

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Wednesday, 24 November 2021**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Wednesday, 24 November 2021 at 11.00 am

**Present**

**Members:**

Deputy Philip Woodhouse (Chairman)  
Michael Hudson (Deputy Chairman)  
Alderman Robert Howard  
Deputy Roger Chadwick  
Graham Packham  
Deputy Elizabeth Rogula  
Nicholas Bensted-Smith (Ex-Officio Member)  
Nicholas Goddard  
Andrew McMillan  
Councillor Chris Townsend  
Lady Gillian Yarrow

**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
Paul Hykin	- IT Director
Charles Hurtle	- Interim Bursar
Nicholas Basye	- Senior Accountant
Steven Reynolds	- Chamberlain's Department
James Gibson	- It Technology support
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 Alderman Graves and Deputy Everett.

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

There were no declarations.

3. **MINUTES**

**RESOLVED**, that the public minutes of the meeting held on 23 September 2021 be approved as an accurate record of that meeting.

4. **FINANCE, GENERAL PURPOSES, AND ESTATES COMMITTEE**

The Committee received the draft minutes of the Finance, General Purposes, and Estates Committee of 04 November 2021.

5. **ACADEMIC & PERSONNEL COMMITTEE**

The Committee received the draft minutes of the Academic & Personnel Committee meeting of 04 November 2021.

Members heard that the Chairman of the Academic & Personnel Committee had attended the Single Central Register course run by an ISI inspector, and that the briefing from the Headmaster together with the course had been useful.

6. **OUTSTANDING ACTIONS**

1P/CLFS/2020: Members agreed that the Governors' Away Day should take place at the Main House during February 2022.

**RESOLVED**, that the list of Outstanding Actions be received.

7. **DEPUTY HEAD'S REPORT ON POLICIES**

Governors considered the Deputy Head's report, and scrutinised the policies presented.

A Governor queried whether some of the details in the Fire Policy (p.165 of the agenda pack) were up to date and suggested that the phrase 'periodic review' (p.85 of the agenda pack) be amended to give a specific timeframe – for example, every five years.

A Governor asked for further details on the fire drills referenced on p.156 of the agenda pack and asked whether any assessment was made on policy compliance. The Committee heard that drills took place termly and that details on those fire drills, including evacuation time, were kept by the School. Fire drill outcomes and observations were recorded by the School's Operations team and forwarded to the SLT. It was confirmed that there were currently no problems with the fire alarm system, which is tested every Wednesday morning. Records of those tests are kept. Governors heard that a separate protocol was in place for boarders that included night-time drills.

Governors heard that the records of those fire drills would be available for consultation at the next School-based meeting.

Governors heard that only a small number of the SLT were aware of fire drill timings.

A Governor asked whether it was necessary to include a recommendation to collect "footwear and warm clothing" as referenced in section 77 of the policy

(p. 103), and the meeting heard that the executive would consider recommending that pupils be taken to the Sports Hall.

A Governor asked whether the items marked as due for completion by 04 November 2021 (p. 255 onwards) had been completed, and the meeting heard that the School was up to date with all outstanding actions in that respect and that there were minor remedial actions to be taken, but none that were classed as urgent.

A Governor asked how mobile phone misuse was reported, and the Committee heard that phones were confiscated during the day and minor sanctions were issued.

On the SEN and EAL policy, a Governor asked whether adjustments were made during exams for relevant pupils. The meeting heard that reasonable adjustments were made.

**RESOLVED**, That the following policies/documents be approved:

- Online Safety
- Special Educational Needs and English as an Additional Language
- PSHE Schemes of Work
- Fire
- Fire Management Plan
- Fire Risk Assessment
- Main House Fire Risk Assessment

**8. REPORT OF THE HEADMASTER**

Governors heard that two heads of School had attended the Lord Mayor's banquet in mid-November, and that the feedback on the event was very positive.

**RESOLVED**, That Governors note the contents of the report and approve the proposals contained in the City of London Freemen's International School document.

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

Governors noted that a conversation with a Governor (point 4 of the report on p. 285) had not yet taken place due to illness.

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

**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**

13. **REPORT OF THE HEADMASTER (NON-PUBLIC)**  
Governors considered the report of the Headmaster.
14. **NON-PUBLIC MINUTES**  
Governors considered the non-public minutes of the meeting of 23 September 2021.
15. **FINANCE, GENERAL PURPOSES & ESTATES COMMITTEE**  
Governors received the non-public minutes of the meeting of 04 November 2021.
16. **ACADEMIC & PERSONNEL COMMITTEE**  
Governors received the non-public minutes of the meeting of 04 November 2021
17. **PROPOSED 2022/23 REVENUE BUDGET**  
Governors considered the proposed 2022/23 budget.
18. **REPAIRS, MAINTENANCE & IMPROVEMENT WORKS 2022/23**
19. **REPORT OF THE BURSAR**  
Governors received the report of the Bursar.
20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**The meeting ended at 1pm**

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Chairman

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