



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 15 March 2017,  
6.00pm

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

The meeting commenced at 6.05pm  
Mr Paul Sloan opened the meeting with a prayer

Agenda Item	Action	By whom	By when
<b>1. Apologies for absence</b> 1.1 Apologies were received from Mrs Lorraine Bewes, Mr William Hunter, Mr Nigel Parker and Mr Richard Wormell; permission for absence was granted.			
<b>2. Welcome and Introductions</b> 2.1 The Chair welcomed all those present and in attendance.			
<b>3. Membership of the Governing Body</b> 3.1 An up-to-date List of Governors had been sent with the agenda.			
<b>4. Register of Governors' Interests</b> 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. None were declared.			

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

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4.2 No interests were declared.			
<b>5. Governors' Code of Conduct</b> 5.1 The Clerk had received advice at a recent Tri-borough Clerks' Briefing that Governing bodies were required to adopt a Governors' Code of Conduct; the National Governors' Association model policy had been recommended, in line with DfE guidance. 5.2 The NGA model policy had therefore been adopted by the Staffing & General Purposes Committee and this document had been sent with the agenda. 5.3 Governors signed a confirmation of compliance document; this would be repeated at the beginning of each academic year.			
<b>6. Membership of Committees and Link Governors</b> 6.1 The Membership of Committees 2016-2017 document had been sent with the agenda. 6.2 Mrs Tania Weithers wished to join the Curriculum Committee and Miss Charlotte Walton wished to join the Working Party for Communications.  <i>Mrs Sarah Peart arrived at 6.10pm</i>	Note new members on Membership of Committees document	Clerk	March 17
<b>7. Minutes of the Meeting held on 14 December 2016</b> 7.1 The minutes of the meeting held on 14 December 2016 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.			
<b>8. Matters Arising</b> 8.1 11.12 – The Headteacher advised that a representative from ALMA (Angola, London, Mozambique Association) had spoken to students at an assembly recently; the students were interested in exploring this charity further.			

Signed.....  
Chair of committee

Date.....

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<p><b>9. Report by the Headteacher</b></p> <p>9.1 The Headteacher’s Report to the Governors Spring 2017 had been sent with the agenda and Governors were taken through the highlights</p> <p>9.2 The Senior Order interview process had been completed and next year’s Senior Order appointed.</p> <p>9.3 The Headteacher reported that the school had remained focussed on the School Development Plan priorities throughout this term.</p> <p>9.4 The monitoring of teaching and learning was particularly important at this stage due to the uncertainty around grade boundaries for the new GCSE English and Maths specifications. It was currently difficult to predict grades in these subjects.</p> <p><i>Mrs Eleanor Allen and Mr Paul Fox arrived at 6.15pm</i></p> <p>9.5 A range of interventions had been put in place including the use of PSHE sessions to support the English oral exam and SLT involvement in organising support for students for whom there were concerns.</p> <p>9.6 The Headteacher provided an update on Sixth Form Recruitment. Governors asked which schools external applicants were applying from. Mrs Webber advised that students had applied from a range of local schools; some applications had been received from international students.</p> <p>9.7 Governors asked how the number of applicants currently related to the budget figures; Mr Bairamian confirmed that numbers were aligned to the conservative budget.</p> <p>9.8 Governors learned that Sixth Form students at Lady Margaret School had recently attended a series of PSHE sessions and a “Healthy Eating while at University” session was planned after the Easter break.</p> <p>9.9 Moving onto the section on CPD, the Headteacher reported that four Research and Development Groups were currently running. Differentiation was of particular</p>			

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<p>importance.</p> <p>9.10 Staff had found the interdepartmental book look which had taken place during the last INSET day very useful.</p> <p>9.11 Mr Tim Smith, Assistant Headteacher, had completed the School Travel Plan and the enclosed map indicated that 50% of LMS students lived in the London Borough of Hammersmith &amp; Fulham.</p> <p>9.12 Governors asked whether the Travel Plan would be published on the school's website; this would be actioned.</p> <p>9.13 Students had been involved in a variety of extra-curricular activities this term, including 'Jump!' and 'Rock Challenge'.</p> <p>9.14 The Headteacher praised this year's Senior Order who had been excellent leaders. They had expressed an interest in sending out a report to the whole school.</p> <p>9.15 Governors asked the Headteacher what the biggest non-academic concern was currently. This was to build pastoral capacity in the school.</p>	<p>Publish School Travel Plan on school website</p>	<p>TDS/KK</p>	<p>March 17</p>
<p><b>10. Report by the Chair</b></p> <p>10.1 The Chair had met with The Ven Luke Miller, the Archdeacon of London and Chair of the Board of the LDBS, earlier today during the Archdeacon's visit to the school. The visit programme had included an assembly led by the Headteacher for Founders' Day, a meeting with the School Chaplain, attending Senior Order Coffee and a learning walk with the Deputy Headteacher for Curriculum.</p> <p>10.2 The Chair confirmed that he had invited The Ven Luke Miller to attend a Governors' Away Day, however a date had not yet been agreed.</p> <p>10.3 During his meeting with the Chair, The Ven Luke Miller had discussed his strategic vision for the LDBS and its priorities. He had emphasised the importance of well-being and had acknowledged that Lady Margaret School had a working party looking at the well-being of students.</p>	<p>Agree date for Governors' Away Day with The Ven Luke Miller</p>	<p>Chair</p>	<p>Asap</p>

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<p>10.4 The Chair requested input from Governors; this would be an opportunity to demonstrate that church schools could be both effective and distinctive in this field.</p> <p>10.5 The Chair would then feedback this information to The Ven Luke Miller; information collated would be used to assist the LDBS in developing a strategy to support its schools.</p> <p>10.6 Miss Charlotte Walton, Head of Year 12, reported that Sixth Form wellbeing had been on the agenda at a recent LDBS Sixth Form Network Meeting.</p> <p>10.7 The Headteacher reported that the LDBS ran termly network meetings for Headteachers.</p> <p>10.8 The Headteacher had attended an Education Conference at City Hall before half term and mental health had been on the agenda; mental health issues amongst students were reported as being significantly higher in London than in the rest of the country.</p> <p>10.9 Governors discussed how LDBS schools might approach stress management compared with non-faith schools.</p>	<p>Feedback thoughts/ideas to Chair on wellbeing at LMS</p>	<p>All</p>	<p>July 2017</p>
<p><b>11. Annual Meeting with Parents/Rose Fund</b></p> <p>11.1 The Headteacher confirmed this event would take place on Thursday 29 June 2017.</p> <p>11.2 The Chair asked Governors to note this date as he would like as many Governors as possible to attend; this would be an opportunity for Governors to meet with parents and he suggested a drinks reception at some point during the evening.</p> <p>11.3 Details of the event had been discussed with SLT this week and it had been agreed that Senior Order would help organise the evening.</p> <p>11.4 Activities which were supported by the Rose Fund would be filmed between now and June and presented to attendees of the event.</p> <p>11.5 All agreed it would be a good opportunity to thank all contributors to the Rose Fund for their generosity.</p>			

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<p><b>12. Communications</b></p> <p>12.1 The Headteacher had recently attended a meeting organised by TfL regarding the proposed planning application for the development of the Parsons Green Depot.</p> <p>12.2 Governors agreed that the main point of interest for the school would be the potential increase in applications for school places.</p> <p>12.3 Revd Penny Seabrook was aware that funding was available to local communities where planning permission for large projects was granted.</p> <p>12.4 It was agreed that the school would look into this.</p> <p>12.5 Mr Paul Fox reminded Governors that the consultation for the national funding formula for schools closed on 22 March 2017 and encouraged Governors to complete the survey.</p> <p>12.6 The Headteacher confirmed that she had spoken to the PTA about this yesterday and also that the school had completed a submission to the DfE.</p>	<p>Consider applying for community funding should planning permission for the Parsons Green Depot be granted</p>	<p>AP</p>	<p>tbc</p>
<p><b>13. Centenary</b></p> <p>13.1 Mr Paul Fox tabled a list of action points for Governors together with the 3<sup>rd</sup> edition of The History of Lady Margaret School.</p> <p>13.2 Foundation Day (18 March) had been reintroduced to the School Calendar; all agreed it was important to acknowledge the school's history.</p> <p>13.3 This date would mark the formal launch of the Centenary; a new page on the school's website had been created along with a Centenary logo for school stationery.</p> <p>13.4 The Headteacher had already sent out a programme of events to staff and parents.</p> <p>13.5 The Dean of Westminster had offered a free service at Westminster Abbey to the school and this had been confirmed for 12pm on Tuesday 17 October 2017; the Headteacher and School Chaplain would attend a planning meeting at the Abbey in due course.</p>			

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13.6 The School Birthday Party would be organised by the PTA and invitations would be extended to the local community.			
13.7 Mr Paul Fox asked Governors to submit names for the School Birthday Party invitation list to him, preferably in Excel format.	Submit suggestions for Birthday Party guest list to Paul Fox	All Governors	asap
13.8 It was agreed that all invitations should be sent from the Headteacher.			
13.9 The Chair suggested sending the Centenary programme of events to the parents of Year 7 pupils joining LMS in September 2017.	Send Centenary programme of events to new Year 7 parents	EHS/MTK	April 2017
13.10 The school would like to invite 100 inspirational women to speak to students throughout the Centenary year. Mr Fox therefore asked Governors to submit any suggestions for speakers to him.	Submit suggestions for speakers for 100 Women programme to Paul Fox	All Governors	asap
13.11 Mr Fox thanked Governor, Jane Reed, who had kindly offered to sponsor an essay competition for pupils during the Centenary year.			
13.12 During Induction Day in June new Year 7 girls would have the opportunity to be involved in choosing the school charity for the Centenary year .			
13.13 The chosen charity would be announced in due course. A discussion followed regarding the choice of charity; it was felt important to support a charity which would provide feedback to the school.			
<b>14. Reports from Other Committees</b> 14.1 <b>Curriculum Committee</b> – The draft minutes of the Curriculum Committee meeting held on 23 January 2017 had been sent with the agenda and Mrs Nicky Thomson took Governors through the main points. 14.2 The Chair thanked Mr Paul Sloan for the visit report following his recent meeting with Sixth Form staff and pupils in his capacity as Link Governor for Sixth Form. 14.3 As all Governing Body meetings were open, the Chair suggested inviting the Head Girls to a Governing Body meeting in the future. 14.4 It was agreed to do so this time next year; this would give the Head Girls an			

Signed.....  
Chair of committee

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14.5 opportunity to deliver their report to Governors in person.	Invite Head Girls to Full GB Meeting in March 2018	Clerk	February 2018
14.5 Mrs Thomson had received a question from a group of parents regarding the provision of sport at Lady Margaret School.			
14.6 This group of parents had raised concerns regarding the breadth of offer from the PE curriculum and also supported parental involvement in extra-curricular sport.			
14.7 The Chair suggested this should be brought to the table at the next Curriculum Committee meeting.			
14.8 The Headteacher confirmed that the school intended to continue with rowing and she would meet with the PE department and parents after Easter to discuss how this would be managed going forward.	Put PE provision on agenda of next Curriculum Committee meeting	Clerk	May 2017
14.9 The Headteacher agreed that other aspects of school life had been given priority during her first year and a half at Lady Margaret School, however acknowledged that sport provision should be reviewed for next year.			
14.10 The Chair suggested that the Headteacher confirmed the school's PE offer for next year and reported this back to Governors at the next meeting.	Report back on PE offer for the next academic year to Governors at next Full Governing Body Meeting	Head	05.07.17
14.11 The Governing body should at that point consider appointing a Link Governor for PE.			
14.12 Governors agreed that sport was beneficial for both mental and physical well-being and learned that moving forward Sixth Formers would have set blocks off timetable when they would have more opportunities to be involved in sport.	Consider appointing a Link Governor for PE	Chair	05.07.17
14.13 Governors asked Mrs Thompson whether she knew if parents were aware of the school's sports day. She was not aware.			
14.14 <b>Staffing &amp; General Purposes Committee</b> – The draft minutes of the Staffing & General Purposes Committee meeting held on 6 February 2017 had been sent with the agenda.			
14.15 In Mr William Hunter's absence the Chair advised that the new Governors' Code of Conduct had been adopted by the Staffing & General Purposes Committee at the February meeting.			

Signed.....  
Chair of committee

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Agenda Item	Action	By whom	By when
<p><b>15. Governor Training &amp; Development / Away Day</b></p> <p>15.1 Refer to item 10.2</p>			
<p><b>16. Date of Next Meeting</b></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, 5 July 2017 at 6.00pm.</p>			
<p><b>17. Any Other Business</b></p> <p>17.1 Governors thanked the Clerk for the list of acronyms she had distributed to them earlier.</p>			

*The meeting closed at 7.35pm*

Signed.....  
Chair of committee

Date.....