

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Friday, 11 June 2021

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at <https://youtu.be/8wpw76U2AjQ> on Friday, 11 June 2021 at 11.00 am

Present

Members:

| | |
|------------------------------------|---------------------------|
| Deputy Philip Woodhouse (Chairman) | Alderman David Graves |
| Michael Hudson (Deputy Chairman) | Andrew McMillan |
| John Bennett | Hugh Morris |
| Deputy Roger Chadwick | Graham Packham |
| Nicholas Goddard | Councillor Chris Townsend |
| Tracey Graham | |

Officers:

| | |
|-----------------|--|
| Roland Martin | - Headmaster of the City of London Freeman's School |
| Jo Moore | - Bursar, City of London Freeman's School |
| Stuart Bachelor | - Deputy Head |
| Paul Bridges | - Deputy Head (Academic) |
| Matt Robinson | - Head of Junior School |
| Nicholas Basye | - Senior Accountant |
| Steven Reynolds | - Chamberlain's Department |
| Bukola Soyombo | - Chamberlain's Department |
| Ola Obadara | - Property Projects Director, City Surveyor's Department |
| Polly Dunn | - Town Clerk's Department |
| Kerry Nicholls | - Clerk |

1. APOLOGIES

Apologies were received from Alderman Robert Howard, Deputy Kevin Everett and Deputy Elizabeth Rogula.

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

There were no declarations.

3. ORDER OF THE COURT OF COMMON COUNCIL

Governors received an Order of the Court of Common Council dated Thursday 15 April 2021 appointing the Board and setting its terms of reference.

RESOLVED, that the Order of the Court of Common Council be received.

4. ELECTION OF CHAIRMAN

An election for Chairman was held in line with Standing Order 29.

A single expression of interest was received from Deputy Philip Woodhouse, who was duly elected Chairman.

The board congratulated Deputy Philip Woodhouse on his election.

RESOLVED, that Deputy Philip Woodhouse be elected Chairman.

5. **ELECTION OF DEPUTY CHAIRMAN**

An election for Deputy Chairman was held in line with Standing Order 30.

A single expression of interest was received from Michael Hudson, who was duly elected Deputy Chairman.

The board congratulated Michael Hudson on his election as Deputy Chairman.

RESOLVED, that Michael Hudson be elected Deputy Chairman.

6. **MINUTES**

The Chairman took the opportunity to thank Alderman Bronek Masojada for his support to the school, and to welcome Alderman David Graves to the board.

RESOLVED, that the public minutes of the meeting held on Thursday 4 February 2021, be approved as an accurate record.

7. **OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding the Outstanding Actions.

Governors heard that the City of London Corporation was focussing on the ongoing development fund, and that the board would receive an update when further information was forthcoming. A Governor commented that the issue has been ongoing since February 2020 and that progress on the issue was welcome.

Governors noted that pupil data is securely destroyed once the pupil reaches their 25th birthday (ref 5P/CLFS/2020).

Governors noted that the telephone number of Deputy Elizabeth Rogula (safeguarding lead) is now on the safeguarding and child protection policy (ref 6P/CLFS/2020).

On the level of recovery within the charities pool, governors heard that there has been a recovery of almost £230K based on current drafts, and that the accounts are currently being prepared for audit with a view to their being submitted to the board's next meeting (ref 7P/CLFS/2020).

8. **APPOINTMENT OF COMMITTEES**

Governors considered a report of the Town Clerk regarding the Appointment of Committees.

Governors agreed to re-appoint governors to their designated roles as listed on p.22 of the agenda pack.

Governors approved the membership and terms of reference of the Committees as set out in appendix 1, with membership of those Committees unchanged including the appointments of Chairman and Deputy Chairman for each Committee. Governors noted two vacancies on the Academic & Personnel Committee.

9. **COMMITTEE MINUTES**

9.1 **Academic & Personnel Committee**

RESOLVED, that the draft public minutes and non-public summary of the Academic and Personnel Committee meeting held on 12 May 2021 be received.

9.2 **Finance, General Purposes & Estates Committee**

RESOLVED, that the draft public minutes and non-public summary of the Finance, General Purposes & Estates Committee meeting held on 12 May 2021 be received.

10. **HEADMASTER'S REPORT**

Governors received a report of the Headmaster.

Two corrections were made, both on page 40 of the agenda pack:

- The reserve entrance examination day took place on 15th May not 15th June.
- A symbolic handing-over of keys to mark the school's opening will take place on the 95th anniversary of the school's opening (not the 75th).

A Governor commented that there was no context to the data on Oxford and Cambridge University admissions making it difficult to compare this year's information with other years, and noted that further information on those admissions could be found in non-public documentation of the Academic & Personnel Committee.

Governors noted the possibility of a letter from Mansion House congratulating on those in receipt of a silver and gold Duke of Edinburgh awards.

RESOLVED, that the report be received.

11. **REPORT FROM HEAD OF JUNIOR SCHOOL**

Governors received a report of the Head of the Junior School.

Governors noted that a graduate assistant has now been appointed to the head of a junior house during her teacher training period, having excelled during her time at the school.

Governors noted the disappointing conversion rate for U3, and noted that a discussion would take place in the non-public section of the meeting.

A Governor asked how anti-bullying ambassadors were identified, and heard that every year group was given that information and that relevant badges were expected to be delivered imminently.

12. DEPUTY HEAD'S REPORT ON POLICIES

Governors considered a report of the Head of the City of London Freeman's School regarding the Deputy Head's Report on Policies.

Governors noted that the sanctions system has been streamlined in the Behaviour Policy, and that additions have been made to the list of misdemeanours that would lead to a suspension, and also noted that in future victims (and families) of the actions of a suspended pupil will be informed in confidence of the sanctions.

Governors noted the additions to the First Aid Policy in respect of defibrillators, asthma management, food allergies, diabetes, epilepsy and medical gases. Governors heard that the lack of onsite oxygen at present is because the British Oxygen Company requested that the few schools with oxygen return their oxygen for use to treat covid patients.

A Governor expressed surprise that the oxygen had been removed, and commented that the oxygen should be returned as soon as possible. Governors heard that doctor sign-off was required for oxygen use on the premises which was difficult to obtain given the absence of a school doctor at present, but ways of addressing that issue were being explored with the nursing team along with other issues around oxygen use. A Governor who is a doctor confirmed that he would be willing to provide the necessary signature and the board agreed to discuss the issue.

RESOLVED, that Governors:

- Scrutinise the policies in this report (Equal Opportunities, Behaviour, First Aid, and also the Governor Policy Scrutiny Schedule);
- Ask questions of the Deputy Head and Headmaster surrounding these policies;
- Approve the policies presented

13. TACKLING RACISM TASKFORCE: EDUCATION WORKSTREAM ACTION PLAN

Governors noted a report of the Director of Community & Children's Services regarding the Tackling Racism Taskforce: Education Workstream Action Plan.

Governors noted that a separate workstream by the Independent Schools Council to deliver guidance on the issue was ongoing, the outcome to be published at a later date.

RESOLVED, that Governors note the Education Workstream Action Plan outlined in Appendix 1 and that updates will be provided to future meetings of the Boards of Governors where appropriate.

14. TOM REVIEW, PILOT PROJECT AT THE 3 CITY OF LONDON SCHOOLS - PEOPLE MANAGEMENT - GREATER LOCAL DELEGATION

Governors received a report of the Director of Human Resources concerning TOM Review, Pilot Project at the 3 City of London Schools – People Management – Greater Local Delegation.

Governors noted that the two other independent schools in the City of London family of schools had already adopted the report's proposals and that they were working well.

RESOLVED, that Governors:

- Note and endorse the areas identified to pilot local delegation to the three Head Teachers at the City Schools in relation to: starting point for external appointments; incremental progression - additional awards and Honoraria payments including the calculation for partial acting ups payments. It is recommended that the pilot commences with immediate effect in order that there can be a full term to pilot these delegations and report back with findings after recess
- Note that a report will be made to the October meeting of the Committee providing a review and evaluation of the pilot

15. THE CHARGING OF ADMINISTRATION COSTS AND EXTERNAL AUDIT FEES TO THE CLFS CHARITIES FROM 2021/22 AND UPDATES TO THE RESERVES POLICIES OF THE CHARITIES TO REFLECT THIS CHANGE

Governors considered a report of the Chamberlain regarding the Charging of Administration Costs and External Audit Fees to the CLFS Charities from 2021/22 and Updates to the Reserves Policies of the Charities to Reflect this Change.

A Governor expressed concern about the external audit fees and queried whether the £4.5K costs should be borne by the charities, and if so whether another organisation could be selected that could conduct the audit at a reduced cost. A view was expressed that the school should have greater control over the process if the school is to bear the cost.

The Governors heard that notification of discussions around these charges had not filtered through to senior management at the school.

A Governor suggested that if the governing board did not exercise delegated trustee powers as delegated by the Court of Common Council, then a motion be arranged together with the other City schools to debate the issue.

Governors heard that the fees covered a full audit and that the Corporation's position was for charities to undergo a full audit, though that position is changing: the smaller charity will be listed as having no audit requirement (therefore likely to be attracting no charges) while the larger charity (the Bursary charity) will be required to undergo an independent examination, resulting in a reduction of fees in the future.

Governors heard that the Corporation's position is that a single auditor handle all corporate entities because of the efficiencies and control mechanisms arising from that, and heard that the board does act in the capacity of trustee.

Governors heard that statutory deadlines were being complied with in respect of the current auditor.

A Governor expressed the view that the efficiencies that were likely to arise from a single auditor were helpful, and that the board should monitor the situation and review the process during 2022/23, as well as ensuring that the senior management team at the school be kept up to date.

RESOLVED, that Governors:

- Note that, following a change in policy approved by the Finance Committee, the City of London Corporation will begin recovering the external audit fees and administration costs incurred from those charities, including the School's two charities, from 2021/22 onwards; and
- Revise the reserves policies of each of the School's two charities to provide for these costs going forwards.

16. ANNUAL REVIEW OF RISK REGISTERS FOR: CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND AND CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL

Governors considered a joint report of the Chamberlain and the Bursar of the City of London Freeman's School regarding the Annual Review of Risk Registers for: City of London Freeman's School Bursary Fund and Charities Administered in Connection with the City of London Freeman's School.

Governors heard that the risk score reflects the inherent uncertainty of investments, and heard that the investments are stringently managed.

RESOLVED, that Governors review the registers to confirm that they satisfactorily set out the risks facing the charities and that there are appropriate measures in place to mitigate those risks.

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

There were no questions.

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

There was no other business.

19. **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.

20. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on Thursday 4 February 2021, be approved as accurate record.

21. **COMMITTEE MINUTES**

21.1 **Academic & Personnel Committee**

RESOLVED, that the draft non-public summary of the Academic & Personnel Committee meeting held on 12 May 2021, be noted.

21.2 **Finance, General Purposes & Estates Committee**

RESOLVED, that the draft non-public summary of the Finance, General Purposes & Estates Committee meeting held on 12 May 2021, be noted.

22. **HEADMASTER'S REPORT**

Governors received a non-public report of the Head.

23. **BURSAR'S REPORT**

Governors received a non-public report of the Bursar.

24. **REVENUE OUTTURN 2020/21**

Governors noted a joint report of the Chamberlain and the Bursar regarding the Revenue Outturn 2020/21.

25. **FINANCIAL INFORMATION DASHBOARD**

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

26. **HEALTH AND SAFETY REPORT**

Governors noted a report of the Headmaster regarding Health and Safety.

27. **SAFEGUARDING REPORT**

Governors considered a report of the Deputy Head regarding Safeguarding.

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

There were no questions.

29. **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.

At this point all officers, with the exception of the Headmaster and Town Clerk, left the meeting.

30. **TEACHER PAY AND REWARDS UPDATE**

Governors considered a joint report of the Head of the City of London School, Head of the City of London School for Girls and Head of the City of London Freemen's School, regarding Teachers Pay and Rewards.

The meeting ended at

Chairman

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