

**BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL**  
**Thursday, 15 June 2017**

Minutes of the meeting of the Board of Governors of the City of London School held  
at City of London School, Queen Victoria Street, EC4V 3AL on Thursday, 15 June  
2017 at 11.00 am

**Present**

**Members:**

Alexander Barr	Tim Levene
Deputy Keith Bottomley	Lord Levene of Portsoken (External Member)
Marianne Fredericks	Deputy Edward Lord
Caroline Haines	Christopher Martin (External Member)
Alderman Vincent Keaveny	Sylvia Moys
Ronel Lehmann (External Member)	Dame Mary Richardson (External Member)
	Ian Seaton
	Deputy James Thomson

**Officers:**

Alistair MacLellan	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Amanda Mays	- Asst Director HR + Transformation
Kate Smith	- Town Clerk's Department
Neil Davies	- Town Clerk's Department
Steven Reynolds	- Chamberlain's Department
Sarah Fletcher	- Head, City of London School
Charles Griffiths	- Bursar, City of London School
Dr Richard Brookes	- Senior Deputy Head

**1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick, Dominic Christian, Deputy Clare James and Professor Michael Whitehouse.

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

There were no declarations.

**3. ORDER OF THE COURT OF COMMON COUNCIL**

An Order of the Court of Common Council dated 27 April 2017 appointing the Board of Governors for the ensuing year was received.

**4. ELECTION OF CHAIRMAN**

An election was conducted in line with Standing Order 29. Ian Seaton, being the only Governor wishing to serve, was elected Chairman for the ensuing year.

The Chairman thanked his fellow Governors for their support. He added his welcome to Governors who had recently joined the Board, and emphasised the

commitment required from a Governor of one of the City Schools, namely the requirement to be familiar with safeguarding issues and to undergo a Disclosure and Barring Service (DBS) check.

The Chairman noted that this was the Head's last meeting prior to moving on to her new role, and that a Farewell Dinner would be held on 22 June 2017 at the School.

A Governor noted with regret the passing of Alderman Sir Paul Judge.

5. **ELECTION OF DEPUTY CHAIRMAN**

An election was conducted in line with Standing Order 30. Deputy James Thomson, being the only Governor willing to serve, was elected Deputy Chairman for the ensuing year.

6. **MINUTES**

The minutes of the meeting held on 14 February 2017 were approved as a correct record.

7. **DRAFT CORPORATE PLAN 2018-23**

Governors considered a report of the Town Clerk regarding the draft Corporate Plan 2018-2023 and the following points were made.

- The Chairman suggested that the theme 'Place' be made plural to reflect the City's role outside of the Square Mile.
- The Town Clerk clarified that outcome was equivalent to impact, and output was equivalent to measurables.

8. **CASH AVAILABLE IN THE SCHOOL'S CHARITY: THE CITY OF LONDON SCHOOL BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL SCHOLARSHIPS & PRIZES FUND**

Governors considered a report of the Chamberlain regarding Cash available in the School's Charity: The City of London School Bursary Fund incorporating the City of London School Scholarships and Prizes Fund. In response to a question, the Chamberlain replied that the investments were mainly in equities. Governors were invited to submit their responses to the questionnaire regarding the charity outside of the meeting.

**RESOLVED**, that

- Governors agree to invest £95,526 in the City of London Charities Pool on 1 October 2017; and
- That the next review of the operating cash balance be presented to the June 2018 Board meeting.

9. **HEAD'S REPORT**

Governors received a report of the Head of the City of London School and the following points were made.

### **Independent Schools Inspectorate (ISI) Inspection**

- The Head was heard regarding the recent Independent Schools Inspectorate (ISI) inspection. She noted that the result was an affirmation of the work undertaken within the School, and the excellence recognised in the report meant there were no substantive recommendations for improvement. The next inspection, in three years' time, would likely be education focused.
- The Chairman noted that there would be a report at a future Board meeting on how any areas for improvement identified by the inspection would be addressed. He added his thanks to Christopher Martin for attending the ISI inspection.

### **Outreach**

- The Head drew attention to the work the School was undertaking on Outreach and Partnerships, including work with the City of London academies and the voluntary work of over 80 boys across London.
- The Chairman noted that the outreach and partnership work was very promising and that City Governors should ensure they highlighted it with colleagues at Guildhall.

### **Pastoral**

- In response to a question from a Governor regarding the establishment of a LGBT Society within the School, the Head replied that gender issues were an increasingly important topic within the school community and the establishment of the society was a 'first' for the School. Governors welcomed the establishment of the Society and noted their wholehearted support for the initiative.
- In response to a question from a Governor regarding staff wellbeing, the Head replied that the Head of Common Room was aware of both School and City of London processes over welfare. The Director of Human Resources added that the City of London provided mental health first aid training, pop up health checks and advice on healthy eating.

### **Ransomware**

- The Head drew Governors' attention to advice given to staff following the recent Ransomware incident.

**9.1 Appendix 1 - ISI Inspection Report**

Governors received a public report on the Independent Schools Inspectorate Regulatory Compliance Inspection.

**9.2 Appendix 2 - Strategic Plan 2016/17 Summary**

The Head provided Governors with a oral update on the 2016/17 Strategic Plan.

**9.3 Appendix 3 - Digital Strategy Report**

Governors received a summary of advice given to staff following the recent Ransomware incident.

**10. APPOINTMENT OF AGBIS REPRESENTATIVE**

Edward Lord was appointed AGBIS Governor for 2017/18.

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

There were no questions.

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

**Appointment of Sub Committees**

Governors affirmed the following sub committees and noted each would have the opportunity to review its terms of reference at its first meeting.

**Governance**

Chairman and Deputy Chairman of the Board  
Alderman Vincent Keaveny  
Lord Levene of Portsoken  
Deputy Edward Lord

**Academic and Education**

Christopher Martin (to be Chairman)  
Chairman and Deputy Chairman of the Board  
Dame Mary Richardson  
Caroline Haines

**Finance and Estates**

Chairman and Deputy Chairman of the Board  
Keith Bottomley  
Deputy Edward Lord  
Alex Barr

**Careers LINK Governor**

Ronel Lehmann was appointed Careers LINK Governor. The Board noted it would receive a presentation on careers at its meeting in the Autumn term.

**13. 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 they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

14. **NON-PUBLIC MINUTES**

The non- public minutes of the meeting held on 14 February 2017 were approved as a correct record.

15. **TEACHER'S PAY PANEL - UPDATE**

*Governors agreed to vary the order of items on the agenda so that confidential Item 20 – Teachers' Pay Panel, was considered next.*

*All staff except the Town Clerk, Director of Human Resources and the Assistant Director HR and Transformation left the room.*

Governors considered a confidential report of the Director of Human Resources on the Teachers' Pay Panel.

16. **RECRUITMENT OF HEAD**

*Governors agreed to vary the order of items on the agenda so that Item 16 – Recruitment of Head was considered next.*

*All staff except the Town Clerk, Director of Human Resources and the Assistant Director HR and Transformation remained outside of the room.*

The Director of Human Resources was heard regarding the recruitment of the Head.

17. **HEAD'S REPORT**

*At this point of the meeting, two hours having been reached since the start of the meeting, Governors agreed to terminate the meeting and defer items remaining on the agenda until the next meeting.*

*The next meeting not being until the Autumn Term, Governors agreed to reconvene on 21 June 2017 at 5.30pm at the School, and that notice be given of that meeting accordingly.*

17.1 **Appendix 1 - ISI Inspection Feedback [Head's Summary]**

This item was deferred.

17.2 **Appendix 2 - City of London School Admissions Policy**

This item was deferred.

17.3 **Appendix 3 - Development Office Report**

This item was deferred.

17.4 **Appendix 4 - Sabbatical Applications**

This item was deferred.

17.5 **Appendix 5 - Overseas Franchising**

This item was deferred.

18. **REPORT ON ACTION TAKEN SINCE THE LAST MEETING**

This item was deferred.

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

This item was deferred.

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

This item was deferred.

**The meeting ended at 1.00 pm**

-----  
Chairman

**Contact Officer: Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)**