



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 03 October 2018,  
6.00pm

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

The meeting opened at 6.00pm with a prayer from Mr Philip Bladen

Agenda Item	Action	By whom	By when
<p><b>1. Apologies for absence</b></p> <p>1.1 Apologies had been received from Dr Deirdre Osborne and Miss Vithya Premkumar; permission for absence was granted.</p>			
<p><b>2. Election of Chair of the Governing Body for 2018-2019</b></p> <p>2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 16 July 2018.</p> <p>2.2 The Clerk confirmed the meeting was quorate and that three nominations had been received for Mr Philip Bladen.</p> <p>2.3 In the absence of any other nominations, the Clerk confirmed Mr Philip Bladen was the elected Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2019-20 academic year.</p>			
<p><b>3. Election of Vice Chair of the Governing Body for 2018-2019</b></p> <p>3.1 The Clerk had requested nominations for the position of Vice Chair of the Governing</p>			

Signed.....  
Chair of committee

Date.....

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<p>Body by 16 July 2017.</p> <p>3.2 The Clerk confirmed that three nominations had been received for Mr Justin Bairamian.</p> <p>3.3 In the absence of any other nominations, the Clerk confirmed Mr Justin Bairamian was the elected Vice Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2019-20 academic year.</p>			
<p><b>4. Election of Deputy Vice Chair of the Governing Body for 2018-2019</b></p> <p>4.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 16 July 2017.</p> <p>4.2 The Clerk confirmed that three nominations had been received for Mrs Sarah Peart.</p> <p>4.3 In the absence of any other nominations, the Clerk confirmed Mrs Sarah Peart was the elected Deputy Vice Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2019-20 academic year.</p>			
<p><b>5. Membership of the Governing Body</b></p> <p>5.1 A current List of Governors had been sent with the agenda.</p>			
<p><b>6. Welcome and Introductions</b></p> <p>6.1 The Chair welcomed all those present and in attendance.</p>			
<p><b>7. Register of Governors' Interests</b></p> <p>7.1 The Clerk asked Governors to complete two Related Parties declaration forms (one pertaining to the year ending 31 August 2018 and the other pertaining to the year ending 31 August 2019). Governors were reminded that they were required to do so at the beginning of each academic year for auditing and website compliance purposes.</p> <p>7.2 The Clerk also circulated the Governors' Register of Business and Pecuniary Interests</p>			

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<p>document and requested that Governors declared any interests specific to the meeting.</p> <p>7.3 The Headteacher declared that she was a Headteacher Representative for the LDBS.</p>			
<p><b>8. Governors' Code of Conduct</b></p> <p>8.1 A revised Governors' Code of Conduct had been sent with the agenda.</p> <p>8.2 The document had been updated in accordance with current NGA recommendations.</p> <p>8.3 Governors were asked to sign a confirmation of compliance sheet and were reminded that it was considered good practice for Governors to agree to adhere to the Governors' Code of Conduct at the beginning of each academic year.</p>			
<p><b>9. Membership of Committees, Link Governors and Review of Scheme of Delegation</b></p> <p>9.1 The Membership of Committees 2018-2019 and Scheme of Delegation Autumn 2018 documents had been sent with the agenda.</p> <p>9.2 Referring to paragraph 6 on page 7 of the Scheme of Delegation Autumn 2018 document, the Chair reminded Governors that the School Development Plan must be approved by the Full Governing Body.</p> <p>9.3 Referring to paragraph 5 on page 13 of the Scheme of Delegation Autumn 2018 document, Governors noted the requirement for the Full Governing Body to approve the draft of the school prospectus annually.</p> <p>9.4 The Chair felt this was a management function rather than a Governing Body function and any policies referred to in the prospectus would already have been approved by Governors. Furthermore, the timings of Full Governing Body meetings would not fit in with the drafting and printing deadlines for the prospectus.</p> <p><i>Mr William Hunter arrived at 6.20pm</i></p> <p>9.5 All agreed the reference to the school prospectus could be removed from the Scheme</p>	<p>Remove reference to school prospectus from Scheme of</p>	<p>Clerk</p>	<p>Asap</p>

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<p>minutes. This was management consultant, Helen Owen.</p> <p>10.8 One copy was amended by hand and signed by the Chair and the Clerk would circulate and updated version of the minutes to all Governors.</p>	<p>Amend and circulate updated minutes from meeting on 11 July 2018</p>	<p>Clerk</p>	<p>Asap</p>
<p><b>11. Matters Arising Not Covered Elsewhere on the Agenda</b></p> <p>11.1 13.10 – The Chair advised that the pay award for 2018-2019 would be covered under item 15.1.</p> <p>11.2 10.8 – The Chair wished to update Governors regarding the School’s Reception area.</p> <p>11.3 He reported that the latest application to the glass frontage had been removed.</p> <p>11.4 The Chair had spoken with the architects since the last meeting; the architects had agreed that it was their responsibility to rectify the situation.</p> <p>11.5 It had been established that the periods when the glare was at its worst was in 2-3 weeks’ time and also during the spring, when the sun was very low in the sky.</p> <p>11.6 The architects had therefore agreed to visit the school later this month when they would consider a more local solution.</p> <p>11.7 The Chair confirmed that the issue of high temperatures had previously been resolved by the application of a film on the roof of the Reception.</p>			
<p><b>12. Report by the Headteacher</b></p> <p>12.1 The Headteacher’s Report to the Governors September 2018 had been sent with the agenda.</p> <p>12.2 The Headteacher reminded Governors that she was proud of the school’s achievements during 2017-2018, however she was not complacent.</p> <p>12.3 This summer’s excellent exam results had been testament to the hard work of staff, however finance and recruitment remained major concerns for the school.</p>			

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12.4 Last week had been difficult for Year 13 as the inquest into a former pupil's death had taken place.			
12.5 The Headteacher and Director of Sixth Form had spoken to Year 13 at the beginning of last week and felt that pupils had supported each other well.			
12.6 The Headteacher wished to thank the Centenary Committee for all the events they had organised last year. The Red and Black Party at the end of term had been a great success.			
12.7 Last Friday the School had celebrated its 101 <sup>st</sup> birthday with a church service at St Dionis in the morning and a 101 Dalmatian theme.			
12.8 The School looked forward to the official opening of the Centenary Garden on its 102 <sup>nd</sup> birthday.			
12.9 The Headteacher took Governors through the School Development Plan for 2018-2019 on pages 16 – 25 of the Headteacher's Report.			
12.10 Last term she had worked on the introduction which underpinned the SDP for each year.			
12.11 Governors noted the section on pages 16 and 17 with the emboldened words; this was based on the SIAMS inspection framework.			
12.12 The priorities for 2018-2019 were not hugely different to last year's priorities; many new things had been introduced last year so this year was more about sustaining those changes.			
12.13 In 2017-2018 and 2018-2019 all staff had been given a performance management target related to the progress of pupil-premium students.			
12.14 The Headteacher was aware how hard staff were working and the new SIAMS inspection framework placed an emphasis on the wellbeing of both pupils and staff. One of the priorities reflected this.			
12.15 This year professional development would be inspired by the work of last year's R&D			

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groups.			
12.16 The School Development Plan contained a more detailed explanation of how the School planned to achieve its 5 aims.			
12.17 Governors congratulated the Headteacher for her excellent work so far and recognised that during her first two years in post she had focussed on more pressing issues; it was clear that she intended to address other areas this year.			
12.18 Governors requested that some of the measures of success, for example wording such as 'high level' could be more specific. The Headteacher agreed and would update the School Development Plan before the next Full Governing Body Meeting.	Tighten up SDP measures of success	EHS	31/10/18
12.19 Governors approved the School Development Plan 2018-19	Publish SDP 2018-19	Clerk	Asap
12.20 The Headteacher advised that the School had still been in the process of recruiting new staff right up until the end of the summer term.			
12.21 The School was now fully staffed with some positions filled by long-term supply staff.			
12.22 Recruitment remained a huge issue for the school due to a lack of suitable candidates.			
12.23 Governors asked why some positions had to be filled by long term supply staff. This was either due to maternity cover requirements or the fact that the school had been unable to appoint anyone by the end of the summer term.			
12.24 Governors learned that an English candidate had pulled out therefore this position had to be filled by long term supply.			
12.25 Governors asked whether as an academy the school had chosen to differentiate pay in subject areas where there was a shortage of candidates.			
12.26 The Headteacher confirmed this was not the case at LMS and she was not aware of other schools in the borough doing this, however some might offer higher salaries to attract Science teachers for example.			
12.27 Referring to the section on Examination Results 2018 on pages 2-3 of her report, the Headteacher was very pleased with the results.			

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Agenda Item	Action	By whom	By when
12.40 Miss Walton advised Governors that Year 12 had been introduced to Unifrog last year; this was a platform which many schools were now using and could support their research into courses by suggesting available courses based on predicted grades.			
12.41 Students could also search for courses overseas on Unifrog and references would be written on this platform.			
12.42 Now that Year 12 students no longer sat AS levels, the setting of draft predicted grades had been brought forward to the summer term of Year 12. This should help students to focus over the summer and the process was supported by 3 sets of mock exams during Year 12.			
12.43 Governors asked whether students had to pay to attend summer schools. Miss Walton advised that these were often funded with priority given to students from disadvantaged backgrounds.			
12.44 Governors asked whether Miss Walton had experienced an increase in queries regarding predicted grades now that students no longer sat AS levels. She felt that there had been fewer queries this year due to the many tracking points in place, however accepted that this would always be a source of tension between parents and the school.			
12.45 Moving on to the GCSE results, the Headteacher reminded Governors that there had been new specifications in all subjects except in English and Maths.			
12.46 Results had met/exceeded the targets set for 2018, with 81% of students achieving at least a grade 5 in English and Maths and 88% at Grade 4 and above in English and Maths. 99% of students had achieved a Grade 4 or above in English.			
12.47 The target Attainment 8 grade was 6.6 (to be confirmed) against a target of at least 6.			
12.48 Alps reports had been available for the first time at KS4. The value-added score was 2, non-pupil premium being 2 and pupil premium 3. Next year's targets would be a 2 for both groups of students.			
12.49 The results showed the significant impact of teaching and learning.			

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12.50 Mrs Webber, Deputy Headteacher – Pupil Progress, referred Governors to the KS4 subject value added overview by group report in Appendix 5.			
12.51 Outside English and Maths there had been very little certainty regarding the new specifications, however the results had demonstrated student resilience. Pastoral support had been very good in addition to academic support, thanks to the work of the Heads of Department and teaching staff.			
12.52 Governors acknowledged there would have been no past papers available for the new exam specifications.			
12.53 Governors were reminded that there were no controlled assessments as part of the new specifications.			
12.54 Governors noted that GCSE Art results had been lower than expected, however this had been the case nationally. A moderator had visited the school and acknowledged the excellent work of LMS students, however the board had moved the grade boundaries therefore grades could not be adjusted.			
12.55 Miss Walton advised that external candidates had also come to LMS with lower than expected GCSE Art results. This had not affected entry into the Sixth Form as the school had been more flexible due to the grade boundaries.			
12.56 Ms Jane Reed, Acting Link Governor for SEND, asked how SEND pupils had performed. The Headteacher confirmed a positive value added score and advised there had been 2 students with EHCPs in Year 11 last year.			
12.57 Ms Lupton took Governors through the CPD Report on pages 4-5 of the Headteacher’s Report.			
12.58 The R&D groups would run again this year, the overarching theme being student independence.			
12.59 A new package, IRIS, was being introduced this year; teachers would be able to record lessons, critique these and create an online library of teaching practice.			
12.60 Governors asked whether it was difficult to set up. Ms Lupton advised that the			

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<p>equipment was very light and portable and did not take more than 2 minutes to set up.</p> <p>12.61 Middle Leadership training would be more closely linked to the school calendar this year.</p> <p>12.62 Lesson Observation Round 1 was currently ongoing and Ms Lupton would report back on this at the next Full Governing Body meeting.</p> <p>12.63 The Headteacher wished to highlight the new Mental and Physical Wellbeing enrichment programme for Year 12 and 13 students. 7 week courses such as yoga, cooking for university and sign language, would run during the school day and students would participate in 5 activities over the school year.</p> <p>12.64 Governors asked whether this programme would be highlighted at the Sixth Form Open Evening. Miss Walton confirmed this was the case and she had also spoken about it to Year 11 parents.</p> <p>12.65 Activities which required external input were being funded by the Rose Fund.</p> <p>12.66 Reflecting on the exam results, Governors wondered whether there was enough emphasis on Science and Maths in the School Development Plan.</p> <p>12.67 The Headteacher agreed to provide further detail during the year. Science was not such a concern as maths.</p> <p>12.68 The Headteacher confirmed that the DSEF was a work in progress.</p> <p>12.69 Governors asked whether the school still planned to put on a musical this year. The Headteacher confirmed this was the case, however she was unable to reveal any details as yet. An announcement would follow the House Panto in December.</p>	<p>Provide further detail in SDP re support for Maths and Science</p>	<p>EHS</p>	<p>31/10/18</p>
<p><b>13. Report by the Chairman</b></p> <p>13.1 The Chair wished to confirm that the Headteacher was now a fully qualified SIAMS Inspector and was a Headteacher Representative on the LDBS.</p> <p>13.2 This would present another opportunity for the Headteacher to influence outside</p>			

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<p>parties.</p> <p>13.3 The Headteacher reported that LDBS secondary headteachers had met Bishop Sarah and had discussed ways of developing the work of LDBS.</p> <p>13.4 Mr Paul Fox suggested that when the school wrote the letter to the DfE concerning funding difficulties, it should mention the fact that it was also funding the Centenary Garden, a legacy project.</p>			
<p><b>14. Communications</b></p> <p>14.1 Miss Walton wished to report that two LMS students had appeared in the Evening Standard this week; they were among the top 15 winners of the Foyles Young Poet of the Year award.</p> <p>14.2 Mr William Hunter reported that an interview with Jessie Burton, best-selling author and former LMS pupil, had been published in the Financial Times this week.</p> <p>14.3 Mr Paul Fox thought the staff and governor drinks event at the beginning of term had been a success although the timing had been difficult for governors. He urged the school to put this event in the calendar for next year so as many governors as possible could plan ahead to attend.</p>	<p>Consider dates for a staff/governor social next year</p>	<p>EHS</p>	
<p><b>15. Reports from other Committees and Working Parties</b></p> <p>15.1 <b>Finance &amp; Resources Committee</b> – Mr Bairamian, Chair of the Finance &amp; Resources Committee, wished to update Governors on the work of the Finance Working Party. The group had met a couple of times and were making good progress, with a focus on three areas:</p> <p>15.2 The Fundraising workstream was considering ways of professionalising the school’s fundraising and how it used its property. Management consultant, Helen Owen, had been in contact with an expert in property and events and was able to pass on some good advice, however this was not without its challenges.</p>			

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15.3	The other areas of focus were the Sixth Form and the operating model.		
15.4	Mr Bairamian reported that the Bursar was in the process of finalising the 2017/2018 figures. He had exceeded this year's forecast surplus which was £54k, against £4k.		
15.5	<p>The School had agreed the following pay settlement for teaching staff:</p> <ul style="list-style-type: none"> <li>• 3.5% uplift to all points on the Unqualified Teachers' pay Range</li> <li>• 3.5% uplift to all points on the Main Pay Range</li> <li>• 2% uplift to all points on the Upper Pay Range</li> <li>• 1.5% uplift to all points on the Leadership Pay Range</li> <li>• 2% uplift on all allowances</li> </ul>		
15.6	As the school had already budgeted for a 2% pay-rise and would receive a pay grant from the government, it would be better off than originally budgeted.		
15.7	The school was now in a position to consult on the pay-rises.		
15.8	The Headteacher pointed out that the government had recommended 3.5% for the top and bottom points on the Main Scale, however the school had agreed to apply a 3.5% rise to all points on the Main Scale.		
15.9	Governors asked whether they would receive a prospective view of investment as it would be helpful to consider the big ticket items over the next 3 years.		
15.10	Mr Bairamian would ensure that a more rounded model was presented going forward.		
15.11	The Chair advised Governors that the Working Party was looking at the possibility of collaborating with other institutions. Helen Owen was on the Board of the University of Westminster and was therefore investigating links there.		
15.12	Miss Walton advised that Year 12 recruitment numbers had held up against a cohort of 90 students in Year 11 last year.		
15.13	Mr Bairamian added that if the school maintained the same proportion next year, it would bring it closer to its target income.		

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<p>15.14 Mr William Hunter, Chair of the Staffing &amp; General Purposes Committee wished to point out that due to the delay in the national pay agreement, the pay policy consultation process had been pushed back. The planned meeting of the Staffing &amp; General Purposes Committee had in turn been delayed by one week from 08 October to 15 October 2018.</p> <p>15.15 <b>Admissions Committee</b> – refer to confidential section</p>	Remind members of S&GP Committee of new meeting date	Clerk	Asap
<p><b>16. Governor Training &amp; Development</b></p> <p>16.1 Mrs Eleanor Allen and Mr Philip Thomas had attended a Prevent training session at school on 02 October 2018. Both had found the course very informative.</p> <p>16.2 The Chair advised Governors that staff were required to attend Prevent training every 3 years.</p> <p>16.3 Ms Jane Reed had recently attended an LDBS seminar on SEND. The leader had been excellent and she felt she had learned a lot. She would summarise the important points to be put to the Curriculum Committee at their next meeting on 19 November 2018.</p> <p>16.4 The Clerk had re-sent the Bi-borough Governor Training Programme 2018-2019 to all governors today. This also contained details on how to book training.</p>	Circulate SEND training notes to Curriculum Committee	JR/Clerk	12/11/18
<p><b>17. Risk Register</b></p> <p>17.1 A copy of the current Risk Register had been sent with the agenda; the Chair reminded Governors that it was good practice for the entire Risk Register to be reviewed by the Full Governing Body annually. This was also an audit requirement.</p>			
<p><b>18. Date of Next Meeting</b></p> <p>18.1 The meeting calendar for the current academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 07 November 2018 at</p>			

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<p>6.00pm.</p> <p>18.2 The Clerk would send an updated version of this document, which included the revised Staffing &amp; General Purposes Committee meeting date, to all Governors.</p>	Send updated meeting calendar to all Governors	Clerk	asap
<p><b>19. Any Other Business</b></p> <p>19.1 There was no other business.</p>			

*The meeting closed at 7.25pm*

Signed.....  
Chair of committee

Date.....