



Minutes of the Full Governing Body Meeting of Lady Margaret School

**Date/time: 08 November 2017,
6.00pm**

Present:	Mr Philip Bladen, Chair Ms Elisabeth Stevenson, Headteacher Mrs Eleanor Allen Mr Justin Bairamian Mrs Lorraine Bewes Miss Imogen Dodwell Mr Paul Fox Mrs Arabella MacIntyre	Mr Nigel Parker Mrs Sarah Peart Ms Jane Reed Mr Paul Sloan Mr Philip Thomas Miss Charlotte Walton Mr Richard Wormell	In attendance:	Mrs Wendy Gainham, Clerk to Governors Mrs Nicola Lupton, Deputy Headteacher, Curriculum Mrs Sarah Webber, Deputy Headteacher, Pupil Progress
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*The meeting commenced at 6.00pm
Mr Paul Sloan opened the meeting with a prayer*

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 Apologies had been received from Mr William Hunter, Dr Deirdre Osborne, Revd Penny Seabrook, Mrs Nicky Thomson and Mrs Tania Weithers; permission for absence was granted.			
2. Welcome and Introductions 2.1 The Chair welcomed all those present and in attendance. 2.2 The Chair had been very sorry to learn that Mrs Sarah Peart, Mr Paul Sloan and Mrs Tania Weithers had witnessed a fatal stabbing outside Parsons Green Station shortly after the Curriculum Committee meeting on 16 October 2017.			
3. Membership of the Governing Body 3.1 An up-to-date List of Governors had been sent with the agenda; there had been no changes to membership since the last meeting.			

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

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<p>4. Register of Governors' Interests</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>5. Membership of Committees</p> <p>5.1 The Membership of Committees 2017-2018 document had been sent with the agenda.</p>			
<p>6. Minutes of the Meeting held on 04 October 2017</p> <p>6.1 The minutes of the meeting held on 04 October 2017 had been sent with the agenda and were agreed to be an accurate record; one copy was signed by the Chair.</p>			
<p>7. Matters Arising</p> <p>7.1 11.11 – The Headteacher had agreed to check the dates for school events at which the Rose Fund could be promoted. She suggested doing this at Jump! (the prelude to Rock Challenge), The Fashion Show and the Spring Concert.</p> <p>7.2 The Chair reminded Governors that at the last meeting it had been suggested that the Rose Fund was promoted at each event it funded, rather than at a stand-alone event. All agreed this should be trialled for a year.</p> <p>7.3 Jump! would take place in February therefore the school should give some thought as to how to promote the Rose Fund at this event.</p> <p>7.4 At the last meeting Governors had noted that the Rose Fund Evening had not attracted a very diverse group of parents; the Chair stressed that it was important to encourage</p>	<p>Consider how to promote the Rose Fund at Jump!</p>	<p>EHS</p>	<p>13 Dec 2017</p>

Signed.....
Chair of committee

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all parents to attend school events in future.			
7.5 Governors agreed that the combined Rose Fund Evening and Year 7 Welcome Evening had been successful for Year 7 parents but had not been relevant to anyone else.			
7.6 Mrs Lorraine Bewes had recently spent a day at school shadowing Year 8 pupils. She had found the experience illuminating and would highly recommend it to other Governors.			
7.7 Visits to a Geography and Maths lesson had helped her to appreciate the current environment in which teachers were working.			
7.8 She had been impressed by the sheer number of life skills pupils were being taught as part of the curriculum, eg project management, and was able to relate to that as an employer.			
7.9 Mrs Bewes had noted the level of dependency on IT and, following a server outage that day, she had been concerned about the school's IT resilience.			
7.10 The visit had also provided an excellent opportunity to meet with the Headteacher and gain an understanding of the Senior Leadership Team and its development.			
7.11 Mrs Bewes had also learnt about the modern challenges facing schools such as gender issues.			
7.12 In a D&T lesson Mrs Bewes had been asked by a pupil to explain what a Governor was. She had replied that the Governing Body was like a 'mini government'.			
7.13 The Chair reminded Governors that their role was about challenge and support, but not the day to day running of the school, which was the Headteacher's responsibility.			
7.14 This also related back to one of the recommendations from the recent external Governance Review, ie that Governors should forge more links with pupils.			
7.15 The Chair advised that in response to this recommendation it had been agreed at the recent Curriculum Committee meeting that Mr Paul Sloan's role of Link Governor for the Sixth Form would be extended to the Senior Order and the School Council.			

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<p>7.16 Governors reminded the Chair that the Governing Body had already agreed to invite Senior Order to present a report to the Full Governing Body.</p> <p>7.17 The Headteacher suggested that this should take place during the Spring Term and representatives from the newly appointed Senior Order could also attend.</p> <p>7.18 The Chair asked Governors to liaise with the Clerk if they wished to shadow pupils for a day.</p>	Organise attendance of Senior Order at Full Governing Body Meeting in March	EHS	14.03.18
<p>8. Report by the Headteacher</p> <p>8.1 The Headteacher's Report to the Governors November 2017 had been sent with the agenda. This featured a picture of the school's Centenary Service at Westminster Abbey on the front cover.</p> <p>8.2 The Headteacher thanked those Governors who had been able to attend the service on 17 October 2017 at Westminster Abbey.</p> <p>8.3 The service had also been featured in the Westminster Abbey newsletter and on their website, as well as on the LDBS website.</p> <p>8.4 The Headteacher had been very proud of the service which had both moved and humbled her. It had been a very special day for LMS pupils. More photos of the event were included in her report.</p> <p>8.5 She was pleased that Princess Alexandra had had the opportunity to speak with so many people on the day.</p> <p>8.6 Governors asked the Headteacher to pass on their thanks to Kerry King, Office Manager, and Revd Caroline Newbold, who had played key roles in organising the service.</p> <p>8.7 Governors also acknowledged that Mr Paul Fox had initiated the event.</p> <p>8.8 Governors noted that £1,800 had been raised for charity through the collection after</p>	Pass on thanks to KK and CN for their help with organising the Westminster Abbey Service	EHS	asap

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<p>the service.</p>			
<p>8.9 The Headteacher had provided a summary of the achievement data on the top of page 4 of her report. This had been discussed in more detail at the Curriculum Committee meeting on 16 October 2017.</p>			
<p>8.10 At A Level the school's Progress 8 Score was 0.14, which was classed as 'above average' and was the highest score in the borough for state schools.</p>			
<p>8.11 At GCSE the school's Progress 8 Score was 0.52, which was classed as 'well above average' and had put LMS in the top 12% of schools in the country for this achievement measure. It also represented a significant improvement on the school's Progress 8 Score from 2016 which was 0.17.</p>			
<p>8.12 The 2017 Progress 8 Score for Pupils in receipt of Pupil Premium funding was 0.06 which was higher than the national average Progress 8 Score for all students (-0.03).</p>			
<p>8.13 There was still work to do in 'diminishing the difference' between the achievement of Pupil Premium and non-Pupil Premium student groups. This was why teaching staff had again received a performance management target relating to the progress of girls in receipt of Pupil Premium funding.</p>			
<p>8.14 The Headteacher referred Governors to the graphs on the 6th page of the FFT 2017 KS4 School Dashboard report (after page 10 of the Headteacher's Report). The Attainment 8 score for Pupil Premium students had shown a steady increase over the last 2 years and there had been a significant increase in the Progress 8 Score for Pupil Premium students.</p>			
<p>8.15 The Headteacher wished to highlight the efforts of Ms Nicola Lupton, Deputy Headteacher Curriculum and Mrs Sarah Webber, Deputy Headteacher Pupil Progress, as well as Miss Harriet James, Assistant Headteacher Behaviour for Learning & Inclusion. She also wished to thank the Heads of Department for their work on targeting and tracking. All of this had impacted on results.</p>			
<p>8.16 The Headteacher also wished to highlight the worked carried out by Miss Imogen</p>			

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<p>Dodwell, KS3 Pupil Premium Co-ordinator; the confidence levels of Pupil Premium students lower down the school had increased and the Headteacher hoped they would move into KS4 as non-disadvantaged pupils.</p> <p>8.17 The Chair acknowledged that this work was very important.</p> <p>8.18 The Headteacher referred Governors back to the second page of the FFT report, in particular the dials which highlighted the high and low performing areas for Attainment 8 and Progress 8.</p> <p>8.19 The school was aware of the weaker areas, however could see steady progress.</p> <p>8.20 Page 7 of the FFT report illustrated how LMS ranked with other schools.</p> <p>8.21 On the same page the KS4 performance summary indicated actual results were significantly above the national average.</p> <p>8.22 The next two pages provided a breakdown of performance by groups and subject.</p> <p>8.23 Governors noted that this data included the results of two students who no longer attended LMS, one of whom had studied Media/Film/TV Studies at another school (through a managed move).</p> <p>8.24 The Scatterplot indicated Progress 8 scores for individual pupils.</p> <p>8.25 The Headteacher advised that Mrs Webber would attend an FFT meeting in the near future and would then gain a better understanding of where LMS sat nationally.</p> <p>8.26 The new Analyse School Performance (ASP) system had replaced RAISEonline; the Headteacher would report on this as soon as it became available.</p> <p>8.27 The Headteacher referred Governors back to page 4 of her report, The School Development Plan. Staff remained focussed on this and Heads of Department had been asked to reflect on the priorities at the HODs meeting earlier that afternoon.</p> <p>8.28 A staff survey would be sent out in the near future. This would feed into the school's evaluation of its performance.</p>			

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8.29 The first round of lesson observations had now been completed. This half term Mrs Lupton would focus on CPD planning in order to reflect on areas for development identified during the first round of lesson observations.			
8.30 Governors asked whether CPD planning would be carried out on an individual basis. Ms Lupton confirmed that she and the Head of Department would identify CPD for individual members of staff and for departments as a whole.			
8.31 Mrs Sarah Denmark, Assistant Headteacher Curriculum Development, was leading on CPD for Middle Leaders.			
<i>The Mr Nigel Parker arrived at 6.35pm</i>			
8.32 Yesterday a review meeting for the new Heads of Year had taken place with the Headteacher and Miss James, Assistant Headteacher, Behaviour for Learning & Inclusion.			
8.33 The HOYs had enjoyed their year assemblies and getting to know their Year Groups.			
8.34 They had discussed their vision for their Year Group.			
8.35 Among the challenges they faced was learning to balance their new pastoral roles with their teaching roles. The Headteacher was confident that this would get easier with time and as the HOYs improved their organisational skills.			
8.36 HOYs had carried out a self-review of their Year Groups and identified key students who required monitoring.			
8.37 The school had met its attendance target (97%) so far this year. There were currently 300 girls with 100% attendance which was encouraging.			
8.38 The Headteacher believed that the new pastoral structure had impacted positively on attendance.			
8.39 She also felt that students were happy with their HOYs.			
8.40 Governors suggested that as the HOYs improved their leadership skills this would give			

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<p>the school greater strength and depth for its succession planning.</p> <p>8.41 The Headteacher provided a staffing update.</p> <p>8.42 Mrs Alfonsi, Teacher of Modern Foreign Languages, would leave LMS at the end of December. Mr Echarte would replace her in January.</p> <p>8.43 Ms Staton, Director of Music, would return from maternity leave as part-time Teacher of Music. The school had recently appointed Mr Albrighton to the permanent position of Director of Music.</p> <p>8.44 The Headteacher thanked Mr Paul Sloan and Mrs Arabella MacIntyre for their part in this interview process.</p> <p>8.45 Miss Sparrow, Teacher of Science, had been appointed to the position of SENDCo and had signed up to study for the SENDCo qualification during this academic year.</p> <p>8.46 A fourth Learning Support Assistant, Miss Emessiri, had been appointed and was due to commence her employment shortly.</p> <p>8.47 The school was currently considering options for various maternity cover requirements.</p> <p>8.48 The Sixth Form Open Evening on 02 November 2017 had gone well.</p> <p>8.49 Miss Walton was managing the UCAS process this year; a small number of students had applied for university places overseas as these provided alternative routes to medicine.</p> <p>8.50 The second Department Self-Evaluation document (Appendix 2) would be completed by HODs in November. HOYs would complete their first Year Group evaluation in November (Appendix 1).</p> <p>8.51 During the next 6.5 weeks of term focus would be on stability and getting on with the tasks in hand.</p>			
<p>9. Report by the Chair</p> <p>9.1 The Chair wished to thank the school for organising the Centenary Service at Westminster Abbey and also on the improvement of its Pupil Premium results.</p>			

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9.2 The focus on Pupil Premium students would continue and Mr Arwel Jones, the School Improvement Partner, would review this area at the end of November, as part of the Headteacher's Performance Management Review.			
9.3 Governors asked whether the school was confident it could sustain the Pupil Premium progress it was making in view of the new GCSE specifications.			
9.4 The Headteacher acknowledged that this was a concern across the board, but not specifically regarding Pupil Premium students.			
9.5 The Headteacher confirmed that Progress 8 only covered GCSEs and would be the litmus test for the future.			
9.6 She reiterated that with a Progress 8 score of 0.52 LMS was in the top 12% of schools nationally; the national average was -0.03 and many schools had scored a minus figure.			
9.7 Mrs Webber confirmed that Progress 8 was a measure of progression from primary school to KS4.			
9.8 The Headteacher was not aware of a staff survey having been conducted in the past, however it was her intention to do so periodically.			
9.9 The Chair believed that a survey had been conducted in the past. He suggested that the school should be consistent in the questions it asked.			
9.10 Referring back to the subject analysis on the FFT report, the Headteacher confirmed that the GCSE Chinese result represented a native language exam sat by an LMS student.			
9.11 Referring back to the comment made by Mrs Lorraine Bewes (item 7.9) regarding IT provision at school, the Chair asked the Headteacher whether she believed the school had a robust IT system in place.			
9.12 The Headteacher confirmed that she had met with Mr Alex Parker, Bursar, today to discuss this matter. On 13 October a server had broken down due to a fault with the air-conditioning in the server room.			

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<p>9.13 This was an area she and the Bursar needed to consider, in particular the long-term structure.</p> <p>9.14 Mrs Bewes suggested that physical servers were becoming less popular as more organisations opted to store their data on a cloud storage system.</p> <p>9.15 Governors suggested looking into sharing cloud storage facilities as a more cost-effective and robust option.</p> <p>9.16 Mr Justin Bairamian, Vice Chair and Chair of the Finance Committee, proposed to raise the matter at the next Finance Committee meeting.</p> <p>9.17 In summary the Chair confirmed the school was currently in good financial shape and therefore should not cut corners as far as vital IT infrastructure was concerned.</p>	Discuss IT infrastructure at next Finance Committee Meeting	05.12.17	JB
<p>10. Communications</p> <p>10.1 The Clerk confirmed that no communications had been received.</p>			
<p>11. Centenary</p> <p>11.1 Mr Paul Fox updated Governors on recent events.</p> <p>11.2 LMX, the Alumnae Association, had organised the 100th birthday party which had taken place on 30.09.2017. This event saw 700 old girls visit the school.</p> <p>11.3 One of the objectives of the Centenary Committee had been to reach out to communities to strengthen the school.</p> <p>11.4 Mr Fox thanked Miss Walton for her efforts in embedding the process of joining LMX into the Sixth Form leaver process which had been a great help.</p> <p>11.5 Mr Fox saw LMX as a resource for staff, ie a pool of mentors, role models, etc.</p> <p>11.6 Succession planning for LMX was important. LMX was currently run by two or three ex parents, however his view was that in the future alumnae should take on this role.</p> <p>11.7 On 11 March 2018 a concert at Cadogan Hall would take place; this would provide an</p>			

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<p>13. Governor Training & Development / Away Day</p> <p>13.1 The external reviewer, Ann Short, had recommended that a governor was appointed to oversee Training and Development for the Governing Body.</p> <p>13.2 The Chair had asked Mr Justin Bairamian, Vice Chair, to take on this role. Mr Bairamian felt that the Governing Body could improve in this area and suggested that training and development should be tailored individually.</p> <p>13.3 Mr Bairamian proposed to define a process and carry out a skills audit in the first instance.</p> <p>13.4 He would liaise with the Clerk in terms of planning and available resources.</p> <p>13.5 Mrs Lupton suggested that Mr Bairamian considered how training was disseminated as not everyone needed to attend every available course.</p>	Liaise with Clerk re training	JB	13.12.17
<p>14. Date of Next Meeting</p> <p>14.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting and AGM: Wednesday, 13 December 2017 at 6.00pm.</p> <p>14.2 The Chair advised that the Bishop of Kensington had sent his apologies for the AGM and would be represented by Revd Penny Seabrook. Mr Inigo Woolfe, Chief Executive of the LDBS, had confirmed his attendance.</p>			
<p>15. Any Other Business</p> <p>15.1 Governors asked whether there had been any gender realignment issues at school. The Headteacher was not aware of any.</p>			

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15.2 Miss Walton, Director of Sixth Form confirmed that this topic had been covered recently in PSHE when Sixth Formers had had a day off timetable to attend a PSHE Sex and Relationships lesson.			

The meeting closed at 7.20pm

Signed.....
Chair of committee

Date.....