

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Thursday, 23 September 2021**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Thursday, 23 September 2021 at 11.00 am

**Present**

**Members:**

Deputy Philip Woodhouse (Chairman)	Tracey Graham
Michael Hudson (Deputy Chairman)	Alderman Robert Howard
John Bennett	Andrew McMillan
Deputy Kevin Everett	Deputy Elizabeth Rogula
Nicholas Goddard	

**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)
Nicholas Basye	- Senior Accountant
Mark Jarvis	- Head of Finance - Citizen Services, Chamberlains
Steven Reynolds	- Chamberlain's Department
Noyon Choudhury	- Senior Principal Project Manager
Ola Obadara	- Property Projects Director, City Surveyor's Department
Jayne Moore	- Clerk
Kerry Nicholls	- Clerk

**1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick, Alderman David Graves, and Graham Packham as well as from Matt Robinson the Head of the Junior School.

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

There were no declarations.

**3. MINUTES OF PREVIOUS MEETING**

Item 10: In response to a question about the possibility of a letter from the Lord Mayor congratulating those in receipt of silver and gold Duke of Edinburgh awards, it was confirmed that the matter will be pursued.

Item 15: Governors heard that discussions on 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 had not filtered through to senior management at the school.

The Chairman thanked the outgoing clerk Polly Dunn for her contribution and hard work and welcomed the new clerk Jayne Moore.

The Chairman also congratulated the Headmaster on starting his seventh year in the post.

**RESOLVED**, that the public minutes of the meeting held on 11 June 2021 be approved as an accurate record of that meeting, the sole amendment being the insertion of a finishing time.

#### 4. **PUBLIC REPORT OF THE HEADMASTER TO GOVERNORS**

The Board received the Head's report.

Governors heard that the school had experienced its first Covid-19 outbreak: 44 pupils had tested positive for Covid-19 since mid-September, of which 37 were in a single year group (Y11). Some pupils were self-isolating awaiting the outcome of a PCR test. Contingency plans have been implemented, and communication to parents emphasises the importance of lateral flow tests, especially in respect of siblings of affected pupils.

Governors heard that, nationally, there was significant hostility around vaccinations of 12-15 year olds potentially taking place on school premises; the Headmaster had thus far only be contacted by one parent on this matter. In response to a question on the position around vaccinating 12-15 year olds, Governors heard that the school was planning to facilitate the Government's vaccination programme (making an area available, and letting parents know that an area is available), but the school would not be expecting, forcing or encouraging those vaccinations to take place; this was a matter for parents and children.

Governors formally thanked the Headmaster and the staff for all the hard work involved in achieving excellent exam grades for the school.

A Governor thanked the Headmaster for the information provided on diversity and equality at the school, and asked whether any thought had been given to how the school might enhance its diversity of intake and whether that could be incorporated into other areas of work in which the school is involved, including targeting particular communities. Governors heard that a meeting had recently taken place with a staff member who was leading on the issue of diversity, during which it was noted how much more diverse the school was compared to its profile a decade or so ago - a development that had occurred naturally alongside some bursaries awarded to students of various backgrounds. Governors heard that the Headmaster was involved in a working group of the Independent Schools

Council's working group on equality, diversity and inclusion (EDI). A recently produced document linked to EDI and governance would be circulated to Governors before the next full board meeting.

**RESOLVED**, that Governors approve the Covid-19 risk assessment enclosed as Appendix 1, note Appendix 2 (School Visits and Trips 2020-21), and note the Headmaster's report.

**5. DEPUTY HEAD'S PUBLIC POLICIES REPORT**

The Board received the Deputy Head's report on policies.

In response to a question about whether the policies were shared in order to ensure best practice, Governors heard that they were not proactively shared but the policies were publicly available on the school's website. It was pointed out that the policies are carefully tailored to suit the school.

A Governor pointed out (in relation to the Searches and Confiscation policy) that vapes were sometimes concealed in cereal packets. That information was noted.

A Governor referred to section 6.3.26 of the Safeguarding and Child Protection ("keeps the Headmaster informed of all safeguarding matters") and asked whether there was merit in inserting "and the safeguarding governor" given that the safeguarding governor was usually contacted.

A Governor queried whether the contact details of organisations that support children (such as Childline) should be in the body of the policy, and the Board heard that those details were prominently displayed around the school.

**RESOLVED**, that Members approve the following policies: Exclusions; Searches and Confiscation; Trips and Educational Visits; and Safeguarding and Child Protection, with the insertion of "and the safeguarding governor" to section 6.3.26 of the latter.

**6. REPORTS AND ACCOUNTS OF CHARITIES ADMINISTERED IN CONNECTION WITH CLFS, AND CLFS BURSARY FUND DRAFT ACCOUNTS 2021-21**

Governors received the draft Annual Report and Financial Statements 2020/21 of the School's charity *Charities Administered in Connection with (ICW) the City of London Freeman's School* and the draft Annual Report and Financial Statements 2020/21 of the School's charity City of London Freeman's School Bursary Fund.

A Governor asked for clarification on the movement of funds from the endowment fund to the unrestricted fund, and heard that a draw-down had been requested from the endowment fund to support Royal National Children's SpringBoard Foundation that had been approved by the Board at the meeting of 25 September 2019.

Governors heard it had been considered appropriate to credit income to the unrestricted fund. Governors noted section 12 of the report 'Movement in funds' showing a significant rise in the unrestricted fund: income is now credited to that fund so that it is available for unrestricted use in line with the charity's objectives and in line with present best practice, as set out in the document 'Overview of financial performance' (p. 206 of the agenda pack).

A Governor asked how much—given that endowment funds cannot usually be spent—was in the endowment fund that was income from previous years that should be moved, and the Board heard that the figures relating to that would be discussed outside the confines of the meeting.

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

**7. INVESTMENT OF CASH HELD BY CLFS CHARITIES**

The Board received the report of The Chamberlain *Investment of Cash Held by the Charities Associated with City of London Freeman's School*.

**RESOLVED**, that the Board of Governors agree to invest in the City of London Charities Pool £164,306 of the available cash balance of City of London Freeman's School Bursary Fund and £8,415 of the available cash balance of Charities Administered ICW City of London Freeman's School on 1 October 2021.

**8. REPORT OF THE HEAD OF THE JUNIOR SCHOOL**

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

A Governor commended the report and asked whether more Teaching & Learning could be incorporated into the report. The comment was noted.

**RESOLVED**, that the Governors note the report.

**9. OUTSTANDING ACTIONS**

Governors received a list of Outstanding Actions.

A Governor suggested that target completion dates should be incorporated into the Outstanding Actions list.

**RESOLVED**, that the list of Outstanding Actions be received, and target completion dates be incorporated into that list where appropriate.

**10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

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

No other business was raised.

**12. 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.

13. **NON-PUBLIC MINUTES**  
**RESOLVED**, that the non-public minutes of the meeting held on Friday 11 June 2021 be approved as an accurate record.
14. **NON-PUBLIC REPORT OF THE HEADMASTER**  
Governors received a non-public report of the Headmaster.
15. **HEADMASTER'S SAFEGUARDING REPORT**  
Governors received the safeguarding report of the Headmaster.
16. **BURSAR'S REPORT**  
Governors received the Bursar's report.
17. **FINANCIAL DASHBOARD SEP 2021**  
Governors received the joint report of The Chamberlain and the Bursar on the school's Financial Information Dashboard.
18. **FUNDING MODEL - ALLOCATION TO INDEPENDENT SCHOOLS**  
Governors received the report 'Allocation of Three Independent Schools Funding within the Schools Funding Model'.
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
21. **TARGET OPERATING MODEL (TOM) ORGANISATIONAL DESIGN**

**The meeting ended at 1.15 pm**

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Chairman

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