



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 11 July 2018, 5.45pm

Present:	Mr Philip Bladen, Chair	Ms Jane Reed	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Assistant Headteacher
	Mr Justin Bairamian	Revd Penny Seabrook		
	Mrs Lorraine Bewes	Mr Paul Sloan		
	Mr Paul Fox	Ms Elisabeth Stevenson, Headteacher		
	Mr William Hunter	Mr Philip Thomas		
	Mrs Arabella MacIntyre	Mrs Nicky Thomson		
	Dr Deirdre Osborne	Miss Charlotte Walton		
	Miss Vithya Premkumar	Mrs Tania Weithers		
	Mrs Sarah Peart	Mr Richard Wormell		

The meeting opened at 5.45pm with a prayer from Ms Elisabeth Stevenson

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 Apologies had been received from Mr Nigel Parker and Mrs Eleanor Allen; permission for absence was granted.			
2. Welcome and Introductions 2.1 The Chair welcomed all those present and in attendance, and thanked everyone for arriving early today.			
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.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>4. Membership of the Governing Body</p> <p>4.1 An up-to-date List of Governors had been sent with the agenda.</p>			
<p>5. Membership of Committees & Link Governors</p> <p>5.1 The Membership of Committees 2017-2018 document had been sent with the agenda.</p> <p>5.2 Miss Vithya Premkumar wished to join the Curriculum Committee; this was approved by the Chair of Governors and the Chair of the Curriculum Committee.</p> <p>5.3 Governors wishing to amend their committee membership should notify the Chair of Governors.</p> <p>5.4 Link Governor visit reports for RS, History, Science and the Student Council had been sent with the agenda.</p> <p>5.5 Revd Penny Seabrook, Link Governor for RS, had been particularly impressed by the pace of teaching in the RS lessons she had observed during her visit.</p>	<p>Update Membership of Committees document</p> <p>Notify Chair of Governors of any requests to amend committee membership</p>	<p>Clerk</p> <p>All</p>	<p>Oct 18</p> <p>Ongoing</p>
<p>6. Minutes of the Meeting held on 14 March 2018</p> <p>6.1 The minutes of the meeting held on 14 March 2018 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 Not Covered Elsewhere on the Agenda</p> <p>7.1 3.18 – Governors asked how often members of the Senior Order would be invited to attend Full Governing Body meetings going forward.</p> <p>7.2 The Chair thought this should be once a year and felt it would be more worthwhile inviting the current Senior Order towards the end of the academic year when they would be in a position to report on their year in office. This would also be a good opportunity to introduce the newly appointed Senior Order for the following year.</p>			

Signed.....
Chair of committee

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Agenda Item	Action	By whom	By when
<p><i>Dr Deirdre Osborne arrived at 5.55pm</i></p> <p>7.3 12.5 - Mrs Nicky Thomson advised that there had been a change of venue for the Red & Black party. This would now take place in school rather than at Fulham Palace.</p> <p>7.4 The Headteacher confirmed that she had communicated this change to the Bishop of London.</p> <p>7.5 Mrs Nicky Thomson proposed a vote of thanks to the Centenary Committee and staff for their input into the Centenary celebrations over the last academic year.</p> <p><i>Mrs Arabella MacIntyre arrived at 6.00pm</i></p>			
<p>8. Report by the Headteacher</p> <p>8.1 The Headteacher's Report to the Governors Summer 2018 had been sent with the agenda.</p> <p>8.2 In summary the Headteacher was proud of the school's achievements this year in terms of teaching and learning, development of new staff, quality of CPD, impact of the new pastoral structure and the introduction of drama to the curriculum.</p> <p>8.3 However she was not complacent; recruitment remained a challenge, in particular for Science and Maths, and the school was not yet fully staffed for September. The Headteacher understood, however, that this was the case for most schools.</p> <p>8.4 Funding also remained a concern, as was the case for every other London school.</p> <p>8.5 However, in the face of these issues, she believed that the school had achieved a huge amount this year.</p> <p>8.6 The school production, Daisy Pulls It Off, had been a triumph in terms of staff teamwork and the participation of a range of girls.</p> <p>8.7 In particular, the Headteacher wished to thank Miss Emily Murray, Teacher of Drama and English, Mr Adam Albrighton, Director of Music, and Miss Ana Jones, Teacher of RS, for their input into Drama at LMS this year.</p>			

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8.8 The school had continued working towards achieving the aims of the School Development Plan.			
8.9 In terms of student leadership, Academic Prefects would play a more important role next year. A job description had been drawn up and they had met with Ms Nicola Lupton, Deputy Headteacher Curriculum.			
8.10 They were a cohesive group with a sense of direction.			
8.11 In order to create more opportunities for student engagement, a 'Middle Order' had been appointed; this was a group of twelve Year 10 students who would be led by and support the Senior Order.			
8.12 Mrs Sarah Webber, Deputy Headteacher Pupil Progress, ran Governors through the section regarding Year 11 Predicted Outcomes on page 3 of the Headteacher's Report.			
8.13 The number of students now predicted to gain a 5 in Maths and English had increased from 75% to 82% and the gap between pupil premium and non-pupil premium had been narrowed, however a larger gap between these two groups existed in the current Year 10.			
8.14 Mrs Webber agreed to email her slides to Governors.			
8.15 The school was in a good position as far as attendance was concerned, at 96.5%. This was above the 2016-2017 figure, as well as the national target of 96%, and was an encouraging and sustained improvement. Mrs Webber explained to Governors how the school used the Attendance Diamond.	Email slides to Governors	SHW/Clerk	Asap
<i>Mrs Lorraine Bewes arrived at 6.05pm</i>			
8.16 Mrs Webber then ran Governors through the section regarding Pupil Premium on page 4 of the Headteacher's Report.			
8.17 The school had continued to subsidise various activities such as Duke of Edinburgh Bronze Award, and had granted hardship subsidies for KS3 participation in Activities Week residential trips.			

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8.18	The school was making more use of the Pupil Premium iPads to support study skills.		
8.19	The Chair had been impressed by the school production, especially the girls' engagement.		
8.20	Ms Nicola Lupton, Deputy Headteacher Curriculum, took Governors through the section on Lesson Observations and Book Looks on page 5 of the Headteacher's Report.		
8.21	Round 3 lesson observations had gone well with staff enjoying a less formal approach to this round. Observations had been open to all teaching staff who had been able to select which lessons they observed. Observers then fed back to teachers using postcards to communicate WWWs and EBIs. The school planned to run this round in the same way next year.		
8.22	Staff Governor, Miss Charlotte Walton, had found it interesting dropping in on different subjects.		
8.23	Staff had enjoyed the opportunities to create cross-curricula links; it demonstrated how everyone could work together cohesively and it felt like a culmination of the year's training year which was great to see in practice.		
8.24	The Headteacher advised that the new staff induction day had taken place on Monday and that new staff had been very complimentary about the CPD provided.		
8.25	Furthermore this year's NQTs had all passed their NQT year and would be staying on at LMS next year.		
8.26	Ms Lupton went on to advise that planning for next year's Research and Development groups had begun. Data from 12 random staff interviews was being used to support this. The overall focus for next year would be developing student independence.		
8.27	The school's assessment policy was now out of date and had gone out to staff for consultation. Ms Lupton would bring the new draft to Governors in the Autumn Term.		
8.28	Governors asked whether the number of staff on maternity leave next year was relatively high. The Headteacher advised that this was something that the school	Put Assessment Policy on agenda of Curriculum Committee meeting on	Clerk 12.11.18

Signed.....
Chair of committee

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Agenda Item	Action	By whom	By when
<p>would have to manage.</p>	19.11.2018		
<p>8.29 Miss Walton, Staff Governor and Director of Sixth Form, took Governors through the Sixth Form Update section on page 10 of the Headteacher's Report.</p>			
<p>8.30 There was no new data to share since the last Full Governing Body meeting in March.</p>			
<p>8.31 The school had continued to monitor the impact of interventions for Year 13 students. A new tool would be used next year which would refine tracking and focus discussions in line management meetings.</p>			
<p>8.32 A well-being programme would run on Wednesday afternoons; Sixth Form students would select 7 week courses such as yoga, rowing, British Sign Language and cookery, the aim being to promote student well-being and encourage students to mix outside their subject areas.</p>			
<p>8.33 The Extended Project Qualification (EPQ) would be promoted further next year as well as the use of Unifrog, a new digital platform to assist students with university applications.</p>			
<p>8.34 Governors requested further information on the Romance Academy mentioned on page 14 of the Headteacher's Report.</p>			
<p>8.35 Miss Walton advised that this programme was being led by the School Chaplain and the Headteacher added that she was confident in the delivery of this programme.</p>			
<p>8.36 Miss Walton also advised that members of staff had attended all sessions run on LGBT and felt that these had provided a really supportive environment for students. Sessions covered had included gender identity and consent.</p>			
<p>8.37 In summary the Headteacher, although not complacent, was really proud of what the school had achieved this year and thanked her staff for their support and engagement.</p>			
<p>8.38 Governors then thanked the Headteacher for the school's achievements this year and acknowledged that staff had worked extremely hard in light of various factors over which the school had no control.</p>			

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8.39 Governors then considered the draft priorities for 2018-19 on pages 15 and 16 of the Headteacher's Report.						
8.40 Governors suggested including a focus on the provision of a 'compassionate' and 'caring' environment in next year's priorities.	Consider including a focus on the provision of a 'compassionate' and 'caring' environment in next year's priorities.	EHS	Sept 18			
8.41 Mrs Nicky Thomson, Link Governor for English, had been impressed by the introduction of the new writing process which she felt was a useful habit for students to form. Pre-checking their own work would cut down on marking for teachers in Year 12/13.						
9. The designated teacher for looked-after and previously looked-after children						
9.1 DfE statutory guidance, The designated teacher for looked-after and previously looked-after children, dated February 2018, had been sent with the agenda.	Read DfE guidance – The designated teacher for looked-after and previously looked-after children, dated February 2018	All	Oct 18			
9.2 Mrs Sarah Webber, Deputy Headteacher Pupil Progress, wished to make Governors aware of this key guidance and requested that Governors read the guidance between now and the Autumn in order to familiarise themselves with the guidance and terminology.						
9.3 Governors were referred to the glossary on page 41 of the document, and to the section 'The role of the governing body' on pages 8-11.						
9.4 Mrs Webber felt that the guidance would make Governors more aware of the needs of students in these categories as well as the Governors' role in holding the school to account.						
9.5 Previously looked-after children, who were also Pupil Premium Pupils, currently fell under safeguarding at LMS. Mrs Webber therefore recommended that the designated teacher for looked-after and previously looked-after children should be the Designated Safeguarding Lead, Miss Harriet James.						
<i>Mr William Hunter arrived at 6.35pm</i>						
9.6 Mrs Webber went on to advise that up to Year 11 there were 5 looked-after children and 8 post-looked after children at Lady Margaret School.						

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<p>9.7 Governors were then referred to the 5th point on page 10 of the DfE document; all of these students had personal education plans (PEPs) which were reviewed with the Virtual School of the Local Authority in which they had been placed in care.</p> <p>9.8 Mrs Webber pointed out that Pupil Premium Plus (PP+) funding, as mentioned in point 8 on page 11 of the DfE document, was received for previously looked-after children. As Link Governor for Pupil Premium, Mrs Sarah Peart monitored how PP+ was used in order to support looked-after and previously looked-after children.</p> <p>9.9 Governors asked whether all looked-after and previously looked-after children fell under both SEN and PP at LMS.</p> <p>9.10 Mrs Webber explained that up to Year 11 all would fall under PP, however this was not the case for Sixth Formers.</p> <p>9.11 Whilst some pupils might fall within the SEN bracket in terms of their emotional needs, only one currently had an EHCP.</p> <p>9.12 The Chair felt that this was something the Curriculum Committee needed to consider in greater detail.</p> <p>9.13 Governors asked whether the school shared information regarding these pupils with other authorities. Mrs Webber confirmed that this was the case and a coherent mechanism for sharing data was in place. Furthermore, previously looked-after children fell under the remit of the Virtual School Headteacher, to whom the school could approach regarding funding.</p>	<p>Put the designated teacher for looked-after and previously looked-after children on agenda of next Curriculum Committee meeting</p>	<p>12 Nov 18</p>	<p>Clerk</p>
<p>10. Report by the Chairman</p> <p>10.1 The Chair wished to report on the school's reception area. Over the last couple of years various films had been applied to the glass of the school's main entrance in an attempt to resolve the issue of high temperatures and excessive brightness which made it difficult for reception staff to work in this area.</p> <p>10.2 Following the application of the latest film there was still a large amount of glare,</p>			

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<p>however the temperature issue had been resolved.</p> <p>10.3 The Chair was also concerned that this latest application which was very dark, could amount to a breach of the planning conditions.</p> <p>10.4 Governors asked whether the school had considered blind systems. The Headteacher advised that various solutions had been discussed. She agreed that the current solution was not satisfactory from an aesthetic point of view. It also posed a safety issue as Reception staff were unable to see visitors approaching through the dark film.</p> <p>10.5 The Headteacher had therefore suggested removing it from the front of the building but retaining it on the sides.</p> <p>10.6 Governors asked whether the architects had been approached regarding this matter.</p> <p>10.7 The Chair was of the opinion that the architects, as the designers of the Reception, should offer a solution.</p> <p>10.8 The Chair agreed to have a discussion with the Bursar in order to decide how to take the matter forward with the architects.</p>	<p>Discuss with Bursar with a view to taking this matter forward with the architects</p>	<p>Chair</p>	<p>asap</p>
<p>11. Communications</p> <p>11.1 The Chair reminded Governors that as reported in Any Other Business at the last Full Governing Body Meeting on 14 March 2018, they had been asked to consider the usefulness of the hard copy meeting packs currently issued by the Clerk to all Governors at all meetings.</p> <p>11.2 Mrs Arabella MacIntyre would prefer not to receive hard copies of the meeting packs due to the confidential nature of some documents.</p> <p>11.3 Mr William Hunter had experience of using iPads in place of hard copies at Governor meetings and had not found this very practical, especially when chairing meetings.</p> <p>11.4 Other suggestions included projecting meeting papers onto a screen, providing a few copies for those who wished to use them, and Governors printing their own copies to</p>			

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bring to meetings.			
11.5 Mrs Lorraine Bewes was aware of various cost-effective software packages, eg Convene, which were designed to support board meetings.			
11.6 The Chair suggested that the Clerk continued to send out meeting packs electronically in advance of each meeting, however going forward the onus would be on Governors to request a paper pack from the Clerk should they still wish to receive one.	Continue to send out electronic meeting packs to all Governors. Governors to advise Clerk if they still wish to receive a paper pack	Clerk/All	Ongoing
11.7 The Chair agreed it would be difficult to chair a meeting without a paper pack, therefore all chairs should continue to receive these.			
11.8 Mr Justin Bairamian asked whether meeting documents could be uploaded onto a platform such as DropBox rather than emailed out to everyone.	Consider storage and sending of Governing Body documents in relation to GDPR	Clerk	Autumn Term
11.9 The Clerk confirmed that she would raise the issue of the storage and sending of Governing Body documents in relation to the new GDPR with the school's DPO.	Liaise regarding demo of Convene	LB/Clerk	Autumn Term
11.10 Mrs Lorraine Bewes agreed to arrange a demonstration of Convene for the Clerk.			
12. Centenary			
12.1 Mr Paul Fox, Chair of the Centenary Committee, reported that the Committee broke up on Tuesday as the school's Centenary year drew to a close.			
12.2 The Centenary logo would no longer be in use with effect from 01 September 2018.			
12.3 The Headteacher had learned a great deal about the school's history through her involvement with the committee and from its members, eg former Headteacher, Mrs Joan Olivier.			
12.4 Mr Fox reported that BBC Radio 4 – Any Questions?, which was broadcast live from the school on 04 May 2018, had been a great success.			
12.5 Mrs Nicky Thomson had been involved in organising the Red & Black Party which would take place on Tuesday, 17 July 2018, at school rather than at Fulham Palace. This had been due to the costing structure of the catering service provided by Fulham Palace.			

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<p>12.6 Mr Fox advised that the Bishop of London had agreed to officially open the Centenary Garden on the school's 102nd birthday.</p> <p>12.7 The Headteacher had planned a 101 Dalmatians-themed celebration for the school's 101st birthday.</p> <p>12.8 Governors noted that Mr Philip Thomas had also sat on the Centenary Committee.</p> <p>12.9 The Chair thanked the Committee and Mr Fox for all their hard work. He also suggested writing to the external members to thank them for their input. Mr Fox would liaise with the Clerk regarding this.</p>	<p>Thank external members of the Centenary Committee</p>	<p>PF/Clerk</p>	<p>asap</p>
<p>13. Reports from other Committees and Working Parties</p> <p>13.1 Finance & Resources Committee – the minutes from the meeting held on 27 March 2018 and the draft minutes of the meeting on 26 June 2018, along with Finance papers from the latter meeting had been sent with the agenda.</p> <p>13.2 Mr Justin Bairamian, Chair of the Finance & Resources Committee, advised that after much debate, the Committee was recommending a deficit budget for next year.</p> <p>13.3 Mr Bairamian reminded Governors that this had been predicted, however he reassured Governors that he was seeking approval for a worst case scenario budget. Furthermore the school did have headroom and reserves and this budget would still be within these.</p> <p>13.4 Like every school, LMS faced increased salary costs without any extra funding to cover this.</p> <p>13.5 Mr Bairamian reported that the Bursar had reduced non-teaching costs quite significantly; the percentage of funding spent on teaching was now over 80%.</p> <p>13.6 In addition a curriculum review had taken place last year which had resulted in the loss of a relatively senior role.</p> <p>13.7 This had resulted in a forecast surplus of £54k against budget.</p>			

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13.8	However predictions had been made for a 2% increase next year for both support and teaching staff costs against a backdrop of no additional funding.		
13.9	Most schools were in this situation and ASCL had encouraged schools to force the issue by setting pessimistic budgets.		
13.10	Mr Bairamian advised that the budget was provisional at this stage as salary rises would not be announced until August.		
13.11	The Chair acknowledged that it was difficult to agree a budget before pay-rises and Sixth Form numbers had been confirmed, however it was necessary to do so as the ESFA required the forecast budget by the end of July.		
13.12	Governors would have the opportunity to review the budget again in October when further information became available.		
13.13	The Headteacher agreed that it was important for schools to communicate via their budgets that it was no longer possible to continue without a detrimental effect on teaching and learning.		
13.14	Mr Bairamian reported that the Finance Working Party had begun a wider strategic review which would consider how the school could increase its restricted income, ie Sixth Form numbers, as well as its unrestricted income, eg fundraising and other income sources.		
13.15	This review was being facilitated on a pro-bono basis by management consultant, Helen Owen who was a contact of Mr Bairamian.		
13.16	Various work streams had been set up by the Working Party and one of these would include a co-opted member from Dulwich College.		
13.17	Mr Bairamian would report back to the Full Governing Body with the output of the various work streams.		
13.18	Mr Bairamian was aware that the Bursar had erred on the side of caution and it was positive that the school had recognised the need for action.		

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13.19 The Chair advised that it would not be possible to change the budget if the worst case scenario became a reality, however the school would be in a good position to plan for the following years.			
13.20 Mrs Arabella MacIntyre felt that it was important that staff should be made aware of how hard the Bursar and the Finance Committee had worked in order to maintain the current salary levels. It would be useful to consider how to disseminate this information to staff so that they were made aware of the school's support for them, ie that it was not bound to maintain these salary levels.			
13.21 A discussion followed regarding communications to staff and the ESFA regarding the financial difficulties facing schools.	Discuss communications to staff	Finance Working Party	Autumn 2018
13.22 The Chair asked the Finance Working Party to consider this in more detail.			
13.23 It was also necessary for the school to prepare a realistic 3 year budget.			
13.24 The Headteacher reported that she was currently considering links with other schools in order to provide more flexibility in the curriculum and reduce costs.			
13.25 Mr Bairamian stated that the school required a further £200k per annum, which he did not consider unachievable; there was a 12 month window to generate this additional income.			
13.26 Governors approved the budget to be sent to the EFSA.			
13.27 Governors suggested that the school wrote to the DfE to highlight the funding deficit; this could be a joint communication from the borough's headteacher group, however Governors felt it would be better to wait until Sixth Form numbers and pay awards had been confirmed in the Autumn Term.			
13.28 The Chair agreed to liaise with the Headteacher regarding putting a message across from the borough.	Liaise with EHS re sending message to DfE from borough re funding	PB	Autumn 2018
13.29 Governors also suggested putting out a joint communication from LDBS schools. The Headteacher advised that the LDBS was collecting information from schools which			

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suggested they planned to respond.			
<i>Dr Deirdre Osborne left the meeting at 7.15pm</i>			
13.30 Curriculum Committee – the draft minutes of the Curriculum Committee meeting held on 08 May 2018 had been sent with the agenda.			
13.31 Mrs Sarah Peart, Chair of the Curriculum Committee, stated that most points had already been covered by the Headteacher’s report.			
13.32 A meeting of the Pastoral Working Party had taken place in May.			
13.33 The structure of the pastoral team had been discussed, in particular, the training needs of the HOYs and how best to manage their time within the current timetabling restrictions.			
13.34 A new staff benefit, the CSSC discount scheme, had been rolled out to all staff earlier this year.			
13.35 Mrs Peart had recently visited Coombe Girls’ School in order to learn about their pastoral care which she felt was excellent.			
13.36 Mrs Peart had also attended a mental health conference and would request slides to be distributed to the Curriculum Committee in the Autumn.	Distribute slides from mental health conference to Curriculum Committee	SP/Clerk	Autumn 2018
13.37 Staffing & General Purposes Committee – the minutes from the meeting held on 21 May 2018 and the draft minutes from the meeting held on 25 June 2018 had been sent with the agenda.			
13.38 Mr Hunter advised that an additional meeting of this Committee had taken place on 21 May 2018 in order to approve the new Data Protection Policy prior to the implementation of the new GDPR on 25 May 2018.			
13.39 Mr Hunter reported that the school had based its new Data Protection Policy on a model policy provided by the LDBS therefore work on this had been fairly straightforward.			
13.40 However, Mr Hunter wished to pay tribute to the Bursar and his team for their			

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<p>considerable efforts towards GDPR compliance. Much of this work had concerned managerial issues therefore had not involved governors.</p> <p>13.41 The School had appointed a Data Protection Officer provided by the LDBS.</p> <p>13.42 Referring to the minutes of the meeting held on 25 June 2018, Mr Hunter drew Governors' attention the Complaints Policy which had been due for review. A formal complaint had been heard earlier this year and this had highlighted various issues with the current Complaints Policy.</p> <p>13.43 Mr Nigel Parker had re-drafted the policy, reducing the complexity and providing more flexibility in the process.</p> <p>13.44 As a result of this amendment, it was now necessary for Governors to approve some amendments to the Terms of Reference of the Complaints Committee. Mr Hunter therefore referred Governors to the Proposed Amendments to ANNEXE J of the Scheme of Delegation document which had been sent with the agenda and detailed the proposed amendments.</p> <p>13.45 Revd Penny Seabrook proposed to approve the amendments</p> <p>13.46 Mr Philip Thomas seconded this proposal.</p> <p>13.47 The amendments were approved.</p> <p>13.48 The Chair thanked Mr Hunter and his Committee for their work.</p>	Update Scheme of Delegation	Clerk	Oct 2018
<p>14. Governor Training & Development</p> <p>14.1 Mrs Arabella MacIntyre, Mr Paul Sloan and Ms Jane Reed had attended Safeguarding training at school on 09 July 2018.</p> <p>14.2 Mrs Arabella MacIntyre had attended training on Monitoring Visits in Schools on 19 March 2018 and agreed to forward the slides to the Clerk for distribution to the Governing Body.</p>	Distribute training slides to FGB	Clerk	Autumn 2018

Agenda Item	Action	By whom	By when
<p>15. Date of Next Meeting</p> <p>15.1 The meeting calendar for the next academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 03 October 2018 at 6.00pm.</p>			
<p>16. Any Other Business</p> <p>16.1 There was no other business.</p>			

Mrs Nicky Thomson left the meeting at 7.40pm

The meeting closed at 7.45pm

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Chair of committee

Date.....