

**BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**  
**Monday, 27 April 2015**

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 Monday, 27 April 2015 at 11.00 am

**Present**

**Members:**

Stuart Fraser (Chairman)	Graham Packham
Roger Chadwick (Deputy Chairman)	Adam Richardson
Deputy John Bennett	Alderman Matthew Richardson
Michael Bramwell (External Member)	Elizabeth Rogula
Deputy Brian Harris	Deputy Dr Giles Shilson (Ex-Officio Member)
Michael Hudson	Sir Michael Snyder (Ex-Officio Member)
Vivienne Littlechild	Councillor Chris Townsend (External Member)
Sir Clive Martin (External Member)	Philip Woodhouse
Andrew McMillan (External Member)	

**Officers:**

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

(Alderman Matthew Richardson in the Chair)

**1. APOLOGIES**

Apologies for absence were received from Alderman Tim Hailes, Vivienne Littlechild, Hugh Morris 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 appointed and serving as an elected representative of Mole Valley District Council.

**3. ORDER OF THE COMMON COUNCIL**

The Town Clerk tabled the Order of the Court of Common Council of 23 April 2015 appointing the Board of Governors of the City of London Freeman's School for 2015/16 and setting its Terms of Reference.

**RECEIVED.**

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Stuart Fraser, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year and took the Chair.

Mr Fraser thanked the Board for their support and looked forward to another busy year ahead.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk read a list of those Governors eligible to stand and Roger Chadwick, being the only Governor expressing a willingness to serve as Deputy Chairman, was duly elected for the ensuing year and took his place.

6. **MINUTES**

The public minutes and summary of the last meeting held on 11 February 2015 were approved as a correct record.

The Chairman welcomed Alderman Matthew Richardson to the Board and paid tribute to those Governors who had not returned to the Board namely Alderman Hewitt, Alderman Parmley, Judith Pleasance and Douglas Mobsby and were all thanked for their contributions. It was noted that Alderman Hailes had been appointed as a new Governor but had unfortunately been unable to attend the meeting that day.

7. **APPOINTMENT OF CO-OPTED GOVERNORS**

Michael Bramwell and Chris Townsend left the room during consideration of the item.

The Board considered a report of the Town Clerk concerning the appointment of co-opted Governors.

Governors supported the Chairman's view concerning the need to keep the membership of the Board fresh and relevant, whilst valuing its history. He suggested that the Town Clerk be requested to undertake a review of the Co-opted Member appointment process and submit a report to Governors thereon, taking account of the following matters:-

- The appointment of a Nominations Sub Committee to consider future co-opted Member appointments and to develop a set of skills that the Board would benefit from and that, where possible, information for consideration be circulated via email;
- The possible introduction of a limit on the number of terms a co-opted Member could stand for, under normal circumstances;

- The need for co-opted Members to have regular contact and play an active part in the School and its events;
- The need for an academic or past pupil Governor on the Board.

**RESOLVED – That**

- 1) the Town Clerk be requested to undertake a review of the Co-opted Governor appointment process and submit a report to Governors thereon, taking account of the matters listed above;
- 2) Michael Bramwell and Chris Townsend be appointed as co-opted Governors on the Board of Governors of the City of London Freemen’s School, both for terms expiring in April 2016, pending the review of the appointment process for co-opted Governors which would include the length of terms of office;
- 3) the Clerk to the Governors be requested to write to Douglas Mobsby expressing the Board’s thanks and appreciation of his service over the past 18 years; and
- 4) the position concerning Gillian Yarrow, as set out in paragraph 4 of the report, be noted.

Michael Bramwell and Chris Townsend returned to the room.

Chris Townsend suggested that the Chairman may wish to look into a successor for him on the Board should he lose his seat or step down from Mole Valley District Council at the next election in his Ward.

**8. APPOINTMENT OF THE BURSARY AND SUB COMMITTEES**

The Board considered a report of the Town Clerk relative to the appointment of the Board’s Bursary Committee, two Sub Committees and the Teachers’ Pay Panel, their composition and terms of reference.

**RESOLVED – That,** the composition and terms of reference of the Board’s Bursary, two Sub Committees and the Teachers’ Pay Panel be approved and that they be appointed as follows for 2015/16:-

**Bursary Committee**

Stuart Fraser (Chairman)  
 Roger Chadwick (Deputy Chairman)  
 Deputy John Bennett  
 Michael Bramwell  
 Andrew McMillan  
 Elizabeth Rogula  
 Philip Woodhouse

**Academic and Education Sub Committee:**

Stuart Fraser (Chairman)  
 Roger Chadwick (Deputy Chairman)  
 Brian Harris  
 Sir Clive Martin  
 Andrew McMillan  
 Councillor Chris Townsend (co-opted)

**Finance, General Purposes and Estates Sub Committee:**

Stuart Fraser (Chairman)  
Roger Chadwick (Deputy Chairman)  
Michael Bramwell  
Brian Harris  
Adam Richardson  
Philip Woodhouse

**Teachers' Pay Panel**

Stuart Fraser (Chairman)

**9. APPOINTMENT OF AGBIS REPRESENTATIVE**

The Board proceeded to appoint their AGBIS representative for 2015/16.

**RESOLVED** – That, as the only Governor expressing an interest in serving, Roger Chadwick be appointed as the Board's AGBIS representative for the ensuing year.

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

There were no questions.

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

The Chairman agreed that the following item should be considered as an urgent item.

**Teachers' Pay Award 2015-16**

A report of the Director of Human Resources informing the Board of Governors of pay discussions that had taken place on behalf of the Board regarding the Staff Side and Common Room pay claim for September 2015.

**RESOLVED** – That:-

- 1) the report be noted; and
- 2) it be agreed that the Teachers' Pay Panel should continue in relation to any pay claim made on behalf of the Staff Side and Common Rooms for the academic year commencing in September 2016.

**12. 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 Section 12A of the Local Government Act as follows:-

Items	Exemption Paragraph(s)
13 & 15-20	3
14	1 & 2

**13. NON-PUBLIC MINUTES**

The non-public minutes of the meeting, held on 11 February 2015, were considered and approved as a correct record.

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. **BURSAR'S REPORT**  
The Board received a report of the Bursar regarding various issues including the Master-plan, arrears of fees, HR matters, development, catering and marketing events.
16. **OLD FREEMEN'S ASSOCIATION MEMORIAL CLUBHOUSE**  
The Board considered a report of the Headmaster regarding the Old Freeman's Association Memorial Clubhouse.
17. **HEADMASTER'S REPORT**  
The Board received a report of the Headmaster of the City of London Freeman's School relative to various School matters including the School Roll, 13+Scholarships, FSA and experiences, staffing matters and the School Development Plan.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no urgent items.
20. **MEMBERS ONLY MINUTES**  
The Members Only minutes of the meeting, held on 11 February 2015, were considered and approved as a correct record.

**The meeting ended at 1.05 pm**

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Chairman

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