



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 5 October 2017,
6.00pm

Present:	Mr Philip Bladen, Chair Ms Elisabeth Stevenson, Headteacher Mrs Eleanor Allen Miss Imogen Dodwell Mr William Hunter Mrs Arabella MacIntyre Mr Nigel Parker	Mrs Sarah Peart Ms Jane Reed Mr Paul Sloan Mr Philip Thomas Mrs Nicky Thomson Mrs Tania Weithers 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 6.05pm
Ms Elisabeth Stevenson opened the meeting with a prayer

Agenda Item	Action	By whom	By when
1. Election of Chair of the Governing Body for 2017-2018 1.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 24 July 2017. 1.2 The Clerk confirmed the meeting was quorate and that two nominations had been received for Mr Philip Bladen. 1.3 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 2018-19 academic year.			
2. Election of Vice Chair of the Governing Body for 2017-2018 2.1 The Clerk had requested nominations for the position of Vice Chair of the Governing Body by 24 July 2017. 2.2 The Clerk confirmed that two nominations had been received for Mr Justin Bairamian. 2.3 In the absence of any other nominations, the Clerk confirmed Mr Justin Bairamian was the elected Vice Chair of Lady Margaret School Governing Body for a period of one			

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

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<p>year, until the first meeting of the 2018-19 academic year.</p>			
<p>3. Election of Deputy Vice Chair of the Governing Body for 2017-2018</p> <p>3.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 24 July 2017.</p> <p>3.2 The Clerk confirmed that two nominations had been received for Mrs Sarah Peart.</p> <p>3.3 In the absence of any other nominations, the Clerk confirmed Mrs Sarah Peart was the elected Deputy Vice Chair of Lady Margaret School Governing Body for a period of one year, until the first meeting of the 2018-19 academic year.</p>			
<p>4. Apologies for absence</p> <p>4.1 Apologies had been received from Mr Justin Bairamian, Mr Paul Fox, Dr Deirdre Osborne, Revd Penny Seabrook and Miss Charlotte Walton; permission for absence was granted.</p> <p>4.2 Mrs Lorraine Bewes was absent.</p> <p>4.3 The Chair explained that Mr Paul Fox was absent due to a recent operation and reminded Governors that Mr Fox, as Chair of the Centenary Committee, had helped to organise the very successful Centenary Party on Saturday 30 September 2017.</p> <p>4.4 The Chair therefore asked the Clerk to organise a thank you/get well gift on behalf of the Governing Body for Mr Fox.</p>	<p>Organise thank you / get well gift for Mr Paul Fox</p>	<p>Clerk</p>	<p>asap</p>
<p>5. Welcome and Introductions</p> <p>5.1 The Chair welcomed all those present and in attendance and thanked all Governors for their contribution to the work of the Governing Body.</p>			

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Chair of committee

Date.....

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<p>6. Membership of the Governing Body</p> <p>6.1 An up-to-date List of Governors had been sent with the agenda; there had been no changes to membership since the last meeting.</p>			
<p>7. Register of Governors' Interests</p> <p>7.1 The Clerk tabled a Related Parties declaration form (pertaining to the year 01 September 2016 to 31 August 2017. Governors were reminded that they were required to complete this document for auditing purposes at the beginning of each academic year.</p> <p>7.2 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>7.3 No interests were declared.</p>			
<p>8. Governors' Code of Conduct</p> <p>8.1 A revised Governors' Code of Conduct had been sent with the agenda.</p> <p>8.2 The document had been updated in accordance with current NGA recommendations.</p> <p>8.3 The Clerk tabled a confirmation of compliance sheet and reminded Governors that it was considered good practice for Governors to agree to adhere to the Code of Conduct at the beginning of each academic year.</p>			
<p>9. Membership of Committees and Review of Scheme of Delegation</p> <p>9.1 The Membership of Committees 2017-2018 and Scheme of Delegation Autumn 2017 documents had been sent with the agenda.</p> <p><i>Mr William Hunter arrived at 6.10pm</i></p>			

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<p>9.2 The Chair did not believe any amendments to the Scheme of Delegation were required, and advised that the External Reviewer had approved the Scheme last month.</p> <p>9.3 The Chair reminded Governors to contact him should they wish to join or step down from a particular committee.</p> <p>9.4 The Chair advised that Mrs Nicky Thomson had resigned as Chair of the Curriculum Committee, however she still wished to remain a member of this committee.</p> <p>9.5 The Chair had already approached Mrs Sarah Peart regarding this role as he felt this would be good experience for the Deputy Vice Chair; Mrs Peart had agreed to take on this position with immediate effect.</p>	Advise Chair of any changes to committee membership	All	
<p>10. Minutes of the Meeting held on 05 July 2017</p> <p>10.1 The minutes of the meeting held on 05 July 2017 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.</p>			
<p>11. Matters Arising</p> <p>11.1 10.1 – 10.3 – The Headteacher confirmed that the Rose Fund had taken place on 19 September 2017 in conjunction with the Year 7 Welcome Evening.</p> <p>11.2 The Chair felt the evening had gone well, however the Vice Chair had noted that the event had not attracted a particularly diverse audience.</p> <p>11.3 The Clerk had recently suggested that holding the Rose Fund Evening in conjunction with the Year 7 Welcome Evening may have deterred some Year 7 Parents from attending.</p> <p>11.4 The Chair suggested that Rose Fund Evenings were organised as stand-alone events in future.</p>			

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11.5 A discussion followed regarding the communications around this event.			
11.6 Governors felt that in retrospect the Rose Fund message may have been diluted due to the fact that PTA fundraising events had also been promoted at the Rose Fund Evening/Year 7 Welcome Evening.			
11.7 Nevertheless the Headteacher confirmed that additional contributions to the Rose Fund had been received at the event and attendees had also requested forms.			
11.8 Governors suggested tagging a Rose Fund Evening on to another event such as Jump!			
11.9 The Chair agreed that in the past performances at previous Rose Fund Evenings had encouraged the parents of those pupils participating to attend.			
11.10 The Headteacher suggested that instead of holding a stand-alone event, in future the Rose Fund was promoted at all events which were funded by the Rose Fund in order to increase awareness of its benefits.			
11.11 The Headteacher agreed to check dates of events planned for the Spring Term, such as Jump! and the Fashion Show.	Check dates of events planned for the Spring Term which will be funded by the Rose Fund	EHS	08 Nov 17
11.12 Governors suggested printing a statement such as “This event is supported by the Rose Fund” on event programmes where applicable.			
11.13 Governors wondered whether it would be appropriate to request donations to the Rose Fund from outside the school.			
11.14 The Chair agreed this was a possibility but thought that this would be a lot of work for whoever volunteered to take this on.			
11.15 He suggested tapping into LMX after the Centenary Year had come to an end.			
11.16 As a separate issue the Chair emphasised that the School and Governing Body must work hard to ensure that every aspect of school life was diverse.			
12. Report by the Headteacher			

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12.1 The Headteacher's Report to the Governors September 2017 had been sent with the agenda.			
12.2 The school had much to celebrate and to focus on.			
12.3 The front cover featured Year 7 pupils and the Headteacher reported that they had settled in well at LMS.			
12.4 Miss Rachael Palmer, Head of Year 7, had embraced her new role with enthusiasm and care.			
12.5 The Headteacher referred Governors to page 9 of her report and the School's Self-Evaluation Form. The SEF was not required by Ofsted, however it was good practice to have this in place.			
12.6 It provided a summary of the last two years' achievements and had been structured in line with Ofsted outcomes.			
12.7 The Headteacher reminded Governors that over the last two years many initiatives had been put in place and these had already had an impact on the school. This year would be about embedding and evaluating these new initiatives.			
12.8 The SEF covered the pastoral restructure, Academic Review Days, the curriculum review, a new approach to lesson observations, use of CPD, Department Self-Evaluation, the Assessment Policy, performance management structures and SIAMS 2016.			
12.9 The SEF also detailed the quality of Teaching, Learning and Assessment, including lesson observations, booklooks, assessment, use of ShowMyHomework and progress reviews.			
12.10 A new Behaviour Policy would go before the Staffing and General Purposes Committee next week.			
12.11 Outcomes had shown a significant improvement, however there was still work to be done.			

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12.12 The School was not expecting an Ofsted inspection however it was ready should this happen.			
12.13 Governors were then referred to the School Development Plan 2017-18 on page 19 of the Headteacher's Report which would be put before the Curriculum Committee on 16 October 2017.			
12.14 Last year the school had listed CPD and its Christian ethos as separate priorities, however, this year these areas, together with the School motto, would underpin all priorities.			
12.15 The priorities for this academic year were: <ul style="list-style-type: none"> • To develop students' active engagement in their education, to support excellent progress by all groups of students at every key stage, including those in vulnerable groups. • To support the well-being of all students, helping them to become confident and curious, resilient and resourceful. • To manage the school budget to maximise resources effectively. • To develop effective evaluation of the impact of the work done at Lady Margaret School. 			
12.16 Governors were impressed by the SEF however wondered whether areas for improvement should be highlighted; the Self-Evaluation Form should also act as an agenda to highlight actions being taken by the school.			
12.17 The Headteacher felt this was a fair comment, however believed that the school needed to sell itself through the SEF. Ofsted could then be led through each section.			
12.18 Governors pointed out that during the External Governance Review, the Reviewer had laid considerable stress on the variations in results between groups of pupils and had warned that Ofsted would pick up on this.			
12.19 The Headteacher reminded Governors that one of the priorities of the SDP covered this			

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<p>area and that all teaching staff had a target relating to diminishing the gap between different groups of pupils.</p>			
<p>12.20 Furthermore this year's results had shown much more progress amongst vulnerable groups.</p>			
<p>12.21 The Chair emphasised that this was the principal area that Governors should focus on this year.</p>			
<p>12.22 The Headteacher went on to advise that the figures so far indicated a positive result of 0.06, rather than a significant minus figure as in 2016.</p>			
<p>12.23 The full results were expected in October.</p>			
<p>12.24 The Chair advised that the Curriculum Committee would review the results when they became available prior to discussion at a future Full Governing Body Meeting.</p>			
<p>12.25 The Chair pointed out that as a relatively small secondary school, some pupil groups might overlap. Furthermore the school was small enough to enable the analysis of individual pupil results.</p>			
<p>12.26 Governors should also note that Mr Arwel Jones, the School Improvement Partner, had commented at his last visit to LMS that walking around the school Pupil Premium girls appeared to be much more integrated into school life.</p>			
<p>12.27 Governors acknowledged the work carried out by Miss Imogen Dodwell, KS3 Pupil Premium Co-ordinator.</p>			
<p>12.28 The Headteacher referred Governors back to page 2 of her report and the update on staffing.</p>			
<p>12.29 Assistant Headteacher, Behaviour for Learning and Inclusion, Miss Harriet James, had taken on the role of Designated Safeguarding Lead this Autumn.</p>			
<p>12.30 The Heads of Departments' meetings now included the Heads of Year and were referred to as "Middle Leadership Team" meetings.</p>			
<p>12.31 The School was advertising for a Director of Music as the current Director of Music was</p>			

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<p>on maternity leave and wished to return as a part-time Teacher of Music.</p>			
<p>12.32 The Chair acknowledged that this was an important role as music was a great strength of the school.</p>			
<p>12.33 Governors wondered whether a job share had been considered for the post of Director of Music, however the Headteacher advised that the current Director of Music did not wish to return as Head of Department.</p>			
<p>12.34 Governors requested an update on the SEN Department.</p>			
<p>12.35 The Headteacher advised that Teacher of Science, Miss Alice Sparrow, had been appointed as SENDCo last week.</p>			
<p>12.36 There were currently three Learning Support Assistants and the school was in the process of recruiting a fourth.</p>			
<p>12.37 Two of the LSAs were new and had settled in well. They were being supported by Learning Support Assistant, Miss Alicia Emmanus, who was doing an excellent job.</p>			
<p>12.38 Mr William Hunter, Chair of the Staffing & General Purposes Committee, was currently preparing a paper for the next S&GP meeting on 09 October 2017 regarding the new Data Protection law which would come into force in May 2018.</p>			
<p>12.39 In view of new requirements, Mr Hunter recommended that the school considered appointing a particular person to be responsible for Data Protection.</p>			
<p>12.40 The Headteacher thanked Mr Hunter for this advice.</p>			
<p>12.41 Moving on to examination results for 2017, the Headteacher was very pleased with both sets of results.</p>			
<p>12.42 The School had held its position with the new A Level Specifications, and had achieved its aspirational target of 70% A*-B grades.</p>			
<p>12.43 Referring to the GCSE section on page 3 of her report, the Headteacher acknowledged the excellent results, also given the new specifications for English and Maths. Those departments had worked really hard with 75% of students achieving at least a Grade 5</p>			

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<p>in English and Maths which was significantly higher than many other schools.</p>			
<p>12.44 89% A*-C was an excellent achievement however there was still work to do, for example to stretch and challenge pupils to achieve grade 9's, and to work with those students who could achieve a grade 4.</p>			
<p>12.45 Three LMS students had achieved grade 9 out of 2000 students nationally.</p>			
<p>12.46 The Headteacher took Governors through the Numbers on Roll section of her report on page 4.</p>			
<p>12.47 87 students had been recruited into Year 12 and although the school would have liked this figure to be higher, retention figures were up significantly this year.</p>			
<p>12.48 The Headteacher acknowledged that LMS faced the same problem with recruitment of students as other Sixth Forms in the area.</p>			
<p>12.49 Mrs Webber advised that a large postcard advertising the Sixth Form would be included in the Year 7 Prospectus to be given out at the Open Sessions later this week.</p>			
<p>12.50 This was aimed at the parents of unsuccessful Year 7 applicants and designed to clarify the application process for the Sixth Form and thus encourage them to consider LMS for their daughters' Sixth Form choice.</p>			
<p>12.51 Governors acknowledged that more schools now had Sixth Forms and many schools became co-ed at Sixth Form. Furthermore some pupils wished to broaden their horizons in Year 12.</p>			
<p>12.52 Moving on to the CPD section on page 4, the Headteacher confirmed that Deputy Headteacher Curriculum, Ms Nicola Lupton, continued to lead in this area.</p>			
<p>12.53 The school was currently in the midst of lesson observations, all of which were paired, which was important to ensure consistency.</p>			
<p>12.54 All teaching staff had been allocated to a Research and Development Group with a focus on marking and feedback, in particular the impact on pupil progress, and strategies to support teachers in managing workload.</p>			

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12.55 Pages 5 and 6 of the report detailed training currently in place for staff.			
12.56 The Headteacher thanked those Governors who attended the Centenary Party on Saturday, and also the Centenary Committee members who had organised the event.			
13. Report by the Chair			
13.1 The Chair thanked the Headteacher for her report and congratulated her on the excellent public examination results which testified to the hard work of the staff and pupils.			
13.2 Mr Richard Wormell had noted in an article in The Times newspaper that LMS had been listed as the 8 th highest comprehensive school in the country according to The Times.			
13.3 Governors wondered whether staff felt buoyed by the excellent results. The Headteacher confirmed that this was indeed the case.			
13.4 Following recent discussions with a couple of Governors regarding pastoral care at Lady Margaret School, the Chair would like to set up a new working party for pastoral care.			
13.5 Governors suggested the remit of this group should be extended to cover the pastoral care of staff; the Chair agreed.			
13.6 Deputy Vice Chair, Mrs Sarah Peart, would chair this working party. The Chair had also invited Miss Imogen Dodwell, Mrs Arabella MacIntyre, Revd Caroline Newbold, Ms Liane Sheratte and Revd Penny Seabrook to join.			
13.7 The Chair asked the Clerk to arrange the first meeting of this new working party.		Clerk	asap
13.8 External Governance Review – A copy of the External Review of Governance report by Ann Short, External Reviewer, had been sent with the agenda.	Arrange first meeting of the new Working Party for Pastoral Care		
13.9 The Chair thanked those Governors who took part in the External Governance Review on 28 September 2017.			
13.10 The Chair asked Governors for their views on the process.			
13.11 Governors felt it had been a useful process and understood that the Reviewer was in			

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<p>fact facilitating a self-review. It had been helpful to re-focus on the role of the Governor.</p>			
<p>13.12 The Chair reminded Governors that the review was required for the annual accounts. Two years ago Governors had participated in a self-review, however the Chair felt it had been useful to have outside input.</p>			
<p>13.13 The results of the review would help the Governing Body to measure progress over the next few years.</p>			
<p>13.14 The Reviewer had also met with the Headteacher, Chair/Vice Chair/Deputy Chair, Bursar and Clerk separately, as well as with a group of staff and Senior Order.</p>			
<p>13.15 The Chair asked Governors to comment on the findings of the review report.</p>			
<p>13.16 Mr William Hunter drew Governors' attention to the final paragraph on page 3 and thanked the Clerk for her work for the various Committees, in particular her input on the policies overseen by the Staffing and General Purposes Committee. He wished to highlight this as he felt that those Governors who did not chair a committee would not be aware of the Clerk's input in this area.</p>			
<p>13.17 Referring to page 4 of the report the Chair stated that the Governing Body should be mindful of the Clerk's workload and that he would in future review this as recommended in the report.</p>			
<p>13.18 The Chair confirmed that the Governing Body would work through some of the findings/areas for development, for example engagement with staff and students.</p>			
<p>13.19 The Chair suggested that pupil engagement could be enhanced via the School Council. The Chair also recalled how impressed he had been by the participation of pupils on pupil panels at interviews.</p>			
<p>13.20 Mrs Nicky Thomson advised that at her workplace there was a student governor.</p>			
<p>13.21 The Chair pointed out that the Articles of Association would need to be altered to enable this at LMS.</p>			

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<p>13.22 Governors agreed that pupils could be invited to part of a meeting, eg the Student Council could report to the Governing Body on an annual basis.</p> <p>13.23 Governors acknowledged that they should be requesting data covering the entire school, ie not just Progress 8 data.</p> <p>13.24 The Chair suggested that Governors linked with departments should go on a tour of the school during their link visits.</p> <p>13.25 Governors felt that the term of office was relatively short and therefore did not provide much scope to grow into the role.</p> <p>13.26 The Chair pointed out, however, that in most cases governors had gone on to serve a further term of office.</p> <p>13.27 Governors suggested that one of the reasons the Governing Body worked so well was the fact that so many Governors were either parents or ex parents and were therefore more engaged.</p> <p>13.28 The Chair pointed out that this contradicted government advice and indeed the advice of the Reviewer, however he felt that the Governing Body was large enough to incorporate several categories of Governors, which would not be possible with a smaller Governing Body.</p> <p>13.29 Governors discussed the importance of diversity of the Governing Body and possible barriers to candidates from diverse groups standing as Governors.</p>	<p>Make a note to invite pupils to future FGB meetings</p>	<p>Clerk</p>	
<p>14. Communications</p> <p>14.1 The Chair had received a note from Mr Paul Fox. He wished to publicise the fact that the School had a Twitter account which had been very helpful as a method of</p>			

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<p>communication to parents during the Parsons Green incident on 15 September 2017.</p> <p>14.2 In addition the School now had an Instagram account dedicated to Centenary events - @LMSParsonsGreen. To follow and share Centenary events Governors should use #LMS100 (this account was managed by the PTA).</p> <p>14.3 Mr Fox had also advised that an article on the LMS Centenary had been published in the LBHF weekly newsletter which had been distributed to 80,000 addresses on 29 September 2017.</p>			
<p>15. Centenary</p> <p>15.1 See item 14.</p>			
<p>16. Reports from Other Committees</p> <p>16.1 Admissions Committee – see confidential section</p>			
<p>17. 2017-2018 Teachers’ Pay Award</p> <p>17.1 A summary paper from Mr Alex Parker, Bursar, had been sent with the agenda.</p> <p>17.2 The Chair advised that the Staffing and General Purposes Committee would review the details of the pay award next week, however he wished to summarise to the Full Governing Body as follows:</p> <p>17.3 The School Teachers’ Review body had put its recommendations out in August.</p> <p>17.4 From 1 September 2017 these recommendations had been accepted in full by the Government.</p> <p>17.5 These were a 2% uplift to the statutory minimum and maximum of the main pay range and a 1% uplift to the minima and maxima of all other pay ranges in the national framework and all allowances across all pay ranges.</p> <p>17.6 The School proposed to apply a 2% uplift to all points on the Main Pay Scales and a 1% uplift to all points on all other pay ranges as well as a 1% uplift on all allowances.</p>			

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<p>17.7 As a large number of staff were already on the upper pay scales of their ranges the School felt that applying the uplifts to all points on the ranges would not incur significantly higher costs.</p> <p>17.8 The Chair had already recommended to the Bursar that the School implemented these uplifts.</p> <p>17.9 Governors agreed with this recommendation.</p>			
<p>18. Governor Training & Development / Away Day</p> <p>18.1 The External Reviewer had recommended that a Governor with responsibility for training was appointed.</p> <p>18.2 The Chair would therefore ask the Vice Chair if he would be willing to take on this role, as he had previously expressed an interest in a more strategic approach to training by the Governing Body.</p> <p>18.3 The Chair acknowledged the fact that the Governing Body had not carried out a formal skills audit as yet, however this would link into the new training role.</p>	<p>Ask JB if he would be willing to take on the role of Governor with responsibility for Training</p>	<p>Chair</p>	<p>asap</p>
<p>19. Risk Register</p> <p>19.1 A copy of the Risk Register had been sent with the agenda; the Chair reminded Governors that it was good practice for the entire Risk Register to be reviewed by the Full Governing Body annually.</p> <p>19.2 Governors asked how risk D7 (inappropriate access to the internet through academy's network) was monitored?</p> <p>19.3 Mrs Webber advised that if a pupil attempted to access an inappropriate site through the School's network this would be blocked by LGfL (London Grid for Learning), the</p>			

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19.4 School's broadband provider. Blocked sites would then be flagged up to the School's IT department. The Clerk confirmed that the Risk Register had been put together by Mr Alex Parker, Bursar, following advice from the Auditors.			
20. Date of Next Meeting 20.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 8 November 2017 at 6.00pm			
21. Any Other Business 21.1 There was no other business.			

The meeting closed at 7.40pm

Signed.....
 Chair of committee

Date.....