

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Tuesday, 25 November 2014

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 Tuesday, 25 November 2014 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Sir Clive Martin (External Member)
Roger Chadwick (Deputy Chairman)	Andrew McMillan (External Member)
Deputy John Bennett	Douglas Mobsby (External Member)
Michael Bramwell (External Member)	Hugh Morris
Brian Harris	Graham Packham
Alderman Peter Hewitt	Adam Richardson
Michael Hudson	Elizabeth Rogula
Vivienne Littlechild	Councillor Chris Townsend (External Member)

Officers:

Chrissie Morgan	Director of HR
Jacqui Daniels	Town Clerk's Department
Julie Mayer	Town Clerk's Department
Steve Telling	Chamberlain's Department
Philip MacDonald	Headmaster, City of London Freeman's School
Mark Lowman	City Surveyor
Sue Williams	Bursar, City of London Freeman's School
Matt Robinson	Head of the Junior School, City of London Freeman's School

1. **APOLOGIES**

Apologies for absence were received from Judith Pleasance and Gillian Yarrow.

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

Councillor Chris Townsend declared a non-pecuniary interest stating that he was currently serving as an elected representative on Mole Valley District Council.

3. **MINUTES**

RESOLVED – That the public minutes and summary of the Board of Governors' Meeting held on 7th October 2014 be approved subject to it being noted that Councillor Townsend was co-opted and was therefore not an ex-officio Member and that Adam Richardson had been unable to attend the previous meeting due to an administrative error.

It was agreed that the following non-public item be taken at this point in the meeting.

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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

Item nos.	Paragraph no.
17	1 & 2

Service Based Review

17. The Board considered a report of the Headmaster which set out proposals for savings to meet the Service Based Review requirements for the City of London Freemen's School.

The public were re-admitted during the consideration of the remainder of the public business.

4. **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

The public minutes of the City of London Freemen's School Finance, General Purposes and Estates Sub-Committee, of 10 November 2014, were noted.

5. **MINUTES OF THE ACADEMIC AND EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

The public minutes of the City of London Freemen's Academic and Education Sub-Committee, of 10 November 2014, were noted.

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

There were no questions.

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

The Chairman agreed that the following items of urgent business may be considered:-

a) Terms of Reference and Frequency of Meeting

A report of the Town Clerk was considered which requested that Governors review the Board's Terms of Reference and Frequency of Meetings.

The Chairman commented that whilst he was content with the frequency of regular meetings of the Board, he advised Governors that it may be necessary to call an extra meeting at some stage in the New Year to consider fee increases.

RESOLVED – That the terms of reference of the Board of Governors of the City of London Freemen's School be approved for submission to the Court of Common Council in April 2015 and that current frequency of Board meetings be confirmed.

b) Swimming Pool - request for delegated authority

The Board considered a report of the Headmaster requesting delegated authority to consider the Gateway 4c (detailed options appraisal) for the Masterplan Phase 2a Swimming Pool replacement project at the School so

that project may be progressed as soon as possible to prevent the completion date slipping beyond the current anticipated date of September 2016.

RESOLVED – That authority be delegated to the Town Clerk, in consultation with the Chairman and the Deputy Chairman of the Board of Governors, to approve Gateway 4c detailed design report for the Masterplan Phase 2a Swimming Pool replacement subject to approval of the Gateway 4c report by the Policy & Resources, Projects Sub and Finance Committees.

8. **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 as follows:-

Item nos.	Para no.
9-13 & 15	3
14 & 16	1 & 2

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting, held on 7 October 2014, were considered and approved as a correct record.

10. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON'S FREEMEN'S SCHOOL**

The non-public minutes of the Finance, General Purposes and Estates Sub Committee meeting, held on 10 November 2014, were received.

11. **NON PUBLIC MINUTES OF THE EDUCATION AND ACADEMIC SUB COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**

The non-public minutes of the Academic and Education Sub Committee meeting, held on 10 November 2014, were received.

12. **HEADMASTER'S REPORT**

The Board considered and approved a report of the Headmaster of the City of London Freemen's School relative to various School matters including the school roll, staffing matters, the Chaplain, Prize Day 2015, marketing and admissions.

13. **BURSAR'S REPORT**

The Board received a report of the Bursar regarding various issues including arrears of fees and the potential for a Fees in Advance Scheme.

14. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

15. **PRE-PREP SCHOOL**

The Board considered and approved a report of the Headmaster which provided Governors with an update of the proposal for a Pre-Prep School and attaching the results of a feasibility study.

16. PUBLIC BENEFIT AND OUTREACH REPORT

The Board received a joint report of the Headmaster and the Chaplain providing Governors with an overview of activities the School had been involved with in 2013-14 which, in addition to benefitting the education of pupils, were also of 'public benefit'.

17. SERVICE BASED REVIEW

The Board considered this item earlier in the meeting.

18. ACTION TAKEN UNDER URGENCY PROCEDURES

Governors received a report of the Town Clerk which set out details of action taken under urgency procedures concerning the consideration of a bursary application.

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

School Fees

In answer to a Governor's question, the Headmaster updated the Board on the work undertaken, to date, on research concerning school fees and a note summarising the position was laid round the table for Governors to digest away from the meeting. The Headmaster undertook to give Governor's more detailed information by email after the meeting.

20. 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.

COMMITTEE MATTERS

In closing the meeting the Chairman welcomed Adam Richardson to his first meeting of the Board, expressed the Board's appreciation of the work of Julie Mayer, who had clerked their recent meetings and welcomed Jacqui Daniels, the new Clerk, to her first meeting of the Board.

The meeting ended at 1.00 pm

Chairman

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