



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 07 November 2018,  
6.00pm

Present:	Mr Philip Bladen, Chair	Ms Jane Reed	In attendance:	Mrs Wendy Gainham, Clerk to Governors 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	Mrs Nicky Thomson		
	Mr William Hunter	Mr Philip Thomas		
	Mrs Arabella MacIntyre	Miss Charlotte Walton		
	Mr Nigel Parker	Mrs Tania Weithers		
	Miss Vithya Premkumar	Mr Richard Wormell		
	Mrs Sarah Peart			

*The meeting opened at 6.00pm with a prayer from Mrs Sarah Peart*

Agenda Item	Action	By whom	By when
<b>1. Apologies for absence</b> 1.1 Apologies had been received from Dr Deirdre Osborne; permission for absence was granted. 1.2 The Chair read out a message from Dr Osborne to outgoing Governor, Mr Paul Fox; she wished to pass on her sincere gratitude to Paul for his magnificent work across many fronts that had positively shaped the school.			
<b>2. Welcome and Introductions</b> 2.1 The Chair welcomed all those present and in attendance.			
<b>3. Register of Governors' Interests</b> 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.			

Signed.....  
Chair of committee

Date.....

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3.2 No interests were declared.			
<b>4. Membership of the Governing Body</b> 4.1 An up-to-date List of Governors had been sent with the agenda. 4.2 Mr Paul Fox would retire as a Foundation Governor on 21 November 2018. 4.3 The Chair reminded Governors that the Articles stated that ‘at the time of their appointment at least four of The Foundation Governors shall be a parent of a pupil at The Academy’. 4.4 Mrs Arabella MacIntyre’s term of office as a Parent Governor would come to an end on 01 February 2019, therefore the Chair suggested that she was appointed Foundation Governor for a further term of 4 years. 4.5 The Chair would ask the LDBS and the Bishop of Kensington to approve this appointment. 4.6 A Parent Governor election would then be required. 4.7 All agreed.	Request approval from LDBS and Bishop of Kensington for new Foundation Governor appointment	Chair	By end Dec 2018
<b>5. Membership of Committees &amp; Link Governors</b> 5.1 The Membership of Committees 2018-2019 document had been sent with the agenda. 5.2 Mr Paul Fox, Link Governor for LMX, wished for this link to continue. 5.3 Mrs Nicky Thomson had kindly volunteered to take over as Link Governor for LMX. 5.4 The Chair agreed it would be beneficial for the link to continue, particularly as this link was being explored by the Strategy Group with regards to fundraising. 5.5 This would be reported on in more detail under the Finance section.	Update Membership of Committees document	Clerk	Nov 18

Signed.....  
Chair of committee

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Agenda Item	Action	By whom	By when
<p><b>6. Scheme of Delegation – Committee and Panel Titles</b></p> <p>6.1 This item would be discussed under the Staffing &amp; General Purposes Committee.</p>			
<p><b>7. Minutes of the Meeting held on 03 October 2018</b></p> <p>7.1 The draft minutes of the meeting held on 03 October 2018 had been sent with the agenda and were agreed to be an accurate record apart from one typo at item 15.12 ('help' should have read 'held'). One copy was amended by hand and signed by the Chair.</p>			
<p><b>8. Matters Arising Not Covered Elsewhere on the Agenda</b></p> <p>8.1 12.17 – Mr Paul Fox wished to propose a formal vote of thanks from the Governing Body to all staff for their hard work last year.</p> <p>8.2 12.18 – The Headteacher would report back to the Curriculum Committee at the meeting on 19 November 2018 with more specific measures of success for the School Development Plan.</p> <p>8.3 12.67 – The Headteacher would also report to the Curriculum Committee on further detail in the School Development Plan regarding the support in place for the Maths and Science Departments this year.</p> <p>8.4 In the meantime the Headteacher confirmed that meetings had already taken place to ensure progress was being made in A Level Maths. NJL had a clear plan in place and was working with the Head of Maths on this.</p>	<p>Pass on Governors' thanks to staff</p> <p>Report to Curriculum Committee on more specific measures of success for the SDP</p> <p>Report to Curriculum Committee on support in place for Maths and Science this year</p>	<p>EHS</p> <p>EHS</p> <p>EHS</p>	<p>asap</p> <p>19/11/18</p> <p>19/11/18</p>

Signed.....  
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Agenda Item	Action	By whom	By when
<p><b>9. Report by the Headteacher</b></p> <p>9.1 The Headteacher’s Report to the Governors November 2018 had been sent with the agenda.</p> <p>9.2 The cover featured a photograph of this year’s Harvest Collection for Glass Door Homeless Charity. Over 1000 items had been collected.</p> <p>9.3 The Headteacher felt it was important to offer support to this charity throughout the year therefore each Form Group had been asked to donate toiletries and raise money for the charity to purchase sleeping bags.</p> <p>9.4 The Headteacher took Governors through the ‘Achievement Data for 2018 Examinations’ section on page 2 of her report.</p> <p>9.5 The School’s provisional progress 8 score was 1.03 which put the School within the top 50 schools in the country for this performance measure. This compared with 0.5 last year.</p> <p>9.6 Governors noted that the score would probably go down in January once all the results had been published, however it would still be significantly up from last year.</p> <p>9.7 The progress 8 score for disadvantaged students was 0.41 which was also up from last year.</p> <p>9.8 There was still a gap between disadvantaged and non-disadvantaged students, however Governors should note that this gap was not as big as the national average.</p> <p>9.9 Governors wished to thank staff for this significant progress.</p> <p>9.10 Governors asked whether there were any schools without a differential between disadvantaged and non-disadvantaged students.</p> <p>9.11 Mrs Sarah Webber thought there would be very few, however in schools with a higher proportion of Pupil Premium students, for example more than 50%, the gap would be smaller.</p>			

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Agenda Item	Action	By whom	By when
9.12	Governors asked how these scores had compared with other local schools. The Headteacher confirmed that LMS had the highest score in Hammersmith & Fulham and had performed better than other similar schools.		
9.13	Governors asked whether progress 8 was a helpful measure. The Headteacher felt it was, however only as one of a number of measures; it was useful to know how the school had performed against other schools.		
9.14	On the DfE website it was possible to compare various measures.		
9.15	Governors were concerned that schools were teaching to a score rather than the whole child.		
9.16	The Headteacher felt that progress 8 indicated that the school was adding significant value.		
9.17	The Chair underlined the fact that the progress 8 score for disadvantaged pupils was very good compared to non-disadvantaged pupils in many schools.		
9.18	Governors learned that the value added data for A Level was not yet available.		
9.19	Governors noted the targets which had been set for this year and were listed on page 2 of the Headteacher's Report.		
<i>Mr William Hunter arrived at 6.25pm</i>			
9.20	Miss Charlotte Walton, Director of Sixth Form, reminded Governors that the main area of focus for A level teaching last year had been the A*-A percentage; the school had achieved 45% in this area.		
9.21	The main target for A-level this year was 98% A*-C with a focus on moving D grades up to C grades which would have a significant impact on university applications.		
9.22	The Headteacher then reminded Governors of the School Development Plan priorities for this year and the work carried out towards these.		
9.23	The first Research and Development Group meetings had taken place along with lesson observations round 1.		

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9.24 Ms Nicola Lupton planned to meet with HODs to discuss the lesson observations, in particular, to identify training needs and how these tied into performance management targets.			
9.25 Governors had been provided with a copy of the DSEF1 form at the last Full Governing Body meeting on 03 October 2018 and these had now been completed.			
9.26 The completed documents had been analysed by SLT and a good level of consistency had been evident, with a clear evaluation of results and impact of interventions.			
9.27 It was important to follow through on actions from the previous year.			
9.28 HODs were currently working on the DSEF2 form, focussing on the priorities for this year and success criteria.			
9.29 All Line Management meetings between Senior Leaders and HODs/HOYs would continue to have a shared agenda.			
9.30 The well-being of all members of the school community was a priority and Governors learned that the well-being programme for the Sixth Form was in its second round.			
9.31 Mrs Sarah Webber, who was running an embroidery class, showed Governors some examples of the students' work.			
9.32 Mr Paul Sloan had attended the Sixth Form Open Evening and had been impressed by Miss Rachael Palmer's Cooking for University course.			
9.33 Mrs Tania Weithers was teaching the second round of the Sign Language course and advised that a deaf person had visited school to speak to students.			
9.34 Mrs Weithers had signed an assembly before half term which had been based on having the courage to learn a new skill.			
9.35 The Headteacher felt that staff had enjoyed contributing to this programme.			
9.36 The Rose Fund continued to fund the outside providers for the programme, eg yoga and martial arts tuition.			
9.37 One of the Head Girls had organised an Afro-Caribbean food event for Black History			

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month which had been a great success.			
9.38 The Headteacher took Governors through support in place for the professional development of the staff team, as well as attendance data, all detailed on page 4 of the Headteacher's Report.			
9.39 Miss Charlotte Walton referred Governors to the data provided on page 5 of the Headteacher's report for Year 13 applications and advised that 28 UCAS applications were now in.			
9.40 Speakers were visiting the school in order to raise aspirations and discuss various pathways.			
9.41 The Headteacher advised that the Performance Management cycle for 2017-2018 had been completed and all targets had been set for the year ahead. All teaching staff had been given a target relating to Pupil Premium.			
9.42 Revd Penny Seabrook wished to point out that Into University was now operating out of St Andrew's Fulham Fields. IU supported young people from disadvantaged backgrounds in attaining university places.			
9.43 Miss Walton advised that the school was working with several organisations, but the school should look into other options.	Consider working with other organisations	CW	
9.44 Governors asked what progress had been made with regards to staff wellbeing. The Headteacher confirmed that she had discussed the agenda for the next Pastoral Working Party meeting and felt that staff were doing well in light of limited resources.			
9.45 Governors wondered whether an all year round focus on the Glass Door Homeless Charity would compete with the School's chosen charity for 2018-2019.			
9.46 The Headteacher did not believe this would be the case and that the school should be able to focus on both charities throughout the year.			
9.47 Governors were aware that nationally teachers were under pressure due to workload associated with data and wondered whether this was the case at LMS.			

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9.48 The Headteacher was not aware of how individual members of staff felt about data, but thought she would know if there was a major problem. Furthermore she tried to ensure that data exercises at LMS were as purposeful and worthwhile as possible.			
9.49 Governors suggested that data drops should provide a framework and development tool for teaching staff which should ultimately make the job of a teacher easier.			
9.50 Miss Charlotte Walton pointed out that data currently being collected would be used to inform the first Academic Review Day of the year.			
<b>10. Report by the Chairman</b>			
10.1 The Chair did not have anything to report, however invited Mr Paul Fox to report on his recent visit to the school.			
10.2 A copy of the visit report had been sent with the agenda.			
10.3 Mr Fox had come away with good impressions and had experienced a positive learning environment.			
10.4 He had observed 4 or 5 lessons and met with the Middle Order which he thought was a great innovation.			
10.5 He felt that younger students found it easier to relate to Middle Order rather than Sixth Formers and it also provided Year 11 students with a position of responsibility.			
10.6 Students had fed back to him that they understood that staff wanted them to do well and this was why interventions were put in place.			
10.7 Mr Fox was aware that extra-curricular activities were funded by parents.			
10.8 He believed that the school should promote the fact that the Centenary Garden project, which included a drainage system, was being funded by parents, a £180k project over 5 years.			

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<p><b>11. Communications</b></p> <p>11.1 Following a request by Mr Paul Fox, a hard copy of this year's Sixth Form brochure had been tabled.</p> <p>11.2 Miss Walton confirmed this was now available to download from the School's website.</p> <p>11.3 Governors felt that the brochure promoted the school's traditions well and that it was a very professional document.</p> <p>11.4 The Chair thanked Miss Walton for her work on this.</p> <p>11.5 The Clerk had been asked to table a hard copy of the PTA's invitation to Governors to the Christmas Fair which would take place on Saturday, 24 November 2018.</p>			
<p><b>12. Reports from other Committees and Working Parties</b></p> <p>12.1 <b>Staffing and General Purposes Committee</b> – the draft minutes from the meeting held on 15 October 2018 had been sent with the agenda.</p> <p>12.2 Mr William Hunter took Governors through the Amended 2018/19 Scheme of Delegation Draft 3 which had been sent with the agenda.</p> <p>12.3 A review of the committee and panel structure had been ongoing for over a year.</p> <p>12.4 New text was shown in italics and explanatory footnotes had been inserted.</p> <p>12.5 The first significant amendment appeared on page 7, the Terms of Reference of the Staffing and General Purposes Committee; this ensured that its powers were compatible with those of the Staff Discipline Committee and the Staff Committee.</p> <p>12.6 Paragraph 9 on page 8 of the draft dealt with model policies. Governors noted that some model policies were in use and the recommendation made should be an automatic provision so a renewed policy could come into effect immediately.</p> <p>12.7 Governors noted an amendment to the Admissions Committee Terms of Reference, paragraph 4 at the top of page 9, which brought the scheme into line with current</p>			

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<p>practice; the Admissions Panel met in order to discuss the more complex application cases.</p>			
<p>12.8 Annexe F on page 9, the Terms of Reference of the Staff Discipline Committee, had been amended in order to demarcate its responsibilities and those of the Staff Committee.</p>			
<p>12.9 Annexe H on pages 9 and 10 contained the most important amendments. An ad hoc committee had been created in order to deal with a redundancy case in May 2017. This Annexe put the ad hoc committee on a permanent basis and also served to delete the word 'dismissal' from the title of the Staff Dismissal Panel, so as to avoid giving any impression of pre-judging a case.</p>			
<p>12.10 Governors noted that restructuring of the school's staffing did not occur very often, however might be important in the future therefore paragraph 2 on page 10 covered this.</p>			
<p>12.11 Mr Hunter drew Governors' attention to paragraph 8 on page 10; this was a technical detail, however it was necessary to have this demarcation.</p>			
<p>12.12 Annexe I on page 10 dealt with the Staff Appeal Committee (formerly the Staff Dismissal Appeal Committee).</p>			
<p>12.13 Annexe J was mainly procedural, consisting of a series of provisions which supplemented the terms of reference of the Staff Committee and Staff Appeal Committee.</p>			
<p>12.14 Annexe L dealt with the powers of the Governing Body which were delegated to the Headteacher and paragraph 7 at the bottom of page 12 had been updated to reflect current DfE guidance; the Headteacher was in agreement with these changes.</p>			
<p>12.15 Annexe M was an additional resolution which had been passed some time ago and this was an appropriate time to include this in the Scheme. This concerned the creation of the position of Deputy Vice Chairman.</p>			
<p>12.16 Governors asked whether it would be possible to amend the word 'Chairman', however</p>			

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<p>the Chair advised it would be necessary to involve lawyers as it would require a change in the Articles of Association.</p>			
<p>12.17 The Chair was in agreement with the sentiment, however advised that the Scheme of Delegation must reflect the Articles of Association.</p>			
<p>12.18 Governors asked whether there was any specific wording in the document which stated what powers were reserved to the Governing Body.</p>			
<p>12.19 Mr William Hunter referred Governors to the Articles of Association and also paragraphs 8 (2) and 19 of the Scheme of Delegation which clarified that ‘the Governing Body may at any time call for any matter which is still under discussion to be referred to it for decision’.</p>			
<p>12.20 The Clerk agreed to amend Head Teacher to ‘Headteacher’ throughout the document for consistency.</p>			
<p>12.21 Mr William Hunter explained that paragraphs 4, 6 and 7 had been retained from a resolution passed on 16 March 2015. Some parts of that resolution were now redundant or already dealt with in another section.</p>			
<p>12.22 Mr Hunter believed that paragraph 4 was a failsafe and useful to have.</p>			
<p>12.23 Each paragraph should be read in the context of the entire Scheme. The principle purpose of Annexe H was to deal with re-structuring and redundancies.</p>			
<p>12.24 The Chair pointed out this might include financial agreements.</p>			
<p>12.25 Governors asked whether the Staff Committee should have the power to make decisions without reference to the Finance &amp; Resources Committee.</p>			
<p>12.26 The Chair stressed the importance of confidentiality in such cases, however agreed this should be given some thought.</p>			
<p>12.27 Mr William Hunter suggested that Governors approved the new draft Scheme of Delegation at this meeting and that he would draft some appropriate wording for the next meeting which could be similar to paragraph 2 of Annexe C.</p>	Provide appropriate wording	WQH	asap

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Agenda Item	Action	By whom	By when
12.28	Governors approved the draft Scheme of Delegation.		
12.29	<b>Behaviour Policy</b> – The draft Behaviour Policy had been sent with the agenda. The Headteacher advised that Miss Harriet James, Assistant Headteacher (Behaviour for Learning and Inclusion) wished to insert a new section into the current policy, Pupil Attendance on pages 2 and 3.	Update document and publish	Clerk asap
12.30	Governors approved this amendment subject to the correction of a couple of typos on page 3.		
12.31	The draft minutes of the Staffing & General Purposes Committee meeting on 15 October 2018 had been sent with the agenda.	Update and publish document	Clerk asap
12.32	<b>The Strategy Group</b> – Mr Justin Bairamian provided a verbal update on the work of the Strategy Group.		
12.33	The Group was driven by finance but not exclusively. Sessions were led by an outside consultant on a pro-bono basis.		
12.34	Sub-groups had been set up to focus on specific areas, namely fundraising, the operating model and the Sixth Form.		
12.35	Governors would receive a full report from the Strategy Group once it was ready to make recommendations.		
12.36	Ideas under discussion so far included the hiring of a professional fundraiser, on a part-time basis for a fixed term and possibly shared with another school;		
12.37	Maximise use of the school building; a lot of change would be required to take this to the next level.		
12.38	Give fund-raising more of a focus, eg the relationship with LMX and the Rose Fund.		
12.39	Governors discussed the pros and cons of investing money in a professional fundraiser. Mr Bairamian felt that this was an area which had become much more professional and was worth exploring, however was not without risks.		
12.40	Mr Bairamian agreed to bring this back to the Full Governing Body.		

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<p>12.41 The Chair reported that the sub-group looking at the operating model did not believe there was any benefit in joining a MAT, therefore it would now explore informal links with primary schools and higher education. HE links could help with marketing the Sixth Form.</p> <p>12.42 The Headteacher and Miss Charlotte Walton would arrange a visit to Lady Margaret Hall, Oxford, where one of last year's Head Girls had gone.</p> <p>12.43 Links with London businesses would also be explored.</p> <p>12.44 Sharing courses with other schools had proved difficult due to timetabling restrictions.</p> <p>12.45 Mr Bairamian stated that if the school managed to retain the same proportion of girls as this year, along with outside students, it would not be too far off solving its financial difficulties.</p> <p>12.46 Governors discussed the possibility of a commercial partnership; the parent body might be a good starting point.</p>	Report to FGB on fundraising	Vice Chair	12.12.18
<p><b>13. Governor Training &amp; Development</b></p> <p>13.1 Ms Jane Reed had attended an LDBS SEND seminar in September.</p> <p>13.2 She felt the school managed its requirements very well, however the Governing Body might benefit from more reporting in this area.</p>			
<p><b>14. Date of Next Meeting</b></p> <p>14.1 The meeting calendar for the next academic year had been sent with the agenda. Governors noted the date of the next meeting and AGM: Wednesday, 12 December 2018 at 6.00pm.</p>			
<p><b>15. Any Other Business</b></p> <p>15.1 The Chair reported that the dark material from the roof of the Reception had been</p>			

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15.2	The Chair would liaise with the architects in order to arrange a visit at a suitable time of day when the issue was apparent.		
15.3	The LDBS was on board with writing to the DfE.		
15.4	The Headteacher confirmed that Mr Inigo Woolf was compiling a letter on behalf of LDBS schools regarding funding and she had sent her contribution to the LDBS.		
15.5	This matter had also been raised with the new Bishop of London.		
15.6	Finally the Chair wished to thank outgoing Governor, Mr Paul Fox, for the enormous amount of work he had done in so many areas including LMX and the PTA.		
15.7	Mr Fox had been a very pro-active Governor and he was very grateful for his input.		
15.8	Mr Fox thanked Governors stating that it had been a privilege to be part of such an active Governing Body.		

*The meeting closed at 7.35pm*

Signed.....  
Chair of committee

Date.....