

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS**  
**Thursday, 14 October 2021**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the City of London School for Girls at 11.00 am

**Present**

**Members:**

Nicholas Bensted-Smith (Chairman)	Alderman Prem Goyal
Peter Bennett (Deputy Chairman)	Alderman Robert Howard
Rehana Ameer	Dhruv Patel
Randall Anderson	Professor Anna Sapir Abulafia (External Member)
Mark Bostock	Del Cooke (External Member)
Mary Durcan	Dr. Stephanie Ellington (External Member)

**Officers:**

Kerry Nicholls	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Mark Jarvis	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Nicholas Basye	- Chamberlain's Department
Aqib Hussain	- Chief Operating Officer's Department
Jenny Brown	- Headmistress
John Hall	- Bursar
Justine Venditti	- Senior Deputy Head (Staff)
Neil Codd	- Deputy Head (Academic)
Susie Gilham	- Deputy Head (Pastoral)
Rachel Thompson	- Head of Preparatory School

**1. APOLOGIES**

Apologies for absence were received from Tim Levene, Mark James, Shravan Joshi and Elizabeth Phillips.

Apologies for lateness were received from Randall Anderson.

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

Dhruv Patel declared an interest in having a family member registered in the admissions process of the City Junior School for the 2022/23 academic year.

**3. MINUTES**

**RESOLVED** – That the minutes of the previous meeting be approved as an accurate record.

**4. OUTSTANDING ACTIONS**

**RESOLVED** – That the Outstanding Actions report be noted.

## 5. SUB-COMMITTEE MINUTES

### a) **Draft Minutes of the Bursary Committee meeting held on 15 June 2021**

**RESOLVED** - That the public minutes and non-public summary of the Bursary Committee meeting held on 15 June 2021 be received.

### b) **Draft Minutes of the Finance and Estates Committee meeting held on 13 September 2021**

**RESOLVED** - That the public minutes and non-public summary of the Finance and Estates Committee meeting held on 13 September 2021 be received.

## 6. REPORT OF THE HEADMISTRESS

The Board considered the report of the Headmistress which provided updates on forthcoming events, 2021 Leavers, destinations and gap years and COVID-19 and the following point was made:

- There had been an increase in the number of students diagnosed with COVID-19 in recent weeks, particularly in Year 11, and 31 pupils were currently self-isolating. Following guidance from the Department for Education, the School had moved into Stage One of its contingency measures with all pupils (unless exempt) required to wear a face covering when not in lessons. The School had also reintroduced a bubble system and pupils were required to take regular lateral flow tests. The School had participated in a COVID-19 vaccination pilot scheme for schools early in the Autumn 2021 term and there had been high take-up with over 70% of eligible pupils electing to be vaccinated. In response to a question from a Governor, the Headmistress advised that the School had not been contacted by anti-vaccination groups prior to the vaccination session but had received letters during the first lockdown in 2020 objecting to mask wearing.

**RESOLVED** – That the report be noted.

## 7. POLICIES FOR APPROVAL

Governors considered a report of the Headmistress setting out ten school policies for approval and the following points were made:

- With regard to the Fire Safety Policy and Procedures, the Deputy Chairman queried the frequency of fire evacuation procedures and the Bursar confirmed that these were conducted on a termly basis. In response to a further question about the Health and Safety and Wellbeing Policy, the Bursar confirmed that updates to the policy were very minor and mainly intended to bring the School in line with arrangements at the City of London School. The Headmistress advised that whilst approval was sought for a Newly Qualified Teachers Induction Policy, this was the final year of Newly Qualified Teachers who would be known as Early Careers Teachers from the 2022/23 academic year.

- A Governor queried where School policies were held. The Headmistress confirmed that all policies required for inspection or that could be made publicly available were published to the School's website. Governors could request other policies directly from the School.

**RESOLVED** – That the following policies be approved:

- Admissions Policy;
- Anti-Bullying Policy;
- EAL Policy;
- ECT Induction;
- Fire Policy and Procedures;
- Health, Safety and Wellbeing Policy;
- Induction Policy for NQTs;
- Missing Child Policy;
- Safeguarding and Child Protection Policy - Changes have been made to the in light of changes to KCSIE 2021; and,
- SEND Policy.

**8. DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2020/21 OF THE SCHOOL'S CHARITY THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

The Board considered a report of the Chamberlain presenting the draft Annual Report and Financial Statements 2020/21 of the School's charity, *The City of London School for Girls Bursary Fund incorporating The City of London School for Girls Scholarships and Prizes Fund* and the following point was made:

- During the year ended 31 March 2021 total funds within the School's charity had increased by £903,217. This favourable movement comprised a net gain on investments of £813,311, voluntary income of £759,979, and investment income of £175,599. The increase in funds had been partly offset by expenditure on charitable activities of £845,672 in awarding 53 bursaries and 25 prizes. There had been no costs relating to fundraising during the 2020/21 financial year. The School's External Auditor, BDO LLP would be commencing its audit of the draft Annual Report and Financial Statements in mid-September 2021. Once this work was completed, the accounts would be submitted to the Finance Committee of the City of London Corporation for approval on behalf of the Court of Common Council.

**RESOLVED** - That the draft Annual Report and Financial Statements 2020/21 of the School's charity be received.

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

There were no questions.

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

There were no items of urgent business.

11. **EXCLUSION OF THE PUBLIC**

**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items 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.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the previous meeting were approved as an accurate record.

13. **NON-PUBLIC OUTSTANDING ACTIONS**

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

14. **NON-PUBLIC SUB-COMMITTEE MINUTES**

a) **Draft Non-Public Minutes of the Bursary Committee meeting held on 15 June 2021**

**RESOLVED** - That the non-public minutes of the Bursary Committee meeting held on 15 June 2021 be received.

b) **Draft Non-Public Minutes of the Finance and Estates Committee meeting held on 13 September 2021**

**RESOLVED** - That the non-public minutes of the Finance and Estates Committee meeting held on 13 September 2021 be received.

c) **Draft Non-Public Minutes of the Academic Working Party meeting held on 20 September 2021**

**RESOLVED** - That the non-public minutes of the Academic Working Party meeting held on 20 September 2021 be received.

15. **REPORT OF THE HEADMISTRESS**

The Board approved the report of the Headmistress which provided information on non-public matters in relation to the School.

16. **ANALYSIS OF EXAM RESULTS**

The Board heard an update of the Headmistress providing an analysis of exam results for the School for the 2020/21 academic year.

17. **ESTATES UPDATE**

The Board considered a report of the Bursar presenting an update on estates work across the School.

18. **CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2022 (GATEWAY 1-4)**

The Board considered a report of the City Surveyor on the Summer Works 2022 (Gateway 1-4) for the School.

19. **CITY JUNIOR SCHOOL GOVERNANCE**

The Board heard an update of the Headmistress on City Junior School Governance.

20. **ALLOCATION OF THREE INDEPENDENT SCHOOLS FUNDING WITHIN THE SCHOOLS FUNDING MODEL**

The Board considered a joint report of the Director of Community and Children's Services and the Chamberlain on the allocation of funding to the three City of London Independent Schools within the City of London Corporation's schools' funding model.

21. **CLSG BURSARY FUNDING UPDATE**

The Board considered a report of the Headmistress providing an update on Bursary funding.

22. **FINANCIAL INFORMATION DASHBOARD**

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

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

The Board considered a report of the Town Clerk regarding action taken under urgent or delegated authority since the last meeting.

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 were no items of urgent business.

26. **CONFIDENTIAL MINUTES**

The confidential minutes of the previous meeting were approved as an accurate record.

27. **CONFIDENTIAL OUTSTANDING ACTIONS**

The Board considered a report of the Town Clerk outlining confidential Outstanding Actions.

28. **CONFIDENTIAL QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There was one question.

**The meeting ended at 1.07 pm**

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Chairman

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