been a 97.3% consent rate for testing and it was explained that the remaining 2.7% consisted of individuals who had previously tested positive for COVID-19, were still within the 90-day window in which a positive result may still be given and therefore advised not to take a test.

Old Grammar fell outside the scope for testing but advice on how to obtain at-home testing kits had been provided to parents.

Staff were being tested twice weekly, there had been no positive tests. Staff were also provided information on how to obtain testing kits for their household.

Some Governors had been involved in the revision of the School's COVID-19 risk assessment. This was circulated to the Board for information by email before the School re-opened.

Governors thanked the staff at the School for the logistical feat of successfully arranging and managing the testing programme for pupils and staff. It was recognised that the exercise had been a stress and strain on staff.

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

## 7. **RISK REGISTER 2020-21 FOR: CLS BURSARY AND AWARDS FUND**

Governors received a joint report of the Chamberlain and Bursar regarding the risk register 2020-21 for the CLS Bursary and Awards Fund.

**RESOLVED**, that Governors

- confirm that it satisfactorily sets out the risks facing the School's charity and that appropriate measures are in place to mitigate those risks; and
- note the report.

## 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**
- a) **9 December 2020**  
**RESOLVED**, that the non-public minutes of the meeting held on 9 December 2020, be approved as an accurate record.
- b) **28 January 2021**  
**RESOLVED**, that the non-public minutes of the meeting held on 28 January 2021, be approved as an accurate record.
12. **NON-PUBLIC OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the Board's outstanding actions. The Head confirmed that all actions were ongoing.
13. **COMMITTEE MINUTES**
- a) **Finance & Estates Committee**  
**RESOLVED**, that the draft non-public minutes of the Finance & Estates Committee meeting held on 25 February 2021, be received.
- b) **Academic & Education Committee**  
**RESOLVED**, that the draft non-public minutes of the Academic & Education meeting held on 25 February 2021, be received.
- c) **Governance Committee**  
**RESOLVED**, that the draft non-public minutes of the Academic & Education meeting held on 25 February 2021, be received.
14. **HEAD'S NON-PUBLIC REPORT**  
Governors considered a report of the Head regarding School matters.
15. **ADMISSIONS PROJECTIONS**  
Governors considered a report of the Head regarding admissions projections.
- Discussion on this report took place at item 14.*
16. **COMPLIANCE REPORT**  
Governors considered a report of the Head regarding Compliance.
17. **HEALTH & SAFETY REPORT**

Governors received a report of the Head regarding Health & Safety and Welfare.

18. **FINANCIAL INFORMATION DASHBOARD**

Governors received a joint report of the Chamberlain and Bursar regarding the School's Financial Information Dashboard.

19. **BURSAR'S REPORT**

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

20. **GW2: PREPARATORY SCHOOL**

Governors considered a Gateway 2 report regarding preparatory school proposals.

21. **CLS & CLSG SATELLITE STRATEGY AND ASSOCIATED FUNDING**

At this point Governors discussed item 24a.

Governors considered a joint report of the Head of the City of London School and Headmistress of the City of London School for Girls.

22. **GW5: PHASE 1 - CITY OF LONDON SCHOOL MASTERPLAN**

Governors received a Gateway 5 report of the City Surveyor regarding Phase 1 of the City of London School Masterplan.

23. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Governors received a report of the Town Clerk regarding action taken between meetings.

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

There were no questions.

25. **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 urgent business.

*At this point all officers in attendance left the meeting with the exception of Alan Bird (City of London School), Polly Dunn (Town Clerk's Department), Emma Cunnington (Innovation and Growth) and Tracey Jansen (Human Resources).*

26. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 9 December 2020, be approved as an accurate record.

27. **TARGET OPERATING MODEL**

Governors considered a report of the Head regarding the Target Operating Model (TOM).

**The meeting ended at 12.10 pm**

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Chairman

**Contact Officer: Polly Dunn**  
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