

**ACADEMIC AND EDUCATION 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 Academic and Education Sub Committee of the Board  
of Governors of the City of London Freeman's School held at City of London  
Freemen's School, Ashted Park, Surrey, KT21 1ET on Monday, 19 June 2017 at  
10.30 am

**Present**

**Members:**

Deputy Roger Chadwick (Chairman)  
Deputy Philip Woodhouse (Deputy Chairman)  
Stuart Fraser  
Michael Hudson  
Alderman Alastair King

**Officers:**

Julie Cornelius	Town Clerk's Department
Alistair MacLellan	Senior Members' Services Officer
Roland Martin	Headmaster of the City of London Freemen's School
Andrew McCleave	Deputy Head (Academic) , City of London Freemen's School
Richard Dolan	Head of Upper School
Evelyn Guest	
Gareth Hughes	Head of Sixth Form, City of London Freemen's School

**1. APOLOGIES**

Apologies for absence were received from Nicholas Goddard, Vivienne Littlechild, Andrew McMillan and Gillian Yarrow.

The Chairman took this opportunity to welcome Alderman King who is new to the Board and is appointed as a Co-optee on this Sub Committee.

**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 agreed by the Board of Governors at its meeting on 8 June 2017 and the following points were made.

The Town Clerk to make the following amendments to the Terms of Reference.

1. *'To make recommendations for the Board's approval on the following matters:'* should appear before the section *'With power to act on the following matters'*.
2. To move (this bullet point should appear as the first bullet point within the 'recommendations' section) and amend as follows, the penultimate bullet point of the recommendations:  
*'To monitor general compliance with safeguarding requirements (not involving individual cases).'*

The Town Clerk to check that Sub-Committee membership information is up-to-date.

The Sub-Committee agreed in principle to change the name of the Sub-Committee to: Academic and Personnel Sub-Committee and for this to appear as an Agenda item at the next meeting of the Board of Governors.

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### **4. MINUTES**

**RESOLVED** – That the public minutes and summary of the meeting held on 14 November 2016 be approved as a correct record.

### **5. BOARDING GOVERNOR ROLE DESCRIPTION**

Members considered a report of the Headmaster concerning the role of the Boarding Governor and the following points were made

The Boarding Governor will visit the school at least once per term and will meet with the Head of Boarding and the Headmaster and/or his Deputy twice per term. The Single Central Register will be scrutinised during visits.

**RESOLVED** – That,

- a) Andrew McMillan is appointed as the Boarding Governor.
- b) the Boarding Governor role description is approved.

The Chairman said Mr McMillan is very engaged and this is an excellent appointment.

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

There were no questions.

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

The following items of urgent business were raised.

- To look at meeting dates and venues to ensure meetings are quorate.
- To seek approval to appoint Mr Brian Harris as a Co-opted Governor to the Board of Governors and to this Sub-Committee. Mr Harris has a long history with the school and can offer significant support to the Board.

**RESOLVED** – That, Mr Brian Harris is appointed as a Co-opted Governor.

8. **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.

9. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 14 November 2016 be approved as a correct record, subject to an agreed amendment.

10. **2017 PREDICTED RESULTS: A LEVEL AND GCSE**

Members considered a report of the Headmaster concerning 2017 predicted results: A Level and GCSE.

11. **VERBAL ISI UPDATE**

Members considered a verbal report of the Headmaster concerning ISI.

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

There were no 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 were no urgent items.

**The meeting ended at 11.30 am**

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Chairman

**Contact Officer: Julie Cornelius**  
**tel. no.: 020 7332 1427**  
**Julie.Cornelius@cityoflondon.gov.uk**