



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 14 March 2018,
6.00pm

Present:	Mr Philip Bladen, Chair	Miss Vithya Premkumar	In attendance:	Mrs Wendy Gainham, Clerk to Governors Miss Ella Barnes, current Head Girl Miss Janina Swierzewska, current Head Girl Miss Lucy Thynne, Head Girl 2018/19 Miss Carla Kyalo, Head Girl 2018/19 Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Assistant Headteacher
	Ms Elisabeth Stevenson, Headteacher	Revd Penny Seabrook		
	Mrs Eleanor Allen	Mr Paul Sloan		
	Mr Justin Bairamian	Mrs Nicky Thomson		
	Mr Paul Fox	Mr Philip Thomas		
	Mr William Hunter	Miss Charlotte Walton		
	Mr Nigel Parker	Mr Richard Wormell		
	Mrs Sarah Peart			

The meeting opened at 6.05pm with a prayer from Ms Elisabeth Stevenson

Agenda Item	Action	By whom	By when
<p>1. Apologies for absence</p> <p>1.1 Apologies had been received from Dr Deirdre Osborne, Mrs Arabella MacIntyre, Mrs Lorraine Bewes, Mrs Tania Weithers and Ms Jane Reed; permission for absence was granted.</p>			
<p>2. Welcome and Introductions</p> <p>2.1 The Chair welcomed all those present and in attendance, and introduced current Head Girls, Miss Ella Barnes and Miss Janina Swierzewska, newly appointed Head Girls for 2018/19, Miss Lucy Thynne and Miss Carla Kyalo, and new Staff Governor, Miss Vithya Premkumar.</p>			
<p>3. Presentation by Senior Order</p> <p>3.1 Governors noted the Head Girls' report on page 12 of the Headteacher's Report to the Governors Spring 2018 which had been sent with the agenda.</p> <p>3.2 Miss Janina Swierzewska outlined the opportunities the Head Girls had been given to</p>			

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<p>develop their leadership, team building and organisational skills during the school's Centenary year, stating that it had been a privilege to serve as Head Girls and be part of the Centenary celebrations.</p> <p>3.3 Miss Ella Barnes explained that the role of Head Girl encompassed both traditions and new initiatives and it had been interesting to experience annual events such as the Carol Concert and Spring Concert from a different perspective.</p> <p>3.4 She also outlined the changes underway to unite the various aspects of student leadership in order to make it more effective; for example this year both a House Captain and member of Senior Order had been appointed to represent each House. Next year the new Head Girls would oversee the introduction of House representatives in Key Stage 3.</p> <p>3.5 Senior Order had also been represented at School Council meetings.</p> <p>3.6 Governors noted that Ella Barnes had taken a gap year at the end of Year 11 and that this had helped her to focus on what she wanted to do.</p> <p>3.7 Governors asked the Head Girls how they had managed their roles alongside their A Level studies; they explained that tasks had been shared so that no-one was left with a lot of responsibilities; they also felt their roles had provided them with a rewarding break from study and, if anything, had been a motivator.</p> <p>3.8 Miss Lucy Thynne felt very honoured to have been chosen as one of the Head Girls and hoped to continue the sense of enthusiasm and tradition.</p> <p>3.9 The Chair offered the new Head Girls the full support of the Governing Body explaining that the Governing Body's role was to support the school in offering all girls the best opportunities and education possible. He suggested that the Head Girls communicated any requests for support via the Clerk.</p> <p>3.10 Governors asked the current Head Girls how SLT interfaced with the Student Council. Miss Ella Barnes explained that the Head of the Student Council reported back to the Senior Order. It was important that it was not viewed as an opportunity to complain</p>			

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<p>and acted as a positive force. Miss Barnes advised that this was a future project.</p> <p>3.11 Mr Paul Sloan, Link Governor for the School Council, had recently attended a meeting with the School Council and would issue a visit report very shortly which should answer Governors' questions.</p> <p>3.12 The Chair then provided the Head Girls with an outline of the structure of the Governing Body and explained how it interfaced with the school.</p> <p>3.13 Miss Carla Kyalo asked Governors what expectations they had of the new Head Girls.</p> <p>3.14 Suggestions included cascading the engagement of the Senior Order down to the whole school body, generating more positivity around the Sixth Form, and sharing responsibilities with as many students as possible.</p> <p>3.15 The Headteacher wished to thank Miss Ella Barnes and Miss Janina Swierzewska for leading their team by example and working incredibly hard this year.</p> <p>3.16 She also advised that Miss Lucy Thynne and Miss Carla Kyalo had done incredibly well to be appointed Head Girls for 2018-19.</p> <p>3.17 The Chair wished them good luck and thanked all girls for their presentations.</p> <p><i>Miss Ella Barnes, Miss Janina Swierzewska, Miss Lucy Thynne and Miss Carla Kyalo left the meeting at 6.20pm</i></p> <p>3.18 Governors agreed that it was a good idea to invite Senior Order to Full Governing Body Meetings and the Chair reminded everyone that one of the recommendations to come out of the Governance Review at the beginning of this academic year was to have more engagement with students.</p>			
<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</p>			

Signed.....
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<p>the meeting.</p> <p>4.2 No interests were declared.</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.</p> <p>5.2 The Chair advised that Miss Imogen Dodwell, who was now on maternity leave, had resigned from her position as Staff Governor with effect from 09 February 2018.</p> <p>5.3 There had been one nomination for the vacant post; Miss Vithya Premkumar had been appointed Staff Governor with effect from 12 March 2018.</p> <p>5.4 Miss Premkumar had joined LMS in September 2017 as an NQT of Chemistry and Year 9 Tutor and was about to embark on an MA course with a particular emphasis on Pupil Premium.</p> <p>5.5 The Chair explained that due to an administration error it had been understood that Mr William Hunter's term of office was not due to end until 31 December 2018, however it had in fact ended on 31 December 2017. Nevertheless Mr Hunter wished to continue in his role for the foreseeable future as he was currently heavily involved in the work of the Staffing & General Purposes Committee. He had therefore been reappointed as Foundation Governor and the start date of his new term of office had been backdated to 01 January 2018.</p> <p>5.6 The Chair wished to thank Mr Hunter for his considerable time and for his willingness to continue in his role as Foundation Governor and Chair of the Staffing & General Purposes Committee.</p>			
<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 asked Miss Premkumar to consider whether she would like to join a</p>	<p>Consider committee membership</p>	<p>VP</p>	

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particular Committee.			
6.3 The Chair reminded all Governors that they should notify him if they wished to amend their committee membership.	Consider committee membership	All	
6.4 The Chair invited Governors with a particular interest in Art to volunteer for the position of Link Governor for Art.	Volunteer as Link Governor for Art	All	
6.5 Link Governor visit reports from the Link Governors for Sixth Form/Senior Order/School Council, PE, English, Mathematics and SEND had been sent with the agenda.			
6.6 As Mrs Arabella MacIntyre had been unable to attend today's meeting she would report back to the Full Governing Body regarding her recent visit to the PE department at the next meeting in July. In the meantime Governors were referred to Mrs MacIntyre's visit report.	Report back to Full Governing Body in July	AM	11.07.18
6.7 Mrs Eleanor Allen and Ms Jane Reed had carried out a joint Link Governor visit of the SEND department.			
6.8 As Ms Reed was also unable to attend today's meeting Governors should put any questions regarding her visit report to her at the next meeting in July.			
6.9 Mrs Allen had learned that the SENDCo often had difficulties in accessing the services of an Educational Psychologist in order to assess students' needs.			
6.10 Mrs Allen had attended a council meeting recently at which she had been assured that under the newly re-formed sovereign borough of Hammersmith and Fulham, arrangements would be put in place to provide more access.			
6.11 The Chair advised that Heads of Department received copies of Link Governor visit reports and also met with the Link Governor at the end of each visit to receive feedback.			
6.12 The Clerk confirmed that the Link Governor visit for Religious Studies would take place after the current Head of Religious Studies had gone on maternity leave and her replacement was in post.			

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<i>Mr William Hunter arrived at 6.40pm</i>			
<p>7. Minutes of the Meeting held on 13 December 2017</p> <p>7.1 The minutes of the meeting held on 13 December 2017 had been sent with the agenda and were agreed to be an accurate record apart from one error in item 4.11; the figure should have read £643K and not £643.</p> <p>7.2 This was amended by hand and one copy was signed by the Chair.</p>			
<p>8. Matters Arising Not Covered Elsewhere on the Agenda</p> <p>8.1 13.42 - The Headteacher confirmed that the possibility of the LDBS offering coaching and mentoring services to staff would be on the agenda of the next LDBS Headteachers' meeting (in the Summer Term).</p> <p>8.2 12.3 – The Clerk had asked the Office Manager to check whether any school documents still made reference to the School's previous Maths and Computing Specialism. The Office Manager was not aware of any such documents.</p>			
<p>9. Report by the Headteacher</p> <p>9.1 The Headteacher's Report to the Governors Spring 2018 had been sent with the agenda.</p> <p>9.2 Staff Governor and Director of Sixth Form, Miss Charlotte Walton, took Governors through the Sixth Form Update section of the report on pages 7-9, which covered promoting pupil progress, post-18 pathways, recruitment and a focus on KS4 to KS5 transition and student leadership.</p> <p>9.3 Link Governor for Sixth Form/Senior Order/School Council, Mr Paul Sloan, had visited school last week and had been very impressed by the work of Miss Charlotte Walton which he felt was very targeted.</p>			

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9.4 Mr Paul Fox wished to applaud the Extended Reading Group which would benefit university applicants.			
9.5 Mr Fox also asked what information students received regarding apprenticeships. Miss Walton explained that the school's Careers Advisor had given an excellent presentation on apprenticeships to Year 12.			
9.6 The apprenticeship route had been promoted to students more actively in the last couple of years, however Governors should note that not all routes were aimed at 18 year olds.			
9.7 The school had also engaged with some parents who had concerns about the university route.			
9.8 With regards to prefect roles Miss Walton explained that some Sixth Formers had taken on the role of SEND mentor.			
<i>Miss Charlotte Walton left the meeting at 7.05pm</i>			
9.9 Referring back to page 2 of her report the Headteacher explained that the teaching staff mid-year performance management reviews would be completed by early March.			
9.10 With regards to recruitment the Headteacher did not anticipate the same level of staff turnover as last year, however there would be a number of maternity leave positions to cover.			
9.11 Two new permanent members of the Music Department, the Director of Music and Teacher of Music, would join LMS after Easter; both had visited the school on Monday.			
9.12 The Headteacher outlined the changes in staffing which would take place at the borough due to Hammersmith and Fulham leaving the Tri-borough and re-forming as a 'sovereign borough' with effect from April 2018.			
9.13 The Headteacher explained that Headteachers from Hammersmith and Fulham and Kensington and Chelsea currently attended the Bi-borough Fair Access Panel meetings; Hammersmith and Fulham Headteachers would continue to meet as a group in order			

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<p>to share good practice, discuss the West London Schools Teaching Alliance as well as Fair Access.</p>			
<p>9.14 The Headteacher body was mindful of the various changes to Children’s Services and any impact this might have on vulnerable children.</p>			
<p>9.15 The Chair emphasised the importance of collaboration between Headteachers and that as a Church of England school it was fortunate that LMS also had the support of the LDBS.</p>			
<p>9.16 Ms Nicola Lupton then took Governors through the section on lesson observations, CPD and R&D groups.</p>			
<p>9.17 The second round of lesson observations for this academic year was coming to a close.</p>			
<p>9.18 A CPD day in February had covered Behaviour for Learning, managing workload, group work and literacy across the curriculum.</p>			
<p>9.19 The focus for the Research and Development groups this year had been effective marking and feedback. Four groups had chosen their own area of focus.</p>			
<p>9.20 Mrs Webber presented and updated the position on Year 11 predictions following on from her presentation at the Curriculum Committee meeting in January 2018.</p>			
<p>9.21 Predicted outcomes for KS4 were on track to achieve the 2018 targets and this was a testament to ongoing work and bespoke interventions.</p>			
<p>9.22 There were a number of students who were not currently on track for whom support had been put in place.</p>			
<p>9.23 The P8 score gap between Pupil Premium and non-Pupil Premium students was still predicted to diminish this year.</p>			
<p>9.24 It had been useful to review Pupil Premium progress alongside teacher progress through the performance management cycle.</p>			
<p>9.25 Going forward the school had identified a need to implement a Pupil Premium strategy</p>			

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earlier due to the new linear exams.			
9.26 Additional mock exams had been held this week for English, Maths and Science.			
9.27 The latest predictions for Year 13 were slightly below the aspirational targets for 2018.			
9.28 Governors asked whether the targets were above last year's results; Mrs Webber confirmed this was the case and if achieved would put the school in the top 10-15%.			
9.29 Governors learned that this year's January predictions were below those of last January.			
9.30 Mrs Webber explained that this was due to the fact that Science predictions were based on 1 grade as the school was not in a position to predict the combined grade. Once the data was in, the results should be more robust.			
9.31 Mrs Webber confirmed that the school had adapted the Year 9 Options process to meet the new Ebacc requirements.			
9.32 The Headteacher referred Governors to the overview of Middle Leaders CPD on page 9 of her report.			
9.33 This was a non-compulsory programme which had been established last academic year to support new, existing and up and coming middle leaders.			
9.34 Governors were then referred to the Chaplain's report on page 11 of the Headteacher's report.			
9.35 The Headteacher then outlined the challenges which lay ahead, ie supporting the well-being of staff and students and identifying the priorities for next year.			
9.36 The Headteacher was very grateful for the hard work of her team.			

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<p>10. Report by the Chair</p> <p>10.1 The Chair had been asked by Governors to provide a summary on admissions.</p> <p>10.2 He reported that National Offer Day (Year 7 Admissions) had fallen on 01 March 2018 and parents had until 19 March 2018 to accept places.</p> <p>10.3 All categories currently had a good number of applicants and waiting list.</p> <p>10.4 150 students had accepted offers for the 125 places in Year 12. From past experience the number of students who took up places in Year 12 tended to fluctuate. For funding purposes it was important to convert these offers to 100 students.</p> <p>10.5 The Chair reported that the Headteacher was currently being trained to become a SIAMS inspector.</p> <p>10.6 This would provide her with a valuable insight into other Church of England schools.</p>			
<p>11. Communications</p> <p>11.1 The Clerk confirmed there had been no communications to report on.</p>			
<p>12. Centenary</p> <p>12.1 Mr Paul Fox reported on the recent successful IWD panel event which had attracted approximately 220 people and in his opinion had met the Centenary objectives.</p> <p>12.2 Event photographs were available to view on the LMX Flickr account.</p> <p>12.3 The new Bishop of London had been invited to officially open the Centenary Garden. It was planned to organise this for the Autumn Term.</p> <p>12.4 On 04 May 2018 the school would host BBC Radio 4 Any Questions?</p>			

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12.5 Mrs Nicky Thomson had helped to organise the venue for the Red & Black party which would take place in July at Fulham Palace.			
<p>13. Reports from other Committees and Working Parties</p> <p>13.1 Finance & Resources Committee – the draft minutes of the Finance & Resources Committee meeting on 05 December 2017 had been sent with the agenda.</p> <p>13.2 Mr Justin Bairamian, Chair of the Finance & Resources Committee advised that much of the content of these minutes had been covered at the last Full Governing Body meeting in December 2017.</p> <p>13.3 There had been a surplus at the end of 2016/2017 as predicted, however the next three years ahead were more challenging.</p> <p>13.4 The challenges which lay ahead would be discussed at the next meeting of the Finance & Resources Committee later this month.</p> <p>13.5 Mr Bairamian was confident the school had headroom and time to plan accordingly.</p> <p>13.6 The impact of the new National Funding Formula had not been as bad as predicted however there were longer term strategic questions which he would discuss with the Headteacher in due course.</p> <p>13.7 Curriculum Committee – the draft minutes of the Curriculum Committee meeting on 22 January 2018 had been sent with the agenda.</p> <p>13.8 Mrs Sarah Peart, Chair of the Curriculum Committee advised that most points had already been covered under the Headteacher’s report.</p> <p>13.9 Staffing & General Purposes Committee – the draft minutes of the Staffing & General Purposes Committee meeting on 05 February 2018 had been sent with the agenda.</p> <p>13.10 Mr William Hunter, Chair of the Staffing & General Purposes Committee, explained that the majority of this committee’s work was concerned with policy approval.</p> <p>13.11 The Committee had considered the new General Data Protection Regulations (GDPR)</p>			

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<p>which would come into force on 25 May 2018.</p>			
<p>13.12 Legislation had been drafted in very general terms and considerable thought was required to work out the practicalities of implementing this.</p>			
<p>13.13 Mr Alex Parker, Bursar, was currently working on this project, however a Data Protection Officer would need to be appointed by 25 May 2018.</p>			
<p>13.14 An additional meeting of the Staffing & General Purposes committee had been arranged for 21 May 2018 in order to discuss the DPO appointment, the Data Protection Policy and other aspects of the GDPR prior to 25 May 2018.</p>			
<p>13.15 Mr Hunter referred Governors to the Scheme of Delegation and the proposed amendment to Annexe F (Staff Discipline Committee).</p>			
<p>13.16 As detailed in item 4.46 of the Staffing & General Purposes Committee minutes, Mr Hunter explained that an issue last year had highlighted that the Grievance and Disciplinary Procedures Policy did not tally with the Scheme of Delegation in regards to staff disciplinary procedures.</p>			
<p>13.17 The Committee had therefore agreed to recommend changes to the Scheme of Delegation, as suggested by the Bursar, in order to bring the Scheme of Delegation in line with the Grievance and Disciplinary Procedures Policy.</p>			
<p>13.18 For the reasons explained in the Staffing & General Purposes Committee minutes the Chair therefore recommended that the Full Governing Body approved the new wording.</p>			
<p>13.19 All approved the new wording.</p>		Clerk	Asap
<p>13.20 Mr Hunter went on to advise that the S&GP Committee had also reviewed the Use of ICT and Network Equipment policy, Whistleblowers Policy as well as the review period for the Managing Unsatisfactory Performance and Capability Procedures.</p>			
<p>13.21 Recent experience had highlighted various practical difficulties within the current Complaints Policy.</p>			
	Update Scheme of Delegation		

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<p>13.22 Mr Nigel Parker had therefore kindly offered to re-draft this policy.</p> <p>13.23 Mr Hunter stressed the importance of ensuring the school's procedures were fit for purpose.</p> <p>13.24 Following a recommendation at a recent Clerks' Briefing, the S&GP committee had agreed a resolution ensuring that amended model policies were automatically adopted.</p> <p>13.25 Mr Hunter confirmed that the committee would, however, continue to review all adopted policies on a regular basis.</p> <p>13.26 Mr Hunter advised that the Department for Education was in the process of updating its safeguarding guidance.</p> <p>13.27 The Chair thanked Mr Hunter for all his work in this area.</p>			
<p>14. Terms of Reference for the Staff Discipline Committee</p> <p>14.1 Refer to items 13.15 – 13.19</p>			
<p>15. Governor Training & Development</p> <p>15.1 Mr Paul Fox and Mr Philip Thomas had recently attended GDPR training in regards to their respective LMX and PTA responsibilities.</p> <p>15.2 Mr Philip Thomas had also attended Safeguarding training.</p> <p>15.3 Mr Richard Wormell was due to attend the NGA conference in April.</p>			
<p>16. Date of Next Meeting</p> <p>16.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 11 July 2018 at 6.00pm.</p>			

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<p>17. Any Other Business</p> <p>17.1 Mr Paul Fox had raised a question regarding the paper packs provided to Governors at meetings.</p> <p>17.2 The Chair advised that this would be brought forward to the next meeting, however in the meantime asked Governors to consider whether or not they required a paper pack at each meeting.</p>	<p>Consider usefulness of hard copy meeting packs</p>	<p>All</p>	<p>11.07.18</p>

The meeting closed at 8.25pm

Signed.....
Chair of committee

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