

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

Monday, 20 June 2016

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy Roger Chadwick (Chairman)	Vivienne Littlechild
Stuart Fraser (Deputy Chairman)	Andrew McMillan (Co-Opted Member)
Nicholas Goddard (Co-Opted Member)	Graham Packham
Deputy Brian Harris	Deputy Elizabeth Rogula
Ann Holmes	Councillor Chris Townsend (Co-Opted Member)
Michael Hudson	

Officers:

David Arnold	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Roger Adams	- City Surveyor's Department
Mark Lowman	- City Surveyor's Department
Roland Martin	- Headmaster, City of London Freeman's School
Evelyn Guest	- Deputy Head, City of London Freeman's School
Andrew McCleave	- Deputy Head (Academic), City of London Freeman's School
Matt Robinson	- Head of Junior School, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Alderman Timothy Hailes, Sir Clive Martin, Hugh Morris, Alderman Matthew Richardson, Philip Woodhouse, and Ian Seaton.

The Chairman then took this opportunity to notify Governors that Sir Clive Martin would be resigning from the Board at the end of the 2015/16 academic year. The Board thanked Sir Clive Martin for his contribution to the School during his years of service as a Governor and conveyed to him their good wishes for his future health and happiness.

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

There were none.

3.1 MINUTES OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

RESOLVED – That the public minutes and non-public summary of the meeting held on 25 April 2016 be approved.

3.2 MINUTES OF THE BURSARY COMMITTEE

RESOLVED – That the public minutes and non-public summary of the meeting held on 25 April 2016 be noted.

3.3 MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE

RESOLVED – That the public minutes and non-public summary of the meeting held on 20 May 2016 be noted.

3.4 MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

RESOLVED – That the public minutes and non-public summary of the meeting held on 20 May 2016 be noted.

4. LOCAL AUTHORITY DESIGNATED OFFICER 2015/16 ANNUAL REPORT

The Board received a report of the Director of Community and Children's Services that provided an update regarding the activity and performance of the Local Authority Designated Officer role for 2015/16.

The Headmaster advised that, unlike the other City of London Schools, the Freeman's School followed the Surrey Child Protection procedures instead of the Greater London procedures.

RESOLVED – That the report be noted.

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were none.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was none.

7. 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.

8.1 NON-PUBLIC MINUTES OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

RESOLVED – That the non-public minutes of the meeting held on 25 April 2016 be approved.

8.2 NON-PUBLIC MINUTES OF THE BURSARY COMMITTEE

RESOLVED – That the draft non-public minutes of the meeting held on 25 April 2016 be noted.

8.3 NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE

RESOLVED – That the non-public minutes of the meeting held on 20 May 2016 be noted.

The Governor responsible for safeguarding requested that emails continue to be sent to her when safeguarding issues were identified with certain pupils.

8.4 NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

RESOLVED – That the non-public minutes of the meeting held on 20 May 2016 be noted.

9. MASTERPLAN 2016

The Board considered a report of the Headmaster regarding the new Masterplan 2016, which was accompanied by a presentation demonstrating the vision for the City of London Freeman's School.

10. CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL REPLACEMENT

The Board received a verbal update from the City Surveyor regarding the swimming pool replacement project.

11. HEADMASTER'S REPORT

The Board considered a report of the Headmaster that provided updates regarding matters relating to the School's operational activities. The Board also gave close scrutiny to the Safeguarding Policy that had been updated in accordance with the Government's recent Keeping Children Safe in Education update.

12. BURSAR'S REPORT

The Board considered a report of the Headmaster that sought approval to a contract extension and provided updates regarding matters relating to the Bursar since the last Board meeting.

13. HEALTH AND SAFETY POLICY

The Board considered a report of the Headmaster that sought approval to the new Health and Safety Policy and the appointment of a Governor responsible for overseeing Health and Safety matters.

RESOLVED – That:-

- a) the new Health and Safety policy for the School be approved; and
- b) the appointment of Nicholas Goddard as the Governor with responsibility for overseeing Health and Safety, be approved.

14. HEAD OF THE JUNIOR SCHOOL'S REPORT

The Board received a report of the Headmaster that provided details of events in the Junior School since the last Board meeting.

RESOLVED – That the Head of the Junior School's report be noted.

15. **ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY BETWEEN MEETINGS**

The Board received a report of the Town Clerk that advised Members of a decision taken under urgency procedures by the Town Clerk, in consultation with the Chairman and Deputy Chairman, since the last meeting of the Board.

RESOLVED – That the decision taken under urgency procedures since the last meeting be noted.

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

In response to a question from the Chairman, the Assistant Head advised that Surrey County Cricket Club Youth Team matches were held at the School, whereas First Team Surrey CCC games were occasionally held at the Whitgift School.

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Chairman advised that there would shortly be two Co-Opted Governor vacancies on the Board following the resignation of Michael Bramwell and the upcoming resignation of Sir Clive Martin. The Board agreed to delegate the initial recruitment process to the Headmaster in consultation with the Chairman and Deputy Chairman, the outcome of which would then be reported to the Board for consideration.

18. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the meeting held on 25 April 2016 be approved.

The meeting closed at 1.05 pm

Chairman

**Contact Officer: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk**