



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 13 December 2017,
6.00pm

Present:	Mr Philip Bladen, Chair	Ms Jane Reed	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mr Alex Parker, Bursar Ms Siobhan Holmes, representing haysmacintyre Mr Inigo Woolf, representing the LDBS
	Ms Elisabeth Stevenson, Headteacher	Revd Penny Seabrook		
	Mrs Eleanor Allen	Mr Philip Thomas		
	Mr Justin Bairamian	Mrs Nicky Thomson		
	Mr Paul Fox	Miss Charlotte Walton		
	Mr William Hunter	Mrs Tania Weithers		
	Mrs Arabella MacIntyre	Mr Richard Wormell		
	Dr Deirdre Osborne			
	Mrs Sarah Peart			

The meeting opened at 6.05pm with a prayer from Revd Penny Seabrook

Agenda Item	Action	By whom	By when
<i>Mr Paul Fox arrived just after 6.05pm</i>			
<p>1. Apologies for absence</p> <p>1.1 Apologies had been received from Miss Imogen Dodwell and Mr Nigel Parker; permission for absence was granted. Mrs Sarah Webber had also sent her apologies. Mrs Lorraine Bewes was absent.</p>			
<p>2. Welcome and Introductions</p> <p>2.1 The Chair welcomed all those present and in attendance, including Ms Siobhan Holmes, representing haysmacintyre, Mr Inigo Woolf, representing the LDBS and Mr Alex Parker, Bursar.</p> <p>2.2 The Chair advised that Bishop Graham had sent his apologies and had requested that Revd Penny Seabrook represented him at the AGM</p> <p>2.3 The Chair reminded everyone that the meeting would be adjourned for the AGM, followed by a five minute break to allow for the accounts to be signed, before the Full Governing Body meeting resumed.</p>			

Signed.....
Chair of committee

Date.....

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2.4 Mr Inigo Woolf would to stay for the duration of the Full Governing Body meeting.			
3. Register of Governors' Interests 3.1 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. 3.2 No interests were declared.			
4. Report from The Finance and Resources Committee 4.1 The Chair explained that the Finance Committee met last week, however the minutes of that meeting were not yet available; these would therefore be discussed at the next Full Governing Body meeting in March 2018. 4.2 The Chair of the Finance Committee would provide a verbal report at today's meeting. 4.3 The Annual Report and Finance Statements for the Year Ended 31 August 2017 and the haysmacintyre audit findings report had been sent with the agenda. 4.4 The Bursar ran through the key points regarding the last financial year and was in agreement with the report. 4.5 2016/2017 had been a good news story in terms of Finance; a deficit of -£52k had been set however the year had ended with a surplus of £83k, a swing of £135k. 4.6 The school had saved £86k through cheaper recruitment and additional savings. 4.7 The school had paid the final retention on capital expenditure. 4.8 The roof of C Block had been repaired. 4.9 This had left a small deficit of just under £2k. 4.10 AP referred to the reserves policy which stated the school should retain a minimum reserve of £250k and this would remain over a three year period, ie 2017/2018 –			

Signed.....
 Chair of committee

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<p>2020/2021.</p> <p>4.11 Last year this figure was £643 therefore there had been no detrimental impact from last year to this year.</p> <p>4.12 For 2017/18 the school had set a balanced budget, ie no deficit in place.</p> <p>4.13 Ms Siobhan Holmes wished to pass on apologies from Tracey Young, Senior Statutory Auditor at haysmacintyre, and confirmed that the audit had gone really well with thanks to Mrs Claire Fleming, Finance Officer, and Mr Alex Parker, Bursar.</p> <p>4.14 Ms Siobhan Holmes referred Governors to page 3 of the audit findings report and pointed out that according to the latest guidance in the Academies Accounts Direction, the school premises no longer sat on the balance sheet as this did not need to be capitalised. Instead it had been treated as grant expenditure. The 2016 figures had therefore been restated in order to remove the building improvements previously capitalised and the depreciation charge relating to those assets.</p> <p>4.15 Ms Holmes was pleased to report a zero reconciliation on the payroll which was a big step forward following issues with the school's previous payroll provider, BT.</p> <p>4.16 Ms Holmes drew Governors' attention to page 9 of the audit findings report and a significant risk which had been colour-coded in red.</p> <p>4.17 The advice given by haysmacintyre was that going forward the Bursar should sign off payroll reports to indicate that payments had been authorised. The Bursar had agreed to do so.</p> <p>4.18 Ms Holmes then referred Governors to page 10 of the audit findings report, and highlighted that the ESFA had issued a revised Academies Financial Handbook which applied from September 2017. The haysmacintyre report detailed some of the key changes in this.</p> <p>4.19 The Chair had recently received a letter from the retiring EFSA Chief Executive, Peter Lauener, and requested that the Clerk circulated this to all Governors. The letter</p>			

Signed.....
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reminded Headteachers of their responsibilities.			
4.20 Ms Holmes advised that this was key as any letters from the EFSA needed to be shared with Governors.			
4.21 Moving onto the accounts, Ms Holmes reminded Governors that last year they had seen a change in format, however there had been no changes to the format this year.	Send copy of letter from Peter Lauener to Governing Body	Clerk	Asap
4.22 The audit had revealed a clean set of accounts.			
4.23 Governors pointed out a couple of typos: On page 14 of the Annual Report and Financial Statements document, 'priorities' should be amended to 'prioritise'; in the same paragraph on page 14 there was a duplication of the word 'realised' following 'risks being realised'.			
4.24 The Chair asked Ms Holmes to amend these typos.			
4.25 Referring to page 23 of the Annual Report and Financial Statements, Mr Inigo Woolf asked Ms Holmes to explain the £307k deficit under the Total Funds 2017 heading / Net Expenditure before Other Recognised Gains and Losses.			
4.26 Ms Holmes advised that the accounts had taken into account depreciation and pensions.	Ask Ms Holmes to amend typos	AP	Asap
4.27 Mr Inigo Woolf suggested that the school should take note of this.			
4.28 Ms Holmes advised that the Bursar had focussed on the free reserves and offered to prepare a schedule. She also advised that depreciation would stop at some point. With regards to pensions, it was difficult to forecast as there were such huge swings.			
<i>Dr Deirdre Osborne arrived at 6.20pm</i>			
4.29 Mr Inigo Woolf referred to the figure before the actuarial adjustment and suggested this would be depreciation. The pension adjustment had hit staff costs as well.			
4.30 Governors requested further clarification from Ms Holmes on this.			
4.31 Ms Holmes explained that the Bursar had reported a surplus in revenue (or an overall			

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small deficit) as depreciation did not affect the free reserves.			
4.32 Mr Woolf accepted this as long as it had been explained in the report, however felt this should be monitored going forward.			
4.33 Governors asked whether the 'small deficit' was represented anywhere in the accounts.			
4.34 Ms Holmes explained that this was not the case as the accounts had been prepared according to accounting standards.			
4.35 The Chair pointed out that the school did not work from the accounts provided in the Annual Report and Financial Statements, rather from management accounts.			
4.36 Mr Woolf felt it would be helpful for Governors to see how the auditors progressed from the management accounts to the audited figures.			
4.37 Ms Holmes offered to provide a reconciliation as an appendix, however this would have to be a separate paper for this year.			
4.38 Mr Justin Bairamian, Chair of the Finance & Resources Committee agreed that if there was a way of helping Governors bridge the two sets of accounts this would be extremely helpful.			
4.39 He also pointed out that the Government underwrote the pension.	Provide a reconciliation as an	Hays	14 March
4.40 Mr Woolf thought that the Annual Report and Financial Statements document undersold Lady Margaret School in so far as the GCSE results were concerned, pointing out that the school's results were well above average.	appendix (separate paper for this year)	macintyre	2018
4.41 The Chair pointed out that these figures had not been available when the report had been prepared.			
4.42 Mr Woolf suggested the school promoted its results in any publicity going forward and should take pride in its ALPS score of 3.			
4.43 Mr Woolf asked the Headteacher what the school would need to do in order to achieve			

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<p>an ALPS score of 2.</p> <p>4.44 The Headteacher explained that due to staffing issues there had been variation in some subjects.</p> <p>4.45 The Chair confirmed that Governors and the Headteacher had discussed with the School Improvement Partner how the school could iron out subject variations in future.</p> <p>4.46 Mr Woolf asked whether there was a difference in grades between internal and external Sixth Form students.</p> <p>4.47 Miss Walton advised that the gap tended to close during Year 12. Furthermore there was no gap between advantaged and disadvantaged students.</p> <p>4.48 Mr Woolf acknowledged that it was important to maintain a good Sixth Form in order to recruit new students and staff and he congratulated the school on adding value in the Sixth Form.</p> <p>4.49 Governors acknowledged that it was more difficult to show progress at A-Level if a school had performed well at GCSE.</p> <p>4.50 Governors acknowledged that the school had used the services of haysmacintyre since 2012 and wondered where there was any value in considering other firms.</p> <p>4.51 The Bursar confirmed that he was very happy with the current auditors and therefore wished to retain haysmacintyre.</p> <p>4.52 Governors approved the 2016/2017 accounts.</p> <p><i>Mr Alex Parker and Ms Siobhan Holmes left the meeting at 6.30pm</i></p> <p><i>The meeting adjourned for the AGM and resumed at 6.45pm</i></p>			
<p>5. Membership of the Governing Body</p> <p>5.1 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>			

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<p>6. Membership of Committees & Link Governors</p> <p>6.1 The Membership of Committees 2017-2018 document had been sent with the agenda.</p> <p>6.2 The Chair acknowledged that Link Governor visit arrangements were ongoing.</p> <p>6.3 The Governors' Visits to the School Policy was currently under review following input from Governors and the SLT.</p>			
<p>7. Governor Training & Development / Away Day</p> <p>7.1 No training had been attended since the last meeting.</p> <p>7.2 Mr Justin Bairamian, recently appointed Governor with Responsibility for Training, reported that he and the Clerk had just started work on a skills audit which would be used as a framework to target training. This would be a project for 2018.</p> <p>7.3 The Chair explained that one of the suggestions to come out of the recent external Governance Review had been to appoint a Governor to oversee Governor training and development.</p> <p>7.4 It was agreed that a copy of the external Governance Review would be sent to Mr Inigo Woolf</p>	<p>Send copy of external Governance Review report to IW</p>	<p>Clerk</p>	<p>asap</p>
<p>8. Minutes of the Meeting held on 08 November 2017</p> <p>8.1 The minutes of the meeting held on 08 November 2017 had been sent with the agenda and were agreed to be an accurate record apart from one error; Mrs Webber's position should have read 'Deputy Headteacher – Pupil Progress'.</p> <p>8.2 This was amended manually by the Clerk and one copy was signed by the Chair.</p>			

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Agenda Item	Action	By whom	By when
<p>9. Matters Arising Not Covered Elsewhere on the Agenda</p> <p>9.1 7.3 The Headteacher advised that she planned to speak about the Rose Fund at the beginning of the Jump! performance and possibly have a promotional stand on display.</p> <p>9.2 The Chair suggested one or two governors could speak with parents at the stand.</p> <p>9.3 7.17 The Headteacher confirmed that the outgoing and incoming Head Girls would attend the full Governing Body meeting in March in order to give a presentation. This should be scheduled for the start of the meeting to enable them to leave straight after their presentation.</p> <p>9.4 The Headteacher confirmed that Senior Order interviews would take place on 01 March 2018.</p> <p>9.5 11.9 – Mr Paul Fox advised that a date had not yet been confirmed for BBC Any Questions?</p> <p>9.6 11.14 – The Headteacher advised that a list of speakers for the 100 Women Project had not yet been prepared, however that Senior Order were working on this.</p> <p>9.7 Mr Paul Fox confirmed that he currently had a list of around 50 names and Senior Order were liaising with the prospective speakers.</p> <p>9.8 The Headteacher confirmed that the concert at Cadogan Hall had been cancelled, however the Centenary Committee was considering another concert in the future.</p> <p>9.9 The Headteacher had suggested this should take place when the new Director of Music was in post.</p>	<p>Note attendance of Senior Order at next Full Governing Body Meeting</p>	<p>Clerk</p>	<p>07.03.18</p>
<p>10. Communications</p> <p>10.1 The Chair confirmed that the EFSA letter from Peter Lauener would be circulated to the Governing Body.</p>			

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<p>11. Centenary</p> <p>11.1 Mr Paul Fox had nothing further to report.</p>			
<p>12. Reports from other Committees and Working Parties</p> <p>12.1 Curriculum Committee – the draft minutes of the meeting of the Curriculum Committee on 16 October 2017 had been sent with the agenda.</p> <p>12.2 Governors noted that A Level Textiles had been removed from the curriculum in September 2017; the Headteacher advised this was due to a poor uptake from this year’s Year 12 students, however she confirmed it would be offered again in September 2018.</p> <p>12.3 A Governor had recently spotted that one of the school’s documents still made reference to the School’s previous Maths and Computing specialism.</p> <p>12.4 The Clerk agreed to check this with the Office Manager.</p> <p>12.5 Admissions Committee – refer to confidential section.</p>	<p>Ensure that the school’s previous Maths and Computing specialism is no longer mentioned on school documents</p>	<p>Clerk</p>	<p>asap</p>
<p>13. Report by the Headteacher</p> <p>13.1 The Headteacher’s Report to the Full Governing Body December 2017 had been sent with the agenda.</p> <p>13.2 The Headteacher explained that RAISEonline had been replaced by Analyse School Performance (ASP) and the school had received the ASP data today.</p> <p>13.3 The information had not provided any more detail than the FFT report.</p> <p>13.4 The Headteacher agreed to send out the ASP report to Governors.</p>	<p>Send out ASP data to Governors</p>	<p>Clerk</p>	<p>Asap</p>

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13.5 The Headteacher reminded Governors of the four areas of focus on this year's School Development Plan.			
13.6 On 24 November 2018 the School Improvement Partner, Arwel Jones, had visited LMS and his visit report had been added to the Headteacher's report as an appendix.			
13.7 He had noted a significant improvement in the engagement and involvement in lessons of girls across Key Stages 3, 4 and 5.			
13.8 The Headteacher believed this was central to improving the outcome for all girls, including those in disadvantaged groups, and vital in giving girls more confidence.			
13.9 The Headteacher outlined the extra-curricular programme and the school's programme for disadvantaged students in Key Stage 3 which was run by Miss Imogen Dodwell.			
13.10 She then tabled an additional document, Raising Aspirations & Promoting Well-being which detailed various initiatives for each Year Group.			
13.11 Governors asked whether the extra-curricular activities were well attended. This depended on the activity; the Headteacher confirmed that 30-40 students attended a sing along session on Mondays and there were 10 students on the police cadets programme.			
13.12 Mr Inigo Woolf asked how these activities were funded; the Headteacher confirmed they were funded through the Pupil Premium budget.			
13.13 Governors noted that the school was organising a trip to China for students. The Headteacher advised this would be launched at the end of this term to mark the centenary and would run at the end of 2019. This would allow payments to be spread over the next year and other funds may support this trip.			
13.14 Governors suggested that pupils could raise some of the funds towards this trip themselves.			
13.15 The Headteacher explained that Miss James would like to run this trip on a three year cycle and it would involve Years 8, 9, 10 and current Year 12 students. It was also			

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<p>cheaper than many school trips to the USA.</p> <p>13.16 Ms Jane Reed wished to point out that The Miniaturist, written by former student, Jessie Burton, was to be televised.</p> <p>13.17 Also attached to the report was a summary of how the school's Pupil Premium funding was allocated. The school was required to publish this information on its website.</p> <p>13.18 During the governance review, reviewer, Ann Short, had noted that this was a thorough and comprehensive document; Mrs Sarah Webber and Miss Imogen Dodwell had worked very hard on this.</p> <p>13.19 The Headteacher was able to confirm the tbc figures on the document as follows: Pupils not eligible for PP (national average) % achieving 4 in EM (2016-17 only): 89 % achieving 5 in EM (2016-17 only): 75</p> <p>13.20 This meant there was still a gap.</p> <p>13.21 The Chair stated that it was worth noting that although there was a gap between the our PP figures and the national average non-PP figures, our PP score was higher than the national average for all students. The national average for PP students was not yet known, however this would hopefully be apparent in the ASP report.</p> <p>13.22 The Headteacher reminded governors that all teaching staff had a pupil-premium related target this year.</p> <p>13.23 The Chair pointed out that in a relatively small school, 2-3 non-attendees would affect figures.</p> <p>13.24 The Headteacher confirmed that authorised absences impacted on attendance.</p> <p><i>Mrs Arabella MacIntyre arrived at 7.10pm</i></p> <p>13.25 Moving on to the second page of her report, the Headteacher confirmed that the</p>			

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<p>Heads of Year were now established in post.</p>			
<p>13.26 Although the Headteacher believed the new pastoral structure was right for the school, she acknowledged that the HOYs were still learning how to balance their teaching and pastoral roles; additional support from SLT would be provided.</p>			
<p>13.27 Miss Harriet James, Assistant Headteacher for Behaviour for Learning and Inclusion, line-managed the Heads of Year.</p>			
<p>13.28 Heads of Year had completed a Self-Evaluation document for their Year Group and would present this to SLT next week.</p>			
<p>13.29 All HOYs had done a learning walk with Mrs Sarah Denmark, Assistant Headteacher – Curriculum Development in order to observe girls in their Year Group; these had focussed on vulnerable students.</p>			
<p>13.30 The Headteacher was very pleased with the new SEND team, led by SENDCo, Miss Alice Sparrow.</p>			
<p>13.31 The SENDCo had issued an updated SEND register which provided clear strategies for students; she had excellent team building skills and was developing the SEND department beyond expectations.</p>			
<p>13.32 A staff survey had gone out to all members of staff this term; a summary of responses had been provided as an appendix to the Headteacher’s report.</p>			
<p>13.33 The Headteacher reported that many positive comments on the importance of the Christian ethos at LMS had been received.</p>			
<p>13.34 The Headteacher planned to send out the results to all staff as well as bring together comments and action points on the main themes highlighted in the responses:</p> <ul style="list-style-type: none"> • Consistency • Behaviour • Communication • Workload/well-being of staff 			

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<p>13.35 The Headteacher acknowledged concerns regarding workload, however stated that there was little room for manoeuvre due to budget constraints.</p> <p>13.36 Governors suggested that the responses could have related to demographic, for example by including the question, "how many years have you been teaching?".</p> <p>13.37 They suggested that a similar question should be built into any student surveys, ie "how many years have you been at LMS?"</p> <p>13.38 Governors noted, however, that it was possible to analyse the survey responses by staff category, ie support and teaching staff.</p> <p>13.39 Governors were under the impression that behaviour at the school had improved; the Headteacher agreed, however this term there had been many concerns in all year groups.</p> <p>13.40 Governors asked Mr Woolf whether the LDBS offered coaching or mentoring which could be accessed by staff.</p> <p>13.41 Mr Woolf was not aware of this but there was no reason why not.</p> <p>13.42 The Headteacher agreed to speak with Ms Kate Roskell, Secondary Advisor, regarding this.</p> <p>13.43 A staff survey would be conducted once a year.</p> <p>13.44 The Headteacher was very pleased with this year's 4 NQTs and confirmed that one of the NQTs had taken on the role of Head of Houses.</p> <p>13.45 The Headteacher reminded Governors that the school's carol service would take place next Wednesday, 20 December 2017 at St Dionis Church.</p> <p>13.46 Mr Philip Thomas, Chair of the PTA confirmed that the PTA Christmas Fair had raised £15k which would go into the Centenary Garden fund.</p> <p>13.47 Governors asked whether London-wide results figures were available. The headteacher was not aware of this, however suggested that Governors checked the</p>	<p>Discuss the possibility of LDBS offering coaching/mentoring services to staff with KR</p>	<p>EHS</p>	<p>March 18</p>

Signed.....
Chair of committee

Date.....

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local borough website for borough-wide figures.			
14. Report by the Chair 14.1 The Chair had nothing further to report.			
15. Date of Next Meeting 15.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 14 March 2018 at 6.00pm.			
16. Any Other Business 16.1 There was no other urgent business.			

The meeting closed at 7.40pm

Signed.....
Chair of committee

Date.....