



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 09 November 2016,
6.00pm

Present:	Mr Philip Bladen, Chair	Mr Nigel Parker	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Assistant Headteacher
	Ms Elisabeth Stevenson, Headteacher	Mrs Sarah Peart		
	Mrs Eleanor Allen	Ms Jane Reed		
	Mr Justin Bairamian	Revd Penny Seabrook		
	Mrs Lorraine Bewes	Mr Paul Sloan		
	Miss Imogen Dodwell	Mr Philip Thomas		
	Mr Paul Fox	Mrs Nicky Thomson		
	Mr William Hunter	Miss Charlotte Walton		
	Mrs Arabella MacIntyre	Mrs Tania Weithers		
	Dr Deirdre Osborne	Mr Richard Wormell		

The meeting commenced at 6.00pm
Mrs Sarah Peart opened the meeting with a prayer

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 There were no apologies for absence.			
2. Membership of the Governing Body 2.1 An updated List of Governors had been sent with the agenda.			
3. Register of Governors' Interests 3.1 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. 3.2 No interests were declared.			

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

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<p>4. Membership of the Committees</p> <p>4.1 The Membership of Committees 2016-2017 document had been sent with the agenda.</p> <p>4.2 The Chair would have a discussion with the new Governors regarding which Committees they would like to join.</p> <p>4.3 The Chair reminded Governors that they were welcome to attend any Committee meeting and should contact him should they wish to join an additional Committee or move to another Committee.</p>	<p>Discuss committee membership with new Governors</p>	<p>Chair</p>	<p>Dec 2016</p>
<p>5. Minutes of the meeting held on 28 September 2016</p> <p>5.1 The minutes of the meeting held on 28 September 2016 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.</p> <p><i>Revd Penny Seabrook arrived at 6.15pm</i></p>			
<p>6. Matters Arising</p> <p>6.1 4.2 The Chair reminded Governors that at the last meeting he had proposed appointing a second Vice Chair for the purposes of succession planning. He had invited Governors to submit any comments on this proposal before today's meeting.</p> <p>6.2 The Governing Body confirmed that this was something it wished to pursue.</p> <p>6.3 The Chair had discussed the matter with Mr Inigo Woolf, Chief Executive of the LDBS, who had suggested appointing a Deputy Vice Chair which would be a much simpler option in terms of the Articles of Association and Company Law.</p> <p>6.4 To this end the Chair tabled an Ordinary Resolution to Create the Position of Deputy Vice-Chairman and read this out to Governors.</p> <p>6.5 Mr William Hunter explained that the wording "mutatis mutandis", meaning "the</p>			

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<p>necessary changes having been made” had been included for economical purposes.</p> <p>6.6 The Chair proposed that given the Governing Body wished to appoint a Deputy Vice Chair it should adopt the Ordinary Resolution to Create the Position of Deputy Vice-Chairman.</p> <p>6.7 Mrs Jane Reed seconded the proposal.</p> <p>6.8 All Governors voted in favour.</p> <p>6.9 The Chair requested that nominations for the position of Deputy Vice Chair should be sent to the Clerk by 7 December 2016.</p> <p>6.10 If there more than one nomination was received then an election would be held at the next meeting of the Full Governing Body.</p>	<p>Send nominations for Deputy Vice Chair to Clerk</p>	<p>All Governors</p>	<p>7 Dec 16</p>
<p>7. Report by the Headteacher</p> <p>7.1 The Headteacher’s Report to the Governors November 2016 had been sent with the agenda and the Headteacher took Governors through her report.</p> <p>7.2 The front cover featured a photograph of this year’s Senior Order who had already contributed enormously to the school, with the Head Girls standing out in particular this year.</p> <p>7.3 A Curriculum Review would take place this term in order to strike a balance between meeting the needs of all learners and what was financially viable.</p> <p>7.4 Assistant Headteacher, Mr Tim Smith, had prepared a detailed report in preparation for the review which would be led by Mrs Kate Roskell of the LDBS.</p> <p>7.5 The Headteacher did not envisage any huge changes, however the school needed to consider its offer carefully. The intention was to introduce Drama to the curriculum.</p> <p>7.6 Mrs Webber was now leading on Pupil Premium which was one of the priorities of the</p>			

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<p>School Development Plan.</p> <p>7.7 Academic Review Day would take place on 24 November when pupils would attend individual appointments with their Tutor in order to set targets for the term ahead. The aim was to encourage the girls to take on responsibility for their own learning.</p> <p>7.8 The first full Inclusion Meeting had taken place on 1 November. This had brought the entire pastoral team together with external providers; going forward these meetings would be held twice every half term in order to support the needs of the more vulnerable girls.</p> <p>7.9 The performance management review for teaching staff had been completed by end October using revised documentation in order to encourage more precise target setting for 2016/17.</p> <p>7.10 The Deputy Headteacher, Curriculum, outlined the lesson observations and book looks which had taken place this term. All teaching staff had already been observed in a paired observation. Observers were paired for training purposes and quality assurance.</p> <p>7.11 A formal round of book looks based on the new Assessment Policy had been completed. Books reviewed so far had shown a significant improvement in the consistency of marking.</p> <p>7.12 The school planned to appoint Marking & Feedback Champions for each department.</p> <p>7.13 Governors asked how the change in assessment was now viewed across the school.</p> <p>7.14 The Deputy Headteacher for Curriculum believed there had been a shift in attitude in part due to the work carried out by the Assessment Working Party.</p> <p>7.15 Staff Governors felt the new policy provided an opportunity for more consistency and that the departmental expectations which sat behind the policy were very helpful.</p> <p>7.16 Lesson observations and book looks formed a large part of this year's CPD.</p>			

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7.17	During the Spring Term CPD Research Sessions would take place.		
7.18	Other areas of CPD included training provision and targets for the 7 NQTs currently working at the school and a middle leaders' programme for existing and aspiring middle leaders.		
7.19	The Deputy Headteacher for Curriculum reminded Governors that one of the priorities of this year's School Development Plan, was to strengthen the culture and impact of CPD for all staff.		
7.20	Governors asked whether the current CPD programme impacted on teaching commitments.		
7.21	They learned that many training sessions occurred during the twilight sessions and in terms of lesson observations, teachers would be teaching anyway.		
7.22	The Acting Deputy Headteacher reported on the Sixth Form. Year 13 pupils were currently working on their UCAS applications. Competitive admissions testing had taken place during the previous week, when the school had received a surprise inspection from Cambridge Assessment.		
7.23	Year 12 had sat their first progress tests, mostly for the new style specifications. Most students would reduce from 4 to 3 subjects by Academic Review Day on 24 November.		
7.24	The Sixth Form Open Evening had taken place on 3 November and it was thought that the number of visitors was higher than last year.		
7.25	Governors were reminded that students were able to hold a number of offers for Sixth Form and that the final drop in take up of places was usually due to grades.		
7.26	The school did not normally cap the number of offers it made and any applicant who had the required predicted grades would be invited for an interview.		
7.27	Governors learned that the school received approximately £3,300 per Sixth Former enrolled on a 3 x A-level course and who attended 540 guided learning hours per year,		

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<p>however this funding had been much higher 5 years ago.</p>			
<p>7.28 The Chair believed that the school was doing much better than many other schools in South West London in terms of Sixth Form recruitment and, as a relatively small school unable to offer a wide curriculum, it faced huge competition.</p>			
<p>7.29 Attendance was good and in line with last year.</p>			
<p>7.30 Internal data was showing fairly conservative predictions for Year 11, however it was hoped that the school would be in a better position after the mocks. The Headteacher added that the data had been collected only 4-5 weeks into the Autumn term.</p>			
<p>7.31 The Progress 8 score was currently –ve and this needed to be monitored closely in order to reduce the gap in progress between disadvantaged students and non-disadvantaged students. Three long-term absentees in Year 11 and a further student who had had a long-term intervention at the Childerley Centre had contributed to this negative score.</p>			
<p>7.32 The Chair stressed the importance of bearing this in mind; the Headteacher reminded Governors that every teacher had been given a target linked to the performance of Pupil Premium students this year.</p>			
<p>7.33 The Link Governor for Pupil Premium asked whether the current persistent absentees were Pupil Premium students. The Headteacher confirmed that one was and that the school was currently addressing the issues around absenteeism.</p>			
<p>7.34 The Link Governor for Pupil Premium went on to ask whether there was still an issue around funding for absent pupils. The Acting Deputy Headteacher confirmed that the school was applying the DfE guidelines more stringently this year in order to overcome these issues.</p>			
<p>7.35 Under Behaviour for Learning the Headteacher emphasised the praise and rewards schemes in place.</p>			
<p>7.36 Governors asked whether the Sixth Formers would put on a play this year. The Acting</p>			

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<p>Deputy Headteacher did not believe it was appropriate for Year 12 students to be involved due to the pressure of exams.</p> <p>7.37 The Headteacher suggested re-introducing this once Drama was on the curriculum, however the timing would need to be reviewed.</p>			
<p>8. Report by the Chairman</p> <p>8.1 Mr Arwel Jones, the school's Advisor, had recently met with the Senior Leadership Team; Pupil Premium had been on the agenda.</p> <p>8.2 He had also joined the Chair, Vice Chair and Mr Paul Sloan, Governor, to carry out the Headteacher's performance management review.</p>			
<p>9. Annual Meeting with Parents/Rose Fund</p> <p>9.1 The Headteacher was considering various dates in June for the next Rose Fund meeting for parents and would discuss these with the Senior Leadership Team.</p> <p>9.2 The event would showcase some of the activities the Rose Fund supported and would be a good opportunity for Governors to meet parents.</p>	<p>Confirm date for Annual Meeting with Parents Re Rose Fund</p>	<p>EHS</p>	<p>14 Dec 2016</p>
<p>10. Communications</p> <p>10.1 The Clerk had not received any communications since the last meeting.</p> <p>10.2 Mr Justin Bairamian Chair of the Working Party for Communications confirmed that the Working Party had met on 8 November 2016.</p> <p>10.3 The Sixth Form had been discussed and agreed actions included contacting unsuccessful Year 7 applicants during Year 10, and publicising the fact that the school was still open to making offers around GCSE results day.</p> <p>10.4 The Rose Fund had also been discussed. Mr Bairamian believed that communications around this were now much clearer. A letter had gone out to all parents earlier in the</p>			

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<p>term publicising the Rose Fund.</p> <p>10.5 The Headteacher would consider issuing a bi-termly newsletter as a mechanism to highlight upcoming events.</p> <p>10.6 During its recent review of the school the Good Schools Guide had reported that the Headteacher was not visible enough on the school's website. It had been agreed that this should be rectified.</p> <p>10.7 All Year 7 applicants who would attend the Banding Test this month would be issued with a Centenary pencil.</p>	<p>Headteacher and PA to Headteacher to consider a bi-termly newsletter</p> <p>EHS to discuss adding a Headteacher profile to the school's website with Office Manager</p>	<p>EHS/WG</p> <p>EHS/KK</p>	<p>Jan 2016</p> <p>Jan 2016</p>
<p>11. Centenary</p> <p>11.1 Mr Paul Fox, Chair of the Centenary Committee advised that the School was still awaiting a reply from Westminster Abbey regarding its enquiry about holding a Centenary service there.</p>			
<p>12. Reports from Committees</p> <p>12.1 Staffing & General Purposes Committee – The minutes of the Staffing & General Purposes Committee meeting on 10 October 2016 had been sent with the agenda.</p> <p>12.2 Mr William Hunter, Chair of the Staffing & General Purposes Committee advised that the Committee had approved the 2016-2017 Schoolteachers' Pay Policy as well as a new Safeguarding & Child Protection Policy.</p> <p><i>Dr Deirdre Osborne left the meeting at 7.15pm</i></p> <p>12.3 The Headteacher had reported on a mock safeguarding review which had taken place in June; the systems in place were found to be good and robust.</p> <p>12.4 Mrs Arabella MacIntyre and Mr Philip Thomas had volunteered to be the new Link Governors for Safeguarding.</p> <p>12.5 The Clerk agreed to advise the Bursar and Site Manager of these appointments so that</p>	<p>Advise LP and AP of new Safeguarding Link Governors</p>	<p>Clerk</p>	<p>Nov 2016</p>

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a visit could be arranged.			
<p>13. Governor Training & Development / Away Day</p> <p>13.1 No training had been attended by Governors since the last meeting.</p> <p>13.2 The Chair suggested that the new Governors booked onto a new governor training course at the earliest opportunity.</p> <p>13.3 The Clerk agreed to re-send the Tri-borough Training and Development for Governors 2016-17 programme to all Governors.</p> <p>13.4 The Chair wished to invite The Ven Luke Miller, Archdeacon of London and Chair of the LDBS, to the next Away Day; there were no dates as yet.</p> <p>13.5 The Headteacher agreed to ask the School Chaplain when The Ven Luke Miller planned to visit the school.</p>	<p>Attend new governor training course</p> <p>Send Governor training programme to all Governors</p> <p>Ask CN when Ven Luke Miller planned to visit school.</p>	<p>New Govs</p> <p>Clerk</p> <p>EHS/Clerk</p>	<p>ASAP</p> <p>Nov 2016</p> <p>Nov 2016</p>
<p>14. ANY OTHER BUSINESS</p> <p>14.1 There was no other business.</p>			
<p>15. DATE OF NEXT MEETING</p> <p>15.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 14 December 2016 at 6.00pm. The Chair reminded Governors that this meeting would also incorporate the AGM.</p> <p>15.2 Neither the Bishop of Kensington nor Mr Inigo Woolf would be able to attend the AGM. Mrs Kate Roskell would represent Mr Woolf, however the Bishop had not yet confirmed who would represent him.</p>			

Signed.....
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Agenda Item	Action	By whom	By when
15.3 Governors requested that the Clerk included school events on the Governor Meetings Calendar 2016-17 document.	Add school events to Governor Meetings Calendar document	Clerk	Nov 2016

The meeting closed at 7.40pm

Signed.....
Chair of committee

Date.....