

**FINANCE & ESTATES SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF
THE CITY OF LONDON SCHOOL**

Monday, 2 October 2017

Note of the inquorate meeting of the Finance & Estates Sub-Committee of the Board of Governors of the City of London School held at the Guildhall EC2 at 10.00 am

Present

Members:

Ian Seaton (Chairman)

Alexander Barr

Officers:

Richard M. Brookes	-	Acting Head
Andrew McBroom	-	Senior Deputy Head
Charles Griffiths	-	Bursar
Alistair MacLellan	-	Town Clerk's Department
Sarah Port	-	Chamberlain's Department

1. APOLOGIES

Apologies were received from Deputy James Thomson, Deputy Keith Bottomley and Deputy Edward Lord.

The Clerk noted that the meeting was inquorate. Governors present agreed to discuss the items on the agenda and to submit a note to the next scheduled meeting of the Sub Committee.

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

There were no declarations.

3. TERMS OF REFERENCE

The terms of reference of the sub committee were received. In response to a comment from the Acting Head, Governors agreed that the Board of Governors should consider appoint a Governor other than the Chairman of the Board as Chairman of the sub committee, to follow AGBIS guidelines more effectively.

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4. MINUTES

Governors noted the minutes of the meeting held on 15 November 2016 and the fact that they would be submitted to the next scheduled meeting of their sub committee for approval.

Matters Arising Meeting Dates

In response to a comment from the Acting Head, the Town Clerk agreed to review whether a meeting of the Board could be scheduled during the period April-June 2018.

Potential Co-Opted Members of the Board of Governors

A Governor noted that over the past year three candidates for co-opted Governor had been considered for the Board but that none had gone forward for appointment. He noted that the Board during that time had been joined by a number of Common Council Governors with financial expertise which had added to the skills already available to the Board.

5. REVENUE OUTTURN 2016/17

Governors noted a joint report of the Chamberlain and the Acting Head and the following points were made.

- The Chamberlain agreed to amend note (iii) within Table 1 of the report to include catering.
- A Governor noted that a percentage of savings made were retained by the City of London Corporation.
- In response to a request from the Bursar, the Chamberlain agreed to clarify to what extent the City of London Corporation 2% savings target applied to the City of London School.
- In response to comments from Governors, the Bursar agreed to amend terminology away from scholarships to bursaries where appropriate.
- In response to a request from a Governor, the Bursar agreed to provide net figures for items such as the School Bookshop in future reporting.
- The Acting Head noted that the £84,000 increase in employee expenses was largely due to staff cover for maternity leave and illness.
- In response to a question from a Governor, the Bursar agreed to clarify to what extent the School was covered by insurance from the City of London Corporation.

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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

There was no other business.

8. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 15 November 2016 were received. Governors noted that they would be submitted to the next scheduled meeting of the sub committee for approval.

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9. **SUMMER 2017 WORKS REPORT**

Governors received a report of the Acting Head regarding the Summer 2017 Works.

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10. **POLICIES FOR REVIEW**

Governors received a number of school policies.

10.1 **Health and Safety Policy**

Governors considered the Health and Safety Policy.

10.2 **Minibus and School Vehicle Policy**

Governors considered the Minibus and School Vehicle Policy.

10.3 **Security Policy**

Governors considered the Security Policy.

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

There were no non-public questions.

12. **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 items of urgent business.

The meeting closed at 10.50am.

Chairman

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