



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 28 September 2016,
6.00pm

Present:	Mr Philip Bladen, Chair Ms Elisabeth Stevenson, Headteacher Mrs Eleanor Allen Mr Justin Bairamian Mr Paul Fox Mr William Hunter Mrs Arabella MacIntyre Dr Deirdre Osborne Mr Nigel Parker Mrs Sarah Peart Ms Jane Reed Revd Penny Seabrook Mr Paul Sloan Mr Philip Thomas Mrs Nicky Thomson Mr Richard Wormell	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Assistant Headteacher
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The meeting commenced at 6.00pm
Revd Penny Seabrook 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. Election of Chair of the Governing Body for 2016-2017 2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 18 August 2016. 2.2 The Clerk confirmed the meeting was quorate and that two nominations had been received for Mr Philip Bladen.			

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

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2.3 In the absence of any other nominations, the Clerk confirmed Mr Philip Bladen was the elected Chair of Lady Margaret School Governing Body for a period of one year, until the first meeting of the 2017-18 academic year.			
3. Election of the Vice Chair of the Governing Body for 2016-2017 3.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 18 August 2016. 3.2 The Clerk confirmed that as one nomination had been received for Mr Justin Bairamian and one nomination had been received for Mrs Sarah Peart, an election was required. 3.3 All Governors voted via a secret ballot. Mr Justin Bairamian received the largest number of votes and was therefore elected Vice Chair of the Governing Body for the forthcoming academic year.			
4. Welcome and Introductions 4.1 The Chair welcomed all those present and in attendance and thanked both Mr Justin Bairamian and Mrs Sarah Peart for standing. 4.2 The Chair proposed that for the purposes of succession planning the Governing Body may wish to consider appointing 2 Vice Chairs; he had discussed this idea with Mr Inigo Woolf of the LDBS. 4.3 He explained that this would not be straightforward in terms of the Articles of Association, however there were ways around this, for example appointing a Deputy or Associate Vice Chair rather than a second Vice Chair. 4.4 Governors were invited to submit any comments regarding this proposal before the next meeting. 4.5 The Chair thanked Mr William Hunter for his input into the election process.	Submit comments re appointing a Deputy/Associate Vice Chair to the Chair	All Governors	Before 9 Nov 2016

Signed.....
 Chair of committee

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<p>5. Membership of the Governing Body</p> <p>5.1 An updated List of Governors document had been sent with the agenda.</p> <p>5.2 The Clerk advised that there were three Staff Governor vacancies and that three nominations had been received so far. The deadline for nominations was 29 September 2016.</p> <p>5.3 The Chair advised that there was also a Foundation Governor vacancy and he was currently in discussion with a former parent regarding this role.</p> <p>5.4 Following comments made at the last meeting the Chair agreed that the Governing Body should reflect the diversity of the school community as far as possible. To this effect the Clerk had encouraged applicants from diverse backgrounds to put themselves forward for the Staff Governor vacancies.</p>			
<p>6. Register of Governors' Interests</p> <p>6.1 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.</p> <p>6.2 Governors were also required to complete a Related Parties Declaration Form (pertaining to the year 01/09/2015 – 31/08/2016).</p> <p>6.3 No interests were declared.</p>			

Signed.....
Chair of committee

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<p>7. Membership of the Committees and Review of the Scheme of Delegation</p> <p>7.1 The Scheme of Delegation for the new academic year had been circulated with the agenda. Additional policies had been added to the relevant Annexe.</p> <p>7.2 The Governing Body adopted the Scheme of Delegation for 2016-2017 and the Chair signed one copy.</p> <p>7.3 The Membership of Committees 2016-2017 document had been sent with the agenda.</p> <p>7.4 As Mrs Catherine Addison and Mrs Eleanor Allen had left the Admissions Committee the Chair had invited Mrs Sarah Peart to join this Committee; she had accepted the invitation.</p> <p>7.5 Governors noted that the Pupil Discipline Panel was no longer quorate following Mrs Catherine Addison's departure. Ms Jane Reed agreed to join this panel.</p> <p>7.6 The Chair reminded Governors that they would be welcome to attend any Committee meeting (without being a member of the Committee).</p> <p>7.7 The Chair would discuss committee membership with the new Staff Governors in due course.</p>			
<p>8. Minutes of the meeting held on 6 July 2016</p> <p>8.1 The minutes of the meeting held on 6 July 2016 had been sent with the agenda and were agreed to be an accurate record apart from paragraph 9.4 on page 5; the Chair agreed this should be re-worded to reflect more accurately how the Centenary Garden was being funded.</p>	<p>Re-word paragraph 9.4 on page 5 and circulate amended minutes to the Governing Body</p>	<p>Clerk</p>	<p>Before 9 Nov 2016</p>

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<p>9. Matters Arising</p> <p>9.1 4.7 Governors pointed out that following the departure of Mrs Catherine Addison the position of Link Governor for Safeguarding would need to be filled.</p> <p>9.2 Mrs Arabella MacIntyre and Mr Philip Thomas agreed to take on this role jointly.</p> <p>9.3 9.5 Governors asked whether work on the Centenary Garden had been completed. Mr Philip Thomas advised that approximately 60% of the work had been carried out so far.</p> <p>9.4 8.6 – Governors had requested a breakdown of costs for the Service Level Agreements purchased by the school. A summary of the services the school currently bought into had been provided by the Bursar and sent with the agenda.</p> <p>9.5 The Chair advised that it would not be practical to provide a full list of SLAs offered by the Tri-borough due to the volume of options available. Governors were also reminded that the school bought into LDBS support.</p>			
<p>10. Report by the Headteacher</p> <p>10.1 The Headteacher’s Report to Governors September 2016 had been sent with the agenda.</p> <p>10.2 The Headteacher took Governors through her report.</p> <p>10.3 She had been delighted with the external examination results this summer. Against a national dip in GCSE results Lady Margaret School had seen a significant improvement on last year’s results. 84.17% of pupils had attained 5 or more A*-C including English and Maths, a 10% improvement on last year.</p> <p>10.4 A-level results had also been excellent with 67.7% of pupils gaining A*-B grades. Governors noted the significance of reporting on A*-B grades at A-Level; the difference between a B and a C grade impacted greatly on university offers.</p>			

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10.5 This summer's results reflected the hard work of both students and staff last year and the impact of a sustained focus on student progress and assessment.			
10.6 Mrs Sarah Webber, Deputy Headteacher, added that at A-level, support had been targeted where needed in order to ensure that girls progressed to the institutes of their choice. This had resulted in almost all pupils receiving offers from their first choice destinations.			
10.7 This year the school would work hard on selling its excellent A-level provision.			
10.8 The GCSE results had been expressed in a variety of new performance measures. Progress 8 ranged from -0.9 - +0.9, anything above 0 being very positive. The school was expected to hit 0. In Attainment 8 the school expected a 0.48 which equated to a grade B.			
10.9 Mrs Webber went on to explain that a larger cohort of 120 very able girls, work carried out on lesson observations, and targeted interventions had all contributed to the excellent GCSE results.			
10.10 However, Governors learned that going forward the school still had a lot of work to do on improving the progress of its Pupil Premium girls and other vulnerable groups.			
10.11 Furthermore, some subjects had not performed so well, eg PE and Double Science, therefore a focus on consistently good teaching across all sets and subjects was required.			
10.12 Governors learned that nationally the number of pupils gaining A*'s at GCSE had dropped and Lady Margaret girls who had been predicted C/D had performed well nationally.			
10.13 The Chair reminded Governors that Progress 8 measured performance across 8 subjects and he believed it was difficult for some girls to access all 8 subjects in a small school where the subject offer is relatively narrow. He felt it was therefore important for the focus to be on Mathematics and English for these pupils.			

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10.14 Governors learned that the full analysis of the performance of vulnerable groups would be available through RAISEonline later in the year.			
10.15 Governors asked whether teaching staff were on board with the new assessment policy in light of the summer results. The Headteacher believed this was the case.			
10.16 The Headteacher added that teaching staff were working hard on the new specifications at both GCSE and A-Level.			
10.17 Furthermore it was proving very difficult to measure progress due to the new specifications and it was therefore vital that the school was fully prepared for these. This had been a focus at the recent twilight CPD sessions.			
10.18 In view of this it was even more important to continue observing teaching.			
10.19 The Headteacher had presented the School Development Plan for 2016-2017 to the Curriculum Committee on 19 September 2016.			
10.20 The 5 priorities were similar to last year as many of the issues the school faced during 2015-16 remained. This year's plan was, however, more concise and the Headteacher felt it was therefore more manageable.			
10.21 The Headteacher took Governors through the 5 priorities: <ul style="list-style-type: none"> • To manage our school budget to maximise our resources effectively – in light of budget constraints the SLT was currently reviewing the curriculum structure in order to ensure the school was offering value for money. Kate Roskell, Secondary School Advisor from the LDBS would support the school through this process. • To ensure that all students make excellent progress – particularly those in vulnerable groups or in receipt of Pupil Premium funding – This year all teaching staff would be given a target relating to the progress of Pupil Premium students. 			

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<ul style="list-style-type: none"> • To implement the new Assessment Policy, including developing “Life after Levels” and preparation for new A Levels – a new assessment methodology would be introduced for KS3 which would encompass engagement with learning, overcoming learning barriers as well as grading in line with the new GCSE grades. A range of tests would be introduced and the process would be subject led, based on skills required for success in a particular subject at GCSE. The scheme had been devised internally at LMS whereas many schools had simply re-invented levels or made use of available templates. • To strengthen the culture and impact of CPD for all staff – this was particularly important in light of the number of new staff who had joined the school this term. The school was running two middle leader programmes for existing and aspirational middle leaders. • To support the development of the Christian ethos of LMS as a Church of England School – The Headteacher tabled a handout, Christian Values for Schools from a recent twilight CPD session covering preparation for the SIAMS inspection which was expected in January 2017. The inspection would cover the four headings on page 3 of the handout and the school was aiming for outstanding. 			
10.22 Staff Code of Conduct – a copy of the new school policy had been sent with the agenda.			
10.23 The Headteacher explained that schools were now required to have a Code of Conduct in place and that staff must confirm that they had received and read the Code of Conduct along with the Safeguarding Policy. Confirmation of Compliance forms had been issued to all staff; completed forms were to be returned by the end of the week.			
10.24 Governors asked whether the school sought parental permission for pupils’ images be reproduced.			
10.25 The Headteacher confirmed that Year 7 parents received a letter at the beginning of			

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the school year and were required to sign a form.			
<p>11. Report by the Chairman</p> <p>11.1 The Chair and Headteacher had recently met with Cllr Sue Macmillan, Cabinet Member for Children and Education. She had been very supportive and offered her direct support regarding any issues the school experienced with outside agencies.</p> <p>11.2 The Chair and Headteacher had recently attended an excellent presentation given by The Ven Luke Miller, Chair of the London Diocesan Board for Schools. Topics covered included what makes a church school and succession planning within the LDBS.</p> <p>11.3 The Chair had asked The Ven Luke Miller if he would speak at a Governors' Away Day.</p>			
<p>12. Annual Meeting with Parents/Rose Fund</p> <p>12.1 The Headteacher advised that due to changes in staffing this term she would aim to hold this event during the Spring Term.</p> <p>12.2 The event would showcase some of the activities the Rose Fund supported.</p>	Confirm date for Annual Meeting with Parents Re Rose Fund	EHS	9 Nov 2016
<p>13. Communications</p> <p>13.1 The Clerk had not received any communications since the last meeting.</p> <p>13.2 Mr Justin Bairamian confirmed that he would organise a meeting of the Working Party for Communications this term primarily to discuss the Sixth Form offer.</p> <p>13.3 A Parent Governor advised that she had not heard any positive feedback about the Sixth Form Induction Day.</p> <p>13.4 Governors learned that 85 pupils had joined Year 12 this September; the school had hoped to recruit up to a 100.</p> <p>13.5 The Headteacher explained the shortfall had been due to some pupils not achieving the</p>	Schedule next meeting of the Working Party for Communications	JB	Autumn Term

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Chair of committee

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birthday.			
<p>15. Reports from Committees</p> <p>15.1 Admissions Committee – refer to Confidential Minutes.</p> <p>15.2 Curriculum Committee – The minutes of the Curriculum Committee meeting on 19 September 2016 had been sent with the agenda.</p> <p>15.3 Mrs Nicky Thomson, Chair of the Curriculum Committee, advised that the Committee had reviewed various policies at this meeting; other items had already been covered by the Headteacher’s Report.</p> <p>15.4 Governors asked whether the school offered guidance to those pupils who wished to study abroad.</p> <p>15.5 Mrs Sarah Webber explained that the school promoted opportunities to study in the US through the Fulbright Commission, however it was currently exercising caution with regards to European Universities due to Brexit and the possible financial impact on fees.</p> <p>15.6 Reverend Penny Seabrook suggested that the school looked into opportunities provided by the English Speaking Union. Mrs Webber agreed to investigate.</p>	Investigate opportunities provided by the English Speaking Union	SHW	Before 09/11/2016
<p>16. Governor Training & Development / Away Day</p> <p>16.1 The Chair advised that he was currently looking at dates for an Away Day during the Spring Term.</p>	Confirm date of next Away Day	Chair	

Signed..... Date.....
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<p>17. Risk Register</p> <p>17.1 The Chair reminded Governors that the Governing Body reviewed the Risk Register as a whole annually.</p> <p>17.2 At the last Curriculum Committee meeting Governors had suggested adding an item to the Risk Register which covered medical risks, eg use of epipens. All were in favour of adding this item.</p>	Add item re medical risks to Risk Register	Clerk/ Bursar	09 Nov
<p>18. ANY OTHER BUSINESS</p> <p>18.1 There was no other business.</p>			
<p>19. DATE OF NEXT MEETING</p> <p>19.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 9 November 2016 at 6.00pm</p>			

The meeting closed at 7.45pm

Signed.....
Chair of committee

Date.....