



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 5 July 2017, 6.00pm

Present:	Mr Philip Bladen, Chair Ms Elisabeth Stevenson, Headteacher Mrs Eleanor Allen Mr Justin Bairamian Miss Imogen Dodwell Mr Paul Fox Mr William Hunter Mrs Arabella MacIntyre Dr Deirdre Osborne	Mr Nigel Parker Mrs Sarah Peart Ms Jane Reed Mr Paul Sloan Mr Philip Thomas Mrs Tania Weithers Mrs Charlotte Walton Mr Richard Wormell	In attendance:	Mrs Wendy Gainham, Clerk to Governors Mrs Nicola Lupton, Deputy Headteacher, Curriculum Mrs Sarah Webber, Assistant Headteacher, Pupil Progress
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*The meeting commenced at 6.00pm*  
*Mr Philip Bladen 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, Revd Penny Seabrook and Mrs Nicky Thomson; 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. 3.2 The Chair advised that Revd Penny Seabrook's term of office had ended in June, however due to the support Penny provided to the School Chaplain as well as to the Governing Body, in particular sitting on various panels and acting as a link to the wider church, the LDBS and Bishop of Kensington had already approved the Chair's request to allow Revd Seabrook to continue in her role as Governor for a further four years.			

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

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<p>3.3 The Clerk outlined the procedure for appointing the Chair, Vice Chair and Deputy Vice Chair.</p> <p>3.4 Governors had appointed Mrs Sarah Peart as Deputy Vice Chair part way through the current academic year, however for practical reasons the Chair wished to align the term of office for this new position with those of the Chair and Vice Chair.</p> <p>3.5 Mrs Peart was in agreement with this therefore the Clerk requested that Governors sent nominations for all three positions to her by Monday 24 July 2017. If more than one nomination was received for a particular role, then a ballot would be held at the first meeting of the academic year.</p> <p>3.6 Governors were able to nominate themselves.</p>	Send nominations to Clerk for Chair, Vice Chair and Deputy Vice Chair	All	24 July 17
<p><b>4. Register of Governors' Interests</b></p> <p>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.</p> <p>4.2 No interests were declared.</p>			
<p><b>5. Membership of Committees and Link Governors</b></p> <p>5.1 The Membership of Committees 2016-2017 document had been sent with the agenda.</p> <p>5.2 The Chair asked Governors to consider their committee membership and advise him before the Autumn Term if anyone wished to join or step down from a particular committee.</p> <p>5.3 The Chair would like to appoint a Link Governor for PE. Mrs Arabella MacIntyre volunteered to take on this role.</p> <p>5.4 The Chair asked Link Governors to contact the Clerk should they wish to arrange a school visit.</p>	<p>Advise Chair of any changes to committee membership</p> <p>Update Committee Membership document</p> <p>Contact Clerk to arrange a school visit</p>	<p>All</p> <p>Clerk</p> <p>Link Governors</p>	<p>Sept 17</p> <p>Sept 17</p> <p>Sept 17</p>

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Agenda Item	Action	By whom	By when
5.5 The Chair asked the Link Governors for Safeguarding to arrange a school visit, if not this term, then next term.	Link Governors for Safeguarding to arrange a school visit	AM / PT	Sept 17
5.6 The Link Governors for Safeguarding would also be invited to any relevant meetings of the Staffing and General Purposes Committee.	Invite Link Governors for Safeguarding to relevant meetings of the Staffing and General Purposes Committee	Clerk	Sept 17
5.7 In light of a recent hearing, the Vice Chair felt it was worth considering changing the name of the Staff Dismissal Committee. The Chair advised that this was something the Staffing and General Purposes Committee would look at once the current process had been finalised.	Add discussion on committee names to agenda of next Staffing and General Purposes Committee meeting	Clerk	Sept 17
<b>6. Minutes of the Meeting held on 15 March 2017</b> 6.1 The minutes of the meeting held on 15 March 2017 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.			
<b>7. Matters Arising</b> 7.1 10.2 – The Chair had received an offer from Greg Hands, MP for Chelsea and Fulham, to speak at a Governors’ Away Day, however with regards to inviting the The Ven Luke Miller, Archdeacon of London, the Chair was aware that he was currently very busy therefore he would not pursue this again until the Autumn Term.	Invite The Ven Luke Miller to an Away Day	Chair	Autumn 2017
<b>8. Report by the Headteacher</b> 8.1 The Headteacher’s Report to the Governors Summer 2017 had been sent with the agenda. 8.2 Reflecting on her second year at Lady Margaret School the Headteacher took Governors through the highlights.			

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Agenda Item	Action	By whom	By when
8.3 The Headteacher was very proud of developments in teaching and learning this year and of the plans for the next academic year for the new Heads of Year.			
8.4 The Headteacher was pleased to report that the school was fully staffed for September.			
8.5 The School had remained on track in terms of its School Development Plan goals: budget, progress, assessment, CPD and Christian ethos.			
8.6 The objectives for 2017-18 would cover the budget, engagement and evaluation, underpinned by the school's Christian ethos, CPD and the school motto, 'I have a goodly heritage'.			
8.7 These draft objectives were still to be confirmed, however essentially the school would be focussed on the same areas as this year.			
8.8 The Headteacher drew Governors' attention to the predicted outcomes for this summer on the bottom of page 3 of her report; 72% for 5A*-C including a 5 for English and Maths and 85% for 5 A*-C including a 4 for English and Maths.			
8.9 Governors were reminded that there would be new grades for English and Maths.			
8.10 Final GCSE predictions against target were: 72% at least a Grade 5 in English and Maths (above target of 65%), an attainment 8 score of 5.8 (slightly below target of 6) and a gap in the progress of disadvantaged versus non-disadvantaged students of half a grade.			
8.11 Mrs Sarah Webber advised that there had been a great deal of focus on diminishing the gap this year; staff had worked extremely hard and KS4 intervention had been very targeted. Further details were provided at the bottom of page 3.			
8.12 Mrs Nicola Lupton felt that both the English and Maths Departments had done everything they possibly could have.			
8.13 Governors learned that an old Grade C in English and Mathematics would be interpreted as either a 4 or a 5, however LMS had set 5 as its target.			

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8.14	Year 13 predictions were also difficult due to the mixture of new and old specifications.		
8.15	Miss Charlotte Walton advised that if the school reached its aspirational target it would be right at the top of ALPS score, therefore even if the school did not meet that target it should still do very well.		
8.16	Attendance was in line with last year and the school continued to monitor this closely. Several holiday requests had been received for the final week of term which would not be authorised.		
8.17	The Headteacher reported that Miss Imogen Dodwell and Mrs Sarah Webber had both attended a Pupil Premium conference today.		
8.18	Miss Dodwell had done an excellent job in her role as Key Stage 3 Pupil Premium Co-ordinator this year and this had already had a huge impact. The School Improvement Partner, Mr Arwel Jones, had commented very favourably on this work.		
8.19	Miss Dodwell detailed some of the trips she had run for Pupil Premium students this year.		
8.20	The Headteacher believed that the current level of input at KS3 for Pupil Premium students would mean less catching up to do at KS4.		
8.21	CPD had been a focus this year and all teaching staff had been part of a research and development group.		
8.22	Mrs Nicola Lupton added that the Research and Development Groups had had a positive impact and had provided an opportunity to share good practice in a way that staff had found engaging.		
8.23	The school planned to run similar groups next year and there would be a focus on literacy CPD.		
8.24	Peer lesson observations would extend further into next year. Lesson observations had been paired, usually with one experienced and one less experienced member of staff. This was also a good way of sharing good practice.		

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8.25 Middle Leader CPD had taken place throughout the year and the new Heads of Year had attended a day's training.			
8.26 A new staff Induction Day had taken place on 03 July 2017.			
8.27 The Headteacher referred Governors to pages 10 and 11 of her report, an update from Miss Harriet James on PiXL. PiXL provided a good opportunity to share good practice from other schools.			
8.28 Activities Week would take place next week and the booklet at the end of the report detailed the different activities the school would run.			
8.29 The Headteacher was very pleased with the new Heads of Year appointments as well as the internal appointments; these would enable the school to benefit from its wealth of home grown talent.			
8.30 The Headteacher wished to thank her PA (the Clerk), the SLT and the Governing Body for their support this year.			
8.31 Governors noted that persistent absentees had impacted on the school's attendance figures which were below the national average.			
8.32 The Headteacher advised that there was little the school could do about this, however confirmed that some of those pupils would no longer be on roll next year.			
8.33 Miss Charlotte Walton advised that some Sixth Formers had also impacted on this year's attendance figures.			
8.34 Governors asked the Headteacher to sum up the school's motto, 'I have a goodly heritage'.			
8.35 The Headteacher's view was that it was about giving the girls the best possible experience in the classroom, teaching them to be kind and decent people and providing them with a rich education and opportunities.			
8.36 She advised Governors that during an assembly this week when girls had been asked to choose next year's school charity, they had considered their own goodly heritage and			

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what they could create for others.			
<p><b>9. Report by the Chair</b></p> <p>9.1 The Chair reported that Mr Arwel Jones, the School Improvement Partner had reviewed the school’s priorities earlier this term.</p> <p>9.2 The Headteacher’s mid-year review had taken place this term with the Chair, Vice Chair, Deputy Vice Chair and Mr Paul Sloan. The Chair was pleased to report that the Headteacher was well on track to meet her targets.</p> <p>9.3 The Chair wished to thank the Headteacher, Senior Leadership Team and all staff for their hard work towards this year’s ambitious targets.</p> <p>9.4 The Chair also wished to thank the Governing Body; he believed all Governors were fully engaged and were able to support both staff and the Senior Leadership Team.</p> <p>9.5 As it was the Governors’ responsibility to ensure the school was safe, following the Grenfell Tower fire, the Chair had asked the Bursar to contact the architects regarding the safety of the materials used for the new builds.</p> <p>9.6 The Chair advised that B Block had multiple escape routes and the Olivier Centre had a sprinkler system. Furthermore none of the materials used were highly flammable therefore he had been reassured that the school was as safe as it could be.</p> <p>9.7 The Headteacher reported that since the fire there had been a lot of support across the Tri-borough Headteachers’ group. Schools had organised a mufti day – ‘Green for Grenfell’ - in order to raise funds for those affected.</p> <p>9.8 The Headteacher confirmed that the school had an evacuation plan and that this had been discussed at the last Staffing &amp; General Purposes Committee meeting.</p> <p>9.9 In the aftermath of the Grenfell fire the Bursar had completed various questionnaires from the DfE and the LDBS.</p> <p>9.10 The Chair expected the Local Authority to inspect all schools but did not believe that LMS would be a priority.</p>			

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9.11 The Chair reported that no pupils at LMS had been directly affected by the Grenfell fire.			
<b>10. Annual Meeting with Parents/Rose Fund</b> 10.1 The Headteacher advised that she had rescheduled the Rose Fund Evening planned for 29 June 2017. This had been organised as a stand- alone event and had been cancelled due to concerns regarding poor attendance. 10.2 The event would now take place during the Autumn Term and would be tagged onto the Year 7 Welcome Evening. 10.3 The Clerk would confirm the exact date to Governors.	Confirm new Rose Fund Evening date	Clerk	asap
<b>11. Communications</b> 11.1 Mr Philip Thomas had requested that the NGA/TES Governors’ Survey was put on this meeting’s agenda. 11.2 The Clerk had managed to obtain a PDF version of the online survey from the NGA and this was tabled at the meeting. 11.3 Governors discussed the advantages and disadvantages of becoming a MAT. 11.4 The Chair had not been approached regarding joining or forming a MAT and did not feel this would be of benefit to LMS. As an LDBS school, LMS was already part of a wider group of schools. Furthermore the school received support from the borough. 11.5 He asked Governors whether anyone felt it was worth considering. 11.6 Mr William Hunter had served as a Governor for two years at Burlington Danes, part of the ARK MAT, and shared his experiences. His view was that the local governing bodies had very limited powers and acted purely as reviewing bodies. 11.7 As he had not served on the main governing body he was unable to comment on the advantages of economies of scale. 11.8 The Chair believed that many schools which had become academies had found			

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<p>themselves without a support network and therefore joining a MAT had provided this.</p> <p>11.9 Mr Hunter added that one of the purposes of a MAT was to diminish the financial risk of being a stand-alone academy.</p> <p>11.10 The Headteacher and Miss Charlotte Walton suggested answers to the section on the Sixth Form and National Curriculum.</p> <p>11.11 The Chair encouraged Governors to complete the survey as the result would provide the NGA with a tool to lobby the government.</p> <p>11.12 The Clerk would send the link to the survey to Governors.</p>	<p>Send Governors link to NGA/TES survey</p>	<p>Clerk</p>	<p>asap</p>
<p><b>12. Centenary</b></p> <p>12.1 Referring to the Headteacher's Report, Mr Paul Fox reminded Governors of the original objectives of the centenary year:</p> <p>12.2 To create opportunities for the girls to experience things they would not normally do, for example hear 100 inspirational women speak, attend the School Birthday Party, take part in an essay writing competition, learn from the archives currently being put together and celebrate Foundation Day which was now back on the School Calendar.</p> <p>12.3 To strengthen the school's community, eg involving old girls, past parents, etc, and raise the school's profile through the programme of Centenary events.</p> <p>12.4 To reach out to those less fortunate; it had been proposed that next year's school charity would support girls who were less fortunate. Profits from some of the events would go directly to the chosen charity.</p> <p><i>Mrs Eleanor Allen arrived at 7.15pm</i></p> <p>12.5 Mr Fox advised that unfortunately the school hall was too small to host BBC Question Time.</p> <p>12.6 Governors noted that a printing sponsor was still required.</p>			

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<p>12.7 Mr Fox encouraged Governors to publicise the School's Centenary to friends and the community.</p> <p>12.8 Governors asked whether leaflets were available to distribute, however Mr Fox advised them to forward on the Centenary weblink.</p> <p>12.9 Mrs Arabella MacIntyre was currently writing to local suppliers.</p> <p>12.10 A communication would go out before the end of the Summer Term summarising the plans for the Centenary year so far.</p> <p>12.11 Mrs Kerry King, Office Manager, was working on the invitation list and finalising plans for the service at Westminster Abbey and the reception afterwards.</p> <p>12.12 Attendance at the service and reception would be invite only and tickets could be booked through Eventbrite.</p> <p>12.13 The Headteacher confirmed that the Dean of Westminster and the Bishop of Kensington would be in attendance and groups of pupils would speak.</p> <p>12.14 Dr Deirdre Osborne would provide details of the essay competition to the Headteacher so that these could be distributed to students during the last week of the Summer Term.</p> <p>12.15 Mr Philip Thomas advised Governors that an extensive range of merchandise would be available to purchase.</p>	<p>Provide details of essay competition to EHS</p>	<p>DO</p>	<p>Last week of Summer Term</p>
<p><b>13. Safeguarding</b></p> <p>13.1 The Headteacher reported that all staff had received an update on safeguarding at the start of this term.</p> <p>13.2 New staff and Heads of Year had received safeguarding training from Liz Spearman on Monday during their Induction Day.</p> <p>13.3 H&amp;F training for all staff was level 3 which also meets the requirements of Designated Safeguarding Lead training.</p>			

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13.4 Miss Harriet James would be the Designated Safeguarding Lead from September and the Headteacher would be the Deputy Designated Safeguarding Lead.			
13.5 All staff would attend a safeguarding update at the start of the Autumn term.			
13.6 Inclusion meetings had continued on a half-termly basis			
13.7 The school was currently dealing with a number of ongoing CP issues.			
<b>14. Reports from Other Committees</b>			
14.1 <b>Curriculum Committee</b> – The draft minutes of the Curriculum Committee meeting held on 08 May 2017 had been sent with the agenda.			
14.2 The Headteacher had provided an overview on PE provision at the Curriculum Committee meeting on 08 May 2017.			
14.3 The school would continue with the same offer next year.			
14.4 Governors learned that there had been a good turnout on Sixth Form Induction Day with approximately 130 students in attendance.			
14.5 <b>Finance Committee</b> – The draft minutes of the Finance Committee meeting held on 27 June 2017 had been sent with the agenda, along with papers from the meeting.			
14.6 Mr Justin Bairamian referred Governors to the Year End Forecast and 2017/2018 budget.			
14.7 Broadly speaking money was still very tight however Mr Bairamian was pleased to confirm that in line with the target of working towards a balanced budget, against the original 2016/17 forecast, there was a surplus of £108.			
14.8 This was a reflection of two things.			
14.9 Firstly the Bursar had done an excellent job in keeping non-teaching costs down and ensuring that as much of the school’s funding as possible went towards the girls’ education.			
14.10 Secondly the curriculum review which had taken place earlier this year had ensured			

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<p>that the school was working in the most effective way possible. The timetable for next year was the tightest it had ever been and had been difficult to write.</p>			
14.11	More teaching staff would be on allocation than in the past.		
14.12	The Bursar had used the reserves to improve the environment and was looking to spend £110k on capital expenditure.		
14.13	Looking ahead to 2017/18 the school would be in a similar position. Income over expenditure would be tight with a slight surplus.		
14.14	Again reserves would be used to improve C Block to bring it up to the same standard as the rest of the school and this work would be carried out next summer.		
14.15	This would still leave the school with reserves of just under £400k which was well within the limit of £250k.		
14.16	The Finance Committee recommended the 2017/18 budget to the Governing Body.		
14.17	Mr Bairamian advised that the Bursar had not yet confirmed who would carry out the work to C Block. The Site Team would be able to carry out some of this work.		
14.18	Governors asked whether the school would apply for EFA funding for this work.		
14.19	Mr Bairamian was confident that the Bursar would consider all available funding options.		
14.20	The Bursar had recently provided the PTA with an overview of the school's budget.		
14.21	The Headteacher added that this year all HODs had submitted a budget for their department's spend for the coming academic year.		
14.22	Mr Bairamian believed that the current economic climate was so uncertain that it made it difficult to look beyond next year. The Finance Committee had therefore made the decision to plan for 2017/18 at this stage.		
14.23	He added that the Bursar had allowed for a loss of funding in his calculations for 2017/18.		

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14.24 Governors asked whether it was worth applying for additional funding, eg Section 106 Grant Funding.			
14.25 The Chair agreed it was worth following this up and indeed the school should look at all sources of money.	Consider all sources of funding	Bursar	2017-18
14.26 Mrs Arabella MacIntyre wished to make staff aware of the £17k raised at the Summer Garden Party. Half of this would go towards the Centenary Garden; the balance would be available for staff to bid for.	Notify staff of available PTA funding	Bursar	Sept 2017
14.27 Mr Bairamian reported that the Rose Fund was working well.			
14.28 In summary he was pleased that the school had now reached a small surplus.			
14.29 Various policies had been approved by the Finance Committee and these had been sent with the agenda for information only.			
14.30 <b>Staffing and General Purposes Committee</b> – the draft minutes of the Staffing and General Purposes Committee meeting held on 26 June 2017 had been sent with the agenda.			
14.31 Mr William Hunter referred Governors to page 2, 3.9 and reported that the school had acted very promptly in reporting that there was no fire risk in terms of materials used for the new builds.			
14.32 Mr Hunter then referred Governors to item 4, Fire Safety Issues			
14.33 The Committee had recommended, subject to the view of the Finance Committee, that the low risk items should be dealt with this summer along with the medium to high risk and medium risk items.			
14.34 The Chair added that the Bursar had reported that most of the low risk items could be dealt with easily and within budget by the school's Site Team during the summer holidays therefore all items would now be actioned over the summer.			
14.35 Governors learned that planned fire drills took place once a term.			
14.36 Mr Hunter referred to page 7 of the minutes and confirmed that safeguarding was now			

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Agenda Item	Action	By whom	By when
16.6 The Chair agreed that it was important to look at governor training strategically and an audit would be carried out during the review.			
<b>17. Date of Next Meeting</b>			
17.1 Governors noted the meeting calendar for the next academic year was not yet available; the Clerk would produce and distribute this before the end of term.	Send meeting calendar for 2017/18 to all Governors	Clerk	By end of Summer Term
<b>18. Any Other Business</b>			
18.1 There was no other business.			

*The meeting closed at 8.15pm*

Signed.....  
Chair of committee

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