



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 14 December 2016, 6.00pm

Present:	Mr Philip Bladen, Chair	Mrs Sarah Peart	In attendance:	Mrs Wendy Gainham, Clerk to Governors
	Ms Elisabeth Stevenson, Headteacher	Ms Jane Reed		Ms Nicola Lupton, Deputy Headteacher
	Mrs Eleanor Allen	Revd Penny Seabrook		Mrs Sarah Webber, Assistant Headteacher
	Mr Justin Bairamian	Mr Paul Sloan		Mr Alex Parker, Bursar
	Miss Imogen Dodwell	Mr Philip Thomas		Ms Siobhan Holmes, representing Haysmacintyre
	Mr Paul Fox	Mrs Nicky Thomson		Ms Kate Roskell, representing the LDBS
	Mrs Arabella MacIntyre	Mrs Tania Weithers		
	Dr Deirdre Osborne	Mr Richard Wormell		
	Mr Nigel Parker			

The meeting commenced at 6.00pm
Ms Elisabeth Stevenson opened the meeting with a prayer

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 Apologies were received from Mrs Lorraine Bewes, Mr William Hunter and Miss Charlotte Walton; permission for absence was granted.			
2. Welcome and Introductions 2.1 The Chair welcomed all those present and in attendance.			
3. Membership of the Governing Body 3.1 An updated List of Governors had been sent with the agenda. 3.2 The Chair reminded Governors that at the previous meeting they had passed a resolution to create the new position of Deputy Vice Chair of the Governing Body and nominations for this position had been requested by 7 December 2016. 3.3 The Clerk confirmed that one nomination had been received and this was for Mrs Sarah Peart.			

Signed..... Date.....
 Chair of committee

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3.4 The Chair congratulated Mrs Peart on her appointment as Deputy Vice Chair of the Governing Body.			
4. Register of Governors' Interests 4.1 The Clerk circulated the Governors' Register of Business and Pecuniary Interests document and requested that Governors declared any interests which were specific to the meeting. 4.2 No interests were declared.			
5. Report from the Finance and Resources Committee and Approval of Accounts 5.1 The minutes and papers from the Finance and Resources Committee meeting held on 6 December 2016 had been sent with the agenda. 5.2 The Bursar took Governors through the main points arising from the Annual Report and Financial Statements for the Year Ended 31 August 2016, reminding Governors that the school had engaged Haysmacintyre to carry out an annual audit. 5.3 The Bursar was satisfied with the latest report; the school currently had sufficient funds in the bank and free reserves amounted to £643,425 (Governors had previously set a reserve limit of £250,000 therefore the school had comfortably exceeded the minimum reserve by £393,425). 5.4 As detailed in the minutes of the Finance and Resources Committee Meeting held on 6 December, the accounts reported that expenditure had exceeded income by £210,784. 5.5 Indications for the current financial year were optimistic. 5.6 Governors noted that one of the key details of the balance sheet was that the capital work was coming to an end. 5.7 Mr Parker introduced Ms Siobhan Holmes, representing Haysmacintyre, who would			

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<p>take Governors through the key changes to the accounts this year.</p>			
<p>5.8 Ms Holmes advised that these financial statements were the first prepared in accordance with the new Financial Reporting Standard 102. In the main, the body of the report remained the same and the changes to the financial reporting framework were mainly cosmetic.</p>			
<p>5.9 There were changes to the key management personnel and pay policy.</p>			
<p>5.10 Haysmacintyre were satisfied that the school was compliant in terms of its principal risks and mitigations.</p>			
<p>5.11 Ms Holmes thanked Mr Parker, Bursar, and Mrs Fleming, Finance and Payroll Officer, for their help during the annual audit and confirmed that the audit had resulted in a very clean report.</p>			
<p>5.12 Governors noted that the Local Government Pension Scheme deficit had increased and asked Ms Holmes whether the school could expect an increase in its pension contributions in the near future in light of this.</p>			
<p>5.13 Ms Holmes did not envisage any immediate increase in payments, however, Governors needed to be aware of the situation and that the deficit would be re-evaluated every three years.</p>			
<p>5.14 Ms Holmes went on to explain that all academies were currently in the same position, having taken on their portion of the Local Government Pension Scheme when they became academies.</p>			
<p>5.15 Governors also learned that the pension liability fluctuated according to the age profile of the staff therefore it was difficult to predict the future liability.</p>			
<p>5.16 Ms Holmes drew Governors' attention to the fact that Teachers' Pensions were detailed under the "Emerging Issues" section of the Audit Findings Report.</p>			
<p>5.17 Governors asked whether the school had expected supply staff costs to double. Mr Parker confirmed this was the case.</p>			

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5.18 Governors learned that depreciation had been calculated for a full 12 month's due to the building works having come to an end, as opposed to previous years whereby a whole 12 months of depreciation for the building works had not been applied due to the timing of the works completion.			
5.19 Mr Parker advised that the government's National Funding Formula which aimed to provide a more equitable distribution of funding to schools nationally had not yet been implemented.			
5.20 Revd Penny Seabrook, who was representing the Bishop of Kensington at the meeting, reminded the Governing Body that the Bishop had queried the reduction in staff headcount last year. The Headteacher, Mr Bairamian and Mr Parker all confirmed that staffing figures were the same this year, with minor differences to the total FTE's.			
5.21 Referring to page 12 of the Audit Findings Report and the section regarding Charity Commission Guidance to Trustees, Governors asked whether they were required to read the latest government publications on this topic.			
5.22 The Chair agreed that this was necessary and asked the Clerk to circulate the relevant documents to Governors.	Circulate links to current government guidance for trustees	Clerk	Jan 2017
5.23 A Community Governor queried the point made in the Annual Report under the Governance Statement regarding the intention for further community engagement to take place. The Chair confirmed this would be discussed under the Centenary item.			
5.24 The Chair proposed to approve the 2015-2016 accounts and the Vice Chair seconded the proposal; the proposal was carried unanimously by the Governing Body.			
<i>The meeting adjourned for the AGM</i>			
5.25 Mr Justin Bairamian then took Governors through the minutes of the Finance & Resource Committee meeting held on 6 December 2016. A revenue deficit of £128,000 meant that the school had kept well within its reserves.			
5.26 Governors should note that the budget was based on a funding formula for 30 extra			

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<p>pupils and the same level of staffing had been maintained.</p> <p>5.27 The budget for 2016/2017 was holding up well 2 months into the new financial year with income exceeding expenditure so far. Early indications were positive and it looked likely that the school would end the year within budget, currently set with a small deficit of £56,000.</p> <p>5.28 The Bursar had therefore forecast a surplus for the current financial year, however stressed the need to be cautious at this early stage.</p> <p><i>The Bursar and Ms Holmes left the meeting at 6.40pm</i></p> <p><i>Mrs Tania Weithers arrived at 6.40pm</i></p>			
<p>6. Membership of Committees and Link Governors</p> <p>6.1 The Membership of Committees 2016-2017 document had been sent with the agenda.</p> <p>6.2 The Chair asked new Governors to contact the Clerk if they wished to join a Committee.</p>	Contact Clerk re committee membership	New Governors	Jan 2017
<p>7. Governor Training and Development / Away Day</p> <p>7.1 Mrs Arabella MacIntyre confirmed that she was booked on two LDBS courses in the new year, Ofsted - The New Inspection Process and Governors' Roles and Responsibilities for Safeguarding.</p> <p>7.2 Mr Richard Wormell had recently attended a RAISEonline course.</p> <p>7.3 Miss Imogen Dodwell had recently attended the LDBS course, Introduction to being a Governor.</p> <p>7.4 Miss Charlotte Walton and Mrs Tania Weithers were both booked onto the Tri-borough Welcome to New Governors course in February.</p> <p>7.5 The Chair confirmed that The Ven Luke Miller, Archdeacon of London, would visit the school in March.</p>			

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7.6 The Chair planned to invite The Ven Luke Miller to speak at a Governors' Away Day after the school visit.	Invite The Ven Luke Miller to Governors' Away Day	Chair	Spring Term
7.7 He also planned to invite MP Greg Hands to a Q&A session on the Away Day.			
8. Minutes of the Meeting held on 9 November 2016			
8.1 The minutes of the meeting held on 09 November 2016 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.			
9. Matters Arising			
9.1 There were no matters arising.			
10. Communications			
10.1 The Clerk had not received any communications since the last meeting.			
10.2 Mr Justin Bairamian Chair of the Working Party for Communications advised that the Working Party had not met since the last meeting.			
11. Centenary			
11.1 The Headteacher confirmed that various plans for the School's Centenary were now in place.			
11.2 A concert would take place at Cadogan Hall at the end of March 2018 marking the end of the main celebrations.			
11.3 Options for a service to mark the School's birthday in September 2017 were currently under consideration, eg a service at either St Paul's Cathedral or Westminster Abbey, however the fees quoted were very high, between £12,000 and £15,000			
11.4 Governors asked whether the school had considered Southwark Cathedral. The Headteacher confirmed that enquiries had been made however she did not feel this was the logical location for the celebration as the school was based in the Diocese of			

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London.						
11.5 Revd Penny Seabrook offered to contact the Bishop of Kensington to enquire about a possible reduction in fees at either St Paul's or Westminster Abbey, in view of this exceptional occasion, however Mrs Kate Roskell pointed out that there were 156 Church of England schools across the Diocese therefore this may not be feasible.	Make contact with Bishop of Kensington to enquire about the possibility of a reduction in service fees	Rev Penny Seabrook	Jan 2017			
11.6 Mr Paul Fox, Chair of the Centenary Committee and the School Chaplain, had made contact with St Paul's in Hammersmith which offered a school service rate of £1000.						
11.7 All agreed this would be a suitable location within the Borough of Hammersmith and Fulham.						
11.8 Governors also discussed low cost alternatives such as a service at St Dionis which would free up more funds to be spent on engaging the local community.						
11.9 Governors agreed that a separate event (open day) should take place at school.						
11.10 The Chair did not feel it was necessary to make a decision on the service at Full Governing Body level and therefore suggested delegating this to the Centenary Committee; all agreed and also noted the importance of setting a date for this event so that whoever would officiate could be advised as soon as possible.						
11.11 The Headteacher confirmed that the process of choosing a school charity for next year would be brought forward; this would be a charity which supported girls' education globally.						
11.12 Revd Penny Seabrook pointed out that the Diocese currently supported children in Angola and Mozambique therefore the school might wish to consider fundraising for a similar cause.				Discuss fundraising with School Chaplain	EHS	Jan 2017
12. Annual Meeting with Parents/Rose Fund						
12.1 The Headteacher confirmed that a Rose Fund Evening would take place on the last Thursday in June.						

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13. Reports from Other Committees			
13.1 Curriculum Committee – The minutes of the Curriculum Committee meeting held on 14 November 2016 had been sent with the agenda and Mrs Nicky Thomson took Governors through the main points.			
13.2 The Supporting Students with Medical Conditions Policy had been tweaked.			
13.3 Targets had been set for the current academic year.			
13.4 Referring to item 6.8 of the Curriculum Committee minutes, Governors queried the accuracy of the ethnic group “Black Caribbean”. Mrs Sarah Webber confirmed this was a term lifted directly from the FFT Aspire School Dashboard Report presented at the Curriculum Committee meeting, however the Clerk would re-phrase the wording in the minutes to “pupils of Black Caribbean descent”.	Amend wording in item 6.8 of Curriculum Committee minutes from meeting of 14.12.2016 to “pupils of Black Caribbean descent”.	Clerk	Jan 2017
13.5 An overview of SEN staffing had been provided and the school would advertise for a permanent SENCO for September 2017.			
13.6 Going forward the Curriculum Committee had decided to reduce the number of meetings held during the Autumn Term from 2 to 1.			
13.7 Revd Penny Seabrook, the Link Governor for RE, was asked to attend the review of the RE Department.			
13.8 The Headteacher confirmed this would take place at the next Curriculum Committee meeting in January and asked the Clerk to put this on the next agenda as well as send details of the meeting to Revd Seabrook.	Put review of RE Dept on agenda for next Curriculum Committee meeting.	Clerk	Dec 2016
13.9 Admissions Committee – refer to confidential section	Send details of next Curriculum Committee meeting to Revd Penny Seabrook		

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Agenda Item	Action	By whom	By when
<p>14. Report from Headteacher</p> <p>14.1 The Headteacher's Report to Governors December 2016 had been sent previously.</p> <p>14.2 The School's SIAMS Inspection had taken place on 7 and 8 December and the Headteacher was expecting the report by the end of term.</p> <p>14.3 It had been a tough process and had run to a very tight schedule. The Inspector, Lynn Field, had made many positive comments about the pupils, staff and parents.</p> <p>14.4 The Chair advised that the Inspector had also stated that the school had an outstanding Senior Leadership Team. He also thanked those Governors who had come into school to meet with the Inspector.</p> <p>14.5 The Headteacher ran through the recent CPD and book look processes.</p> <p>14.6 Miss Imogen Dodwell, Cover Supervisor, had been appointed Pupil Premium Co-ordinator for KS3 and would be working on long term strategies for vulnerable groups in Years 7, 8 and 9.</p> <p>14.7 Other highlights since the last meeting were Academic Review Day, Prize-giving Assemblies and the Year 9 STEM project.</p>			
<p>15. Any Other Business</p> <p>15.1 There was no other business.</p>			
<p>16. Date of Next Meeting</p> <p>16.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 15 March 2017 at 6.00pm.</p>			

The meeting closed at 7.45pm

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