

**FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE
BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL
Monday, 19 June 2017**

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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, 19 June 2017 at 11.30 am

Present

Members:

Deputy Roger Chadwick (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Stuart Fraser

Officers:

Julie Cornelius	Town Clerk's Department
Alistair MacLellan	Senior Members' Services Officer
Sarah Port	Chamberlain's Department
Steven Reynolds	Chamberlain's Department
Roland Martin	Headmaster of the City of London Freemen's School
Andrew McCleave	Deputy Head (Academic) , City of London Freemen's School
Sue Williams	Bursar, City of London Freeman's School

1. **APOLOGIES**

Apologies for absence were received from Nicholas Goddard, Andrew McMillan and Alderman Dame Fiona Woolf.

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

There were no declarations of interest.

3. **TERMS OF REFERENCE**

Members received the Terms of Reference of the Sub Committee as set by the Board of Governors at its meeting on 8 June 2017.

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4. **MINUTES**

RESOLVED – That the public notes of the inquorate meeting held on 14 November 2016 be approved.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

Consideration was given to the following:

- To seek approval to appoint Mr Brian Harris as a Co-opted Governor to the Board and to the Finance, General Purposes and Estates Sub-Committee. Mr Harris has a long history with the School and is able to offer significant support.
- The Board of Governors and Sub-Committee meetings were discussed. Proposed to alternate meeting venues between Freeman's and the Guildhall and to advance (when meeting at Freeman's) the meeting start time; the call-over to commence at 08.30. The rationale is to enable Governors to return to the Guildhall, should they need to attend meetings later in the day.
- The Bursar has given apologies for the late submission of a paper providing an update on the insurance claim. This will be discussed under the Non-Public Agenda.
- Video conferencing was discussed. The Chairman had received an e-mail from the City of London Corporation's IT department, detailing three options. The Chamberlain has identified a budget from which the cost of this can be covered. In response to the Chairman suggesting video conferencing should be a central facility and one which can be used by other schools, the Chamberlain will follow up the outline options submitted and liaise with the Town Clerk.

RESOLVED – That,

- a) the Committee appoint Mr Brian Harris as a Co-opted Governor.

7. **EXCLUSION OF THE PUBLIC**

MOTION - 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.

Motion carried.

8. **MINUTES**

RESOLVED – That the non-public notes of the inquorate meeting held on 14 November 2016 be approved.

9. **BURSARY APPLICATION AND CASH FLOW FORECAST**

RESOLVED – That the Chairman and Deputy Chairman, will, under urgency, discuss and resolve the Bursary application.

10. **STRATEGIC INTENT AND KPIS**

Members considered a report of the Headmaster concerning Strategic Intent and KPIs.

11. **VERBAL REPORT - RISK ASSESSMENT**

Members considered a verbal report of the Headmaster concerning Risk Assessment.

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12. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no non-public questions.

13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was one item of Any Other Business relating to an insurance claim.

The meeting ended at 12.45 pm

Chairman

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