



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 3<sup>rd</sup> July 2019, 6.00pm

|          |                         |                                     |                |   |
|----------|-------------------------|-------------------------------------|----------------|---|
| Present: | Mr Philip Bladen, Chair | Mr Paul Sloan                       | In attendance: | Mrs Wendy Gainham, Clerk to Governors<br>Ms Nicola Lupton, Deputy Headteacher<br>Mrs Sarah Webber, Deputy Headteacher |
|          | Mrs Eleanor Allen       | Ms Elisabeth Stevenson, Headteacher |                |   |
|          | Mrs James Ewins         | Miss Charlotte Walton               |                |   |
|          | Mr William Hunter       | Mrs Tania Weithers                  |                |   |
|          | Mrs Sarah Peart         | Mr Richard Wormell                  |                |   |
|          | Ms Jane Reed            |                                     |                |   |

The meeting opened at 6.00pm with a prayer from Ms Elisabeth Stevenson

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| <p><b>1. Apologies for absence</b></p> <p>1.1 Apologies had been received from Mr Justin Bairamian, Mrs Lorraine Bewes, Mrs Arabella MacIntyre, Mr Nigel Parker, Miss Vithya Premkumar, Revd Penny Seabrook, Mr Philip Thomas and Mrs Nicky Thomson; permission for absence was granted.</p>   |        |         |         |
| <p><b>2. Welcome and Introductions</b></p> <p>2.1 The Chair welcomed all those present and in attendance, including new Parent Governor, Mr James Ewins.</p>   |        |         |         |
| <p><b>3. Draft Minutes of the Meeting held on 13<sup>th</sup> March 2019</b></p> <p>3.1 The draft minutes of the meeting held on 13th March 2019 had been sent with the agenda and were agreed to be an accurate record. One copy was signed by the Chair.</p> <p><i>Mr William Hunter arrived at 6.10pm</i></p>   |        |         |         |
| <p><b>4. Membership of the Governing Body and elections for Chair, Vice Chair and Deputy Vice Chair</b></p> <p>4.1 The current List of Governors document had been sent with the agenda.</p> <p>4.2 The Chair explained that following the academy conversion 7 years ago, several existing Governors had been appointed as Governors of the new academy with effect from 1<sup>st</sup></p> |        |         |         |

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| <p>September 2012. Some of these Governors had been re-appointed from 1<sup>st</sup> September 2016. This meant that several Governors' terms of office would end on 31<sup>st</sup> August 2020. The Chair's own term of office would expire slightly earlier, on 24<sup>th</sup> July 2020. This was due to the fact that three governors had to be appointed at the time of the academy conversion.</p>                       |   |                    |                |
| <p>4.3 The Chair would like to continue as Chair for another year, ie until his current term of office came to an end, however he felt that after 8 years in post, a change might benefit the organisation.</p>  |   |                    |                |
| <p>4.4 The Chair was therefore in discussion with Governors regarding their future plans in order to mitigate against the fact that the Chair would step down in a year's time and a number of Governors' terms of office, including that of Mr Justin Bairamian, Vice Chair, would end on 31<sup>st</sup> August 2020.</p>  |   |                    |                |
| <p>4.5 It was important to ensure that after 24<sup>th</sup> July 2020 and until the first meeting of the Full Governing Body of the academic year 2020/21, either a Chair or Acting Chair was in place.</p>   |   |                    |                |
| <p>4.6 The Chair and Clerk would put together a plan of action to ensure this was the case.</p>  | <p>Put together a succession plan for Full GB</p>   | <p>Chair/Clerk</p> | <p>Ongoing</p> |
| <p>4.7 For the remainder of the current academic year and the beginning of the new academic year, the Governing Body would proceed as usual, ie the terms of office of the current Chair, Vice Chair and Deputy Vice Chair would continue until the first meeting of the Full Governing Body of the new academic year. The Clerk would ask for nominations to be received for these positions by the end of the summer term.</p> | <p>Request nominations for the positions of Chair, Vice Chair and Deputy Vice Chair for the academic year 2019/2020</p> | <p>Clerk</p>       | <p>asap</p>    |
| <p>4.8 The Chair noted that there were a couple of Governors whose terms would end before 31<sup>st</sup> August 2020 and the Chair would have individual conversations with those concerned regarding their intentions.</p>   |   |                    |                |
| <p>4.9 In summary the Chair was keen to avoid a situation where several members of the Governing Body left at the same time and to ensure that by the time he stepped down a succession plan was in place.</p>   |   |                    |                |
| <p>4.10 He also wished to see a few things through before this point, including cementing the</p>  |   |                    |                |

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| <p>school's financial position; this would be covered under item 11.</p> <p>4.11 Governors noted that there was a second vacancy for a Parent Governor following the departure of Dr Deirdre Osborne whose term of office ended on 1<sup>st</sup> June 2019.</p> <p>4.12 Her last meeting had been the Curriculum Committee meeting on 7<sup>th</sup> May 2019, when the Chair had thanked her for all she had done during her four year term as a Parent Governor. He was grateful for her perspective and her ability to challenge. The Chair wished to pass on thanks from the Full Governing Body and it was agreed that he would send a note of thanks to Dr Osborne.</p> <p>4.13 The Clerk would organise a further Parent Governor election a couple of weeks into the Autumn Term in order to give new Year 7 parents the opportunity to put themselves forward.</p> | <p>Send note of thanks to Dr Deirdre Osborne.</p> <p>Organise Parent Governor election</p>          | <p>Chair</p> <p>Clerk</p> | <p>asap</p> <p>Autumn Term 2019</p> |
| <p><b>5. Register of Governors' Interests</b></p> <p>5.1 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.</p> <p>5.2 Mr James Ewins declared that he was a Governor at another school.</p> <p>5.3 The Chair wished to raise a point about the Related Parties declaration form which Governors were required to complete annually and which only covered pecuniary interests.</p> <p>5.4 It was agreed that this matter would be brought forward to the next meeting of the Staffing &amp; General Purposes Committee for consideration so that the form could be adapted to cover all eventualities.</p>   | <p>Include item re Related Parties declaration form on the agenda for the next S&amp;GP meeting</p> | <p>Clerk</p>              | <p>14/10/19</p>                     |
| <p><b>6. Membership of Committees &amp; Link Governors</b></p> <p>6.1 The Membership of Committees 2018-2019 document had been sent with the agenda.</p> <p>6.2 The Chair asked Governors to consider their committee membership and contact him</p>   |   |                           |                                     |

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| <p><b>8. Report by the Headteacher</b></p> <p>8.1 The Headteacher’s Report to the Governors Summer 2019 had been sent with the agenda.</p> <p>8.2 As the school approached the end of another year, the Headteacher was again very proud of how much the school had achieved and the hard work of the staff and students this academic year.</p> <p>8.3 This year the focus had been on embedding and developing initiatives which had been introduced between 2016 and 2018.</p> <p>8.4 The year had commenced with a 101 Dalmatian-themed 101<sup>st</sup> birthday and ended with the very successful Little Women production.</p> <p>8.5 The Headteacher highlighted the work of the R&amp;D groups and the impact this had had on teaching and learning across the school.</p> <p>8.6 The Headteacher was proud of the support the school had put in place for its disadvantaged students, as well as the Middle Leadership Team, which was growing in confidence and experience and supporting the development of others.</p> <p>8.7 The Headteacher was also very pleased with the work which had been done on the Sixth Form and this had been reflected in the attendance figures at the recent Sixth Form Induction Day.</p> <p>8.8 The Headteacher outlined the work currently being carried out in the Library.</p> <p>8.9 Finally, she was very pleased with the work which had been done to improve the school’s financial position.</p> <p>8.10 Last week had been very busy in terms of school events, including Year 7 and Sixth Form Induction Days, the Year 13 Eucharist and Tea, Sports Day and the school production, Little Women. This week was Activities Week.</p> <p>8.11 Referring Governors to page 2 of her report, the Headteacher had provided a summary</p> |        |         |         |

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| <p>of the work carried out so far by the new Senior Order.</p>  |        |         |         |
| <p>8.12 Student leadership continued to be of great importance and the Middle Order, which was set up last year, would continue next year; the new Middle Order for 2019 – 2020 would be appointed from Year 10 by the end of this term. This continued to build student leadership opportunities lower down the school.</p>  |        |         |         |
| <p>8.13 The school had recently completed the public exam season and the Exams Officer had done an excellent job managing a range of needs. The exam inspection had gone very well.</p>   |        |         |         |
| <p>8.14 Mrs Sarah Webber, Deputy Headteacher (Pupil Progress) took Governors through the Year 11 Predicted Outcomes section on page three of the report.</p>  |        |         |         |
| <p>8.15 The school was on a continued upward trajectory for Year 11 attainment and for exceeding targets for grades 5+ in English and Maths as well as for grades 4+ in English and Maths.</p>  |        |         |         |
| <p>8.16 The school was slightly below target on the very ambitious ALPS target of a grade 2, however, based on current statistics and last year’s analysis, the school was still within the top 25% of schools for progress.</p>  |        |         |         |
| <p>8.17 A gap still existed between disadvantaged and non-disadvantaged students, however this was smaller than the national figure and showed that what was currently in place was still working for the new cohort of students coming through, however this had been identified by the school as an issue over the last two years.</p>  |        |         |         |
| <p>8.18 Although the gap was closing, the school needed to take this into account as it continued to evaluate the School Development Plan and its priorities in terms of teaching and learning, assessment and student provision.</p>   |        |         |         |
| <p>8.19 Governors asked what the percentage of Pupil Premium students was. Mrs Webber advised that this varied by Year Group, eg in Year 11 there were 117 students on roll, 18 of whom were disadvantaged. Of these, 17 students were in the PP category and one was LAC. There was also a slightly wider group which included students who had previously been in receipt of free school meals but not in the last 6 years. If these were</p> |        |         |         |

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| <p>included it would bring the number up to 26 students.</p>  |        |         |         |
| <p>8.20 Governors noted that there were fewer disadvantaged students in Year 10.</p>  |        |         |         |
| <p>8.21 Governors asked Mrs Webber to explain the ALPS measurement. This was traditionally a measure for KS5, but had now also been introduced as a measure for KS4. It looked at progress that students made between entering and leaving school. Originally it took into account A Level and GCSE achievements, but it now also looked at progress from the end of primary school to Year 11 GCSE. In summary, it measured how much value the school had added above or below the expected value, based on a student's attainment level on entry.</p> |        |         |         |
| <p>8.22 Governors asked how well this process worked given how primary school testing had changed. Mrs Webber believed this was now working better due to standardised procedures and was the reason why ALPS had moved into this field.</p>  |        |         |         |
| <p>8.23 Governors wondered how accurate primary school data was. Mrs Webber advised that this was now centralised and included some external tests. Primary schools were inspected and told when the tests had to take place therefore she believed this was more reliable than a teacher assessed system.</p>  |        |         |         |
| <p>8.24 Governors noted that the school did not attract any catch up funding for students who were below national expectations.</p>   |        |         |         |
| <p>8.25 Mrs Lupton added that at primary school there was now more emphasis on moderation systems, therefore data should be more accurate than in the past.</p>   |        |         |         |
| <p>8.26 The Chair wondered whether it was easier for a school to manage a larger group of Pupil Premium students than a relatively smaller group as at Lady Margaret School. The Headteacher believed this was a different challenge, but not necessarily easier.</p>   |        |         |         |
| <p>8.27 Mrs Webber drew Governors' attention to the increase in the number of students experiencing anxiety and mental health issues in the run up to the public exam season. This had affected some members of the disadvantaged cohort, but also across the board and particularly the medical needs only students who came under the SEND</p>  |        |         |         |

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| umbrella but did not have a specific learning difficulty or need.   |        |         |         |
| 8.28 Moving onto SEND, Mrs Webber advised that access arrangements for A-Level and GCSE exams had gone well. Access arrangements had also been put in place lower down the school this year; arrangements for Year 10 had already been identified, thus enabling students in this Year Group to have more practice using those arrangements.  |        |         |         |
| 8.29 This year additional socialisation activities had taken place in the SEND area at lunchtime, such as a gardening club, lego club and touch typing.   |        |         |         |
| 8.30 Some EHC students had had long term absences which had meant that although the school had been unable to deliver their provision, it has been able to use this provision for the wider SEND group and emerging group of students, particularly those students in Years 7 - 9 who had complex needs which had not been identified in primary school. The school suspected this would be a trend in the future as fewer students had an EHCP than previously had statements. |        |         |         |
| 8.31 A free LBHF RSE workshop for Year 9 and 10 SEND students had been well-received; Mrs Webber emphasised that it was very important to support the more vulnerable students in this area.  |        |         |         |
| 8.32 The school wished to develop the Homework Club next year.  |        |         |         |
| 8.33 Governors noted the high number of medical only students this year which was 29 in total.  |        |         |         |
| 8.34 Various trips and interventions had taken place for Pupil Premium students and this would be continued next year.  |        |         |         |
| 8.35 The WE club, an international citizenship club, has been relaunched with a focus on social action and wellbeing.   |        |         |         |
| 8.36 To complement the socialisation activities a 'calm club', with a focus on relaxation and meditation, had been set up.  |        |         |         |
| 8.37 Overall PP attendance was down this year therefore it was important to ensure that   |        |         |         |

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| attendance in this area was being tracked.  |        |         |         |
| 8.38 Mrs Webber reported that PP students and SEN students were equipped for the reformed curriculum.   |        |         |         |
| 8.39 Ms Lupton took governors through the Teaching and Learning section of the Headteacher's Report.  |        |         |         |
| 8.40 The R&D groups had recently presented and organised market place activities which had been well-received by staff.   |        |         |         |
| 8.41 Round 3 lesson observations had gone well; staff had been required to offer 20 minute slots with a focus on the R&D group work; staff were invited to sign up to observe these slots and provide instant feedback on post cards.                                 |        |         |         |
| 8.42 A Teaching and Learning Toolkit had been compiled and published from the output of the R&D Groups. The Toolkit would form part of the key recommendations and practical strategies for the next academic year and would be used for the new staff induction day. |        |         |         |
| 8.43 The CPD library had been revamped to include research articles that the R&D Groups had used.   |        |         |         |
| 8.44 Governors asked how the school would ensure that staff made good use of the Toolkit.   |        |         |         |
| 8.45 Ms Lupton advised that a slot to discuss the Toolkit had been built into the most recent CPD day and this would also occur next year, thus ensuring that the Toolkit formed an integral part of CPD and ultimately was used in practice.                         |        |         |         |
| 8.46 The 2 i/c Mathematics had produced whole school guidance on numeracy as well as supporting the implementation of the numeracy marking code. These areas had been presented at the recent CPD day.  |        |         |         |
| 8.47 Students had also been consulted on the numeracy marking code and had given positive feedback; they were keen for teachers to use the code consistently so this would be a focus for next year.  |        |         |         |

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| 8.48 Ms Lupton wished to revisit Literacy across the curriculum; the Acting Head of English had carried out a cross curricular learning walk and had observed much good practice.   |        |         |         |
| 8.49 Key areas to work on were holding students to account for correcting mistakes and proof-reading.   |        |         |         |
| 8.50 As part of its work on Literacy, next year the school would look at reading and vocabulary building. This focus followed observations as well as the new OFSTED framework.   |        |         |         |
| 8.51 Governors asked how the school planned to reintroduce students to spelling at this stage. Ms Lupton advised that this would tie in with the marking code. This area had been reviewed last year and the Literacy and Numeracy marking codes had been amalgamated. A revised code would be launched in September.   |        |         |         |
| 8.52 In addition there was a set of recommendations on how both teachers and students should use the marking code. Two key areas covered proof reading and editing for students. Another strand covered how words and definitions were taught in lessons. It was also necessary to support dyslexic students who had particular issues with spelling therefore a multi-pronged approach was required. |        |         |         |
| 8.53 In some English lessons students might receive specific teaching of spelling, however this had not yet been a focus across the board.  |        |         |         |
| 8.54 Governors learned that the recent CPD day had included a session on the Sixth Form wellbeing programme; this had given staff the opportunity to sample some of the well-being sessions which were being run by staff.  |        |         |         |
| 8.55 For example, Staff Governor, Mrs Weithers, taught sign language as part of this programme; this had been an opportunity to not only showcase what students had learned but also to reflect on how on how lessons were taught and how teachers modelled what they wanted students to understand in terms of assessment.   |        |         |         |
| 8.56 A Teaching & Learning protocol had been produced following input from a working party and staff. This would accompany the existing Assessment Policy, and cover how the school approached various aspects of its practice with a focus on enabling students  |        |         |         |

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| to become life-long learners, as well as teachers.  |  |         |          |
| 8.57 This document would be presented to the Curriculum Committee in the Autumn Term.   |  |         |          |
| 8.58 Miss Walton took Governors through her Sixth Form update on pages 7-11 of the Headteacher's Report.  |  |         |          |
| 8.59 Last week the Year 12 induction day had taken place.   | Add Teaching & Learning Protocol to agenda for next Curriculum Committee meeting | Clerk   | 18.11.19 |
| 8.60 The data at the top of page 8 summarised applicant numbers at this stage. Miss Walton was pleased with numbers in terms of applications and actual attendance on induction day. A mailshot with the key messages had gone out to those students who had been unable to attend. |  |         |          |
| 8.61 Miss Walton hoped to boost numbers in Year 12 significantly.   |  |         |          |
| 8.62 Miss Walton went on to provide an update on the current Year 12 university applications and other developments/initiatives.  |  |         |          |
| 8.63 The school was on track to meet its ALPS 2 target (outstanding).   |  |         |          |
| 8.64 On page 9 of the Headteacher's report Governors noted that there had been 3 assessment points during the current academic year and students were on track to make expected progress.   |  |         |          |
| 8.65 It was important to note that where a subject cohort size was low, a single student could shift outcomes quite significantly.  |  |         |          |
| 8.66 A list of universities students were hoping to study at was provided on page 10 of the report.   |  |         |          |
| 8.67 Governors asked how the proportion of LMS students with anxiety and depression compared with that at other schools in the borough and nationally?  |  |         |          |
| 8.68 Miss Walton advised that it was difficult to make comparisons, however through her discussions with other Heads of Sixth Form it was clear that this is very common.   |  |         |          |
| 8.69 Miss Walton advised that there had been a big focus on mental health this year and   |  |         |          |

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| <p>she hoped that this had helped to remove the stigma attached to mental health.</p>  |        |         |         |
| <p>8.70 Governors asked whether the school was investigating the causes? Miss Walton advised that a lot of information was shared within school and both she and the Head of Year 12 worked closely with outside agencies and parents.</p>   |        |         |         |
| <p>8.71 Miss Walton added that a lot of anxiety stemmed from workload and therefore much of the support provided at school involved time management.</p>   |        |         |         |
| <p>8.72 Governors asked whether anxiety was addressed in the lower years? This was the case.</p>   |        |         |         |
| <p>8.73 The Assistant Headteacher (Curriculum Development) had provided a timetable overview as well as an overview on the Mental and Physical Wellbeing programme and Middle Leaders CPD.</p>   |        |         |         |
| <p>8.74 The Headteacher then presented an overview of the School Development Plan for the next academic year. So far, due to the number of changes being implemented, the SDPs had covered one year only, however she felt the school was now in a position to plan for the longer term therefore the next SDP would set out a three year cycle.</p> |        |         |         |
| <p>8.75 The core aims would remain the same, rooted in the school's understanding of its motto, taken from Psalm 16, 'I have a goodly heritage'.</p>   |        |         |         |
| <p>8.76 The new SDP would need to take into account the new Ofsted framework published in April 2019 and also the new SIAMS schedule published in 2018 and would be ready for the start of the Autumn Term..</p>   |        |         |         |
| <p>8.77 The Headteacher concluded by stating that the school was helping its students to flourish and dedicating time and effort to the very best teaching and learning. The school was fortunate to have such a creative and hard-working staff team.</p>   |        |         |         |
| <p>8.78 The Headteacher wished to thank the Governing Body for its support this year.</p>  |        |         |         |
| <p>8.79 The school looked forward to a visit from Bishop Sarah on its 102<sup>nd</sup> birthday. There would also be a service at All Saints Fulham.</p>   |        |         |         |
| <p>8.80 As suggested by a former Governor, the Chair stated that the Headteacher might wish</p>  |        |         |         |

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| <p>to consider asking Sarah Bishop to bless the garden.</p> <p>8.81 Referring to the Timetable Overview on page 11 of the Headteacher’s Report, Governors asked the Headteacher to explain what was meant by ‘lack of specialist classrooms for Science’.</p> <p>8.82 Some Science lessons had to take place in normal classrooms due to a lack of specialist classrooms for Science. It was not possible for the school to build any more labs at the current time.</p> <p>8.83 The Chair noted that the need to upgrade laboratories had been discussed by the Link Governor for Science in her report and wondered whether the school could explore available funding for this area.</p> <p>8.84 Ms Lupton advised that the Head of Science was currently looking into this.</p>  |        |         |         |
| <p><b>9. Report by the Chairman</b></p> <p>9.1 The Chair advised that the school had been contact by the ESFA 6 months ago following the submission of its 3 year forecast.</p> <p>9.2 The school had advised the ESFA that a Working Party had been set up to review the school’s financial situation and the 3 year plan was then re-submitted.</p> <p>9.3 The school had subsequently been offered the services of an independent Financial Consultant paid for by the EFSA and had accepted this offer for September.</p> <p>9.4 The Chair had not yet heard back from the ESFA, but would follow up with them in the Autumn Term once the Sixth Form numbers for the new academic year had been confirmed.</p> <p>9.5 The Chair felt that this would be an opportunity to demonstrate to the ESFA that the school had done everything it could to improve its financial situation.</p> <p>9.6 Mr Ewins, who was also a Governor at another school, recommended taking up this offer from the ESFA as his other school had found this to be a useful exercise.</p> |        |         |         |

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| 9.7 The Chair hoped to receive advice before the AGM in December.   |  |         |         |
| 9.8 The Chair had attended the Year 7 induction and had spoken to parents about the role of the Governing Body.   |  |         |         |
| <b>10. Communications</b>   |  |         |         |
| 10.1 <b>Governorhub</b> - The Clerk requested feedback from Governors following the trial introduction of Governorhub software. Governors were reminded that it had been agreed at the last meeting to go live at the start of the new academic year. |  |         |         |
| 10.2 The Chair highlighted various useful features, for example the papers for each meeting were saved together and could be downloaded to be viewed offline and the Governorhub meeting calendar could be downloaded into individual diaries.        |  |         |         |
| 10.3 The Chair encouraged Governors to use Governorhub where possible and suggested that if anyone still wished to receive meeting documents via email they should advise the Clerk accordingly.  | Governors to contact Clerk if they still wish to receive meeting documents via email | All     | Ongoing |
| 10.4 The Clerk advised that users were able to contact Governorhub via email if they required technical support and agreed to send the contact email address to everyone.   | Send contact email address for Governorhub to all Governors                          | Clerk   | Asap    |
| 10.5 The Chair also offered to provide support in the Autumn Term to any Governors who required assistance in getting set up on Governorhub.  |  |         |         |
| 10.6 <b>Letter from ESFA</b> – a copy of a letter from the ESFA dated 15 <sup>th</sup> March 2019 regarding the financial returns requirements for 2019 had been sent with the agenda.  |  |         |         |
| 10.7 The Chair reminded Governors that he and the Chair of the Finance & Resources Committee now received cash flow figures from the Bursar on a monthly basis.   |  |         |         |
| 10.8 <b>Workload Reduction Toolkit</b> – it was agreed that a link to the DfE’s Workload Reduction Toolkit would be sent out to Governors together with the minutes of this meeting.  | Send out link to DfE’s Workload Reduction Toolkit with the minutes                   | Clerk   | Asap    |

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| <p><b>11. Reports from other Committees and Working Parties</b></p> <p>11.1 <b>Curriculum Committee</b> - the draft minutes from the meeting held on 7<sup>th</sup> May 2019 had been sent with the agenda.</p> <p>11.2 Mrs Sarah Peart, Chair of the Curriculum Committee, wished to highlight item 4.26 in the draft minutes; it had been suggested at the last meeting that the school considered what wellbeing meant to staff and pupils.</p> <p>11.3 Governors noted that as per item 6, updated performance figures had not been available at the time of the meeting, however this information had been provided at tonight's Full Governing Body meeting.</p> <p>11.4 The Curriculum Committee now received a regular update on collective worship which was very helpful.</p> <p>11.5 The Chair reminded Governors that as Governors of a Church of England School, they were responsible for collective worship and he agreed that it was useful that collective worship was now a standing item on the Curriculum Committee agenda.</p> <p>11.6 <b>Finance and Resources Committee</b> – the draft minutes from the meeting held on 25<sup>th</sup> June 2019 had been sent with the agenda, along with the 2019/2020 Draft Budget, the Three Year Forecast and a report from the Chair of the Finance Committee who was absent today.</p> <p>11.7 The Chair referred Governors to the report stating that the strategy for reducing the school's deficit and remaining within its reserves policy going forward would focus on increasing Sixth Form numbers as well as fundraising.</p> <p>11.8 The Finance Committee had met the new Head of Development, Miss Catherine King, at its meeting on 25<sup>th</sup> June 2019. Miss King was optimistic about the potential for fundraising, not least for the Rose Fund, which raised approximately £60k per annum, however only 40% of parents currently contributed.</p> <p>11.9 This would therefore be her initial focus. Miss King would then look at expanding the</p> |        |         |         |

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| <p>school's fundraising activities and reach out to outside organisations for contributions.</p>  |        |         |         |
| <p>11.10 Miss Charlotte Walton advised that Miss King had also done some work with her to encourage Year 13 students to consider contributing to the Rose Fund when they left school.</p>   |        |         |         |
| <p>11.11 Governors noted that there had been a small budget deficit this year, however the Three Year Forecast for this year showed that the school was moving in a positive way towards retaining the correct reserve level.</p>   |        |         |         |
| <p>11.12 The Chair wished to draw Governors' attention to the bottom line of page 3 of the Three Year Forecast which detailed the revised figures which had been submitted to the ESFA by the Bursar, following input from the Working Party. The forecast showed a reserve of £241k in three years' time which was still within the reserves policy.</p> |        |         |         |
| <p>11.13 However the line above indicated a more realistic (and more optimistic) forecast. The Chair explained that School Bursars had been encouraged to assume that not all pay rises would be unfunded and indeed the school had received some funding for this year and had been more or less promised funding for next year.</p>                     |        |         |         |
| <p>11.14 Bearing that in mind, the Finance &amp; Resources Committee felt that although next year's budget did show a slight deficit, this was much lower than anticipated, therefore the Finance Committee had recommended that the Governing Body approved the 2019/2020 Draft Budget.</p>  |        |         |         |
| <p>11.15 Governors asked the Chair whether he had confidence in this budget; he confirmed this was the case. Governors felt that the Working Party had done a remarkable job in turning things around.</p>  |        |         |         |
| <p>11.16 Governors approved the budget; the Chair confirmed that it would be kept under constant review and should the situation change, the budget would be reviewed by the Finance &amp; Resources Committee.</p>   |        |         |         |
| <p>11.17 <b>Staffing and General Purposes Committee</b> – the draft minutes from the meeting held on 17<sup>th</sup> June 2019 had been sent with the agenda, along with draft amendments to the</p>  |        |         |         |

Signed.....  
Chair of committee

Date.....

| Agenda Item   | Action   | By whom | By when  |
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| Scheme of Delegation.   |  |         |          |
| 11.18 Mr William Hunter, Chair of the Staffing and General Purposes Committee, referred Governors to the various policies which had been approved at the last committee meeting.  |  |         |          |
| 11.19 He drew Governors' attention to 4.51 on page 6 of the minutes; the Clerk had presented the draft Probationary Period Policy for New Support Staff which had given rise to various consequential issues regarding the committee structure.   |  |         |          |
| 11.20 After some discussion it had been agreed that in the first instance if an employee were to be dismissed during their probationary period this should be a decision for the Headteacher.   |  |         |          |
| 11.21 It was therefore necessary to amend the provisions in the Scheme of Delegation concerning the Staff Discipline Appeals Committee as detailed at 4.51 of the draft Staffing and General Purposes Committee minutes.  |  |         |          |
| 11.22 Governors were asked to consider this proposal and approve the suggested amendments; Governors approved the suggested amendments.   |  |         |          |
| 11.23 A further consequential amendment was required and Mr Hunter referred Governors to paragraph 4.55 on page 7 of the draft minutes. Again, the Scheme of Delegation dealt with the powers that the Governing Body delegated to the Headteacher; Mr Hunter asked the Full Governing Body to approve this amendment to the Scheme in order to add a power "to deal with discipline (including dismissal) and grievances involving probationary employees under the Probationary Period Policy for New Support Staff". |  |         |          |
| 11.24 Governors approved this amendment.  | Amend and bring forward Scheme of Delegation for review at the next S&GP meeting | Clerk   | 14.10.19 |
| 11.25 Finally, Mr Hunter explained that over the last few years a number of amendments to the Scheme had been made on a piecemeal basis, firstly to deal with a redundancy situation and secondly the amendments presented at this meeting.   |  |         |          |
| 11.26 Mr Hunter felt that this this had resulted in a somewhat ill-drafted scheme therefore   |  |         |          |

Signed.....  
Chair of committee

Date.....

| Agenda Item  | Action  | By whom      | By when     |
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| <p>suggested that the Staffing &amp; General Purposes Committee reviewed the Scheme as a whole at their next meeting in order to come up with a simpler, better drafted scheme.</p> <p>11.27 The Chair asked Mr Hunter whether Governors were also required to approve the wording set out at 4.59 of the draft minutes. Mr Hunter advised that this was not necessary as this wording formed part of a policy which had already been approved at the Staffing &amp; General Purposes Committee meeting and was therefore included for information only at tonight's meeting.</p>  |   |              |             |
| <p><b>12. School Travel Plan</b></p> <p>12.1 The School Travel Plan Champion, Miss Birrell, had provided a briefing note for Governors, the Lady Margaret School Travel Policy and an STP Small Grants Scheme information sheet which had all been sent with the agenda.</p> <p>12.2 The Headteacher explained that Miss Birrell had led the Youth Travel Ambassadors who had themselves led assemblies and campaigned throughout the year.</p> <p>12.3 She referred Governors to the briefing note and explained that the school had worked hard on its Travel Plan this year, and had made good progress to moving from bronze to gold accreditation. This achievement would put Lady Margaret School among the top 10% of London schools within this scheme.</p> <p>12.4 In order to support this, Governors were asked to approve the policy and noted that the school was entitled to a small grant of up to £1,500 for capital expenditure in support of the School Travel plan objectives.</p> <p>12.5 Governors approved the policy and wondered whether the grant could be used towards drainage work which had already been carried out in the garden.</p> <p>12.6 The Headteacher advised that the students involved had taken this project very seriously and worked very hard; the Head wished to commend them and Miss Birrell for her commitment to this scheme.</p> <p>12.7 The chair agreed that the Governing Body should also commend them.</p> | <p>Pass on thanks from the Headteacher and Governors to Miss Birrell and the students involved in the STP</p> | <p>Clerk</p> | <p>asap</p> |

| Agenda Item  | Action  | By whom     | By when      |
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| <p><b>13. Governor Training &amp; Development</b></p> <p>13.1 Following a discussion at the last Staffing &amp; General Purposes Committee meeting, detailed in items 3.5 and 3.6 of the confidential Staffing &amp; General Purposes Committee minutes of the meeting held on 17<sup>th</sup> June 2019, the Chair felt it would be useful if a few Governors received safer recruitment training.</p> <p>13.2 The Clerk therefore agreed to check when the next safer recruitment courses would take place and advise Governors accordingly.</p> <p>13.3 Mrs Nicola Lupton confirmed that all SLT members had completed safer recruitment training as it was a requirement that at least one member of every interview panel had completed this training.</p> <p>13.4 Governors noted that the training they had been invited to attend on 19<sup>th</sup> September 2019 was general safeguarding and Prevent training.</p> | <p>Check dates of safer recruitment courses and advise Governing Body</p> | <p>asap</p> | <p>Clerk</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: Wednesday, 2<sup>nd</sup> October at 6.00pm.</p> <p>14.2 Governors noted that the meeting calendar could be downloaded into their personal calendars from Governorhub.</p>   |   |             |              |
| <p><b>15. Any Other Business</b></p> <p>15.1 There was no other business.</p>  |   |             |              |

*The meeting closed at 7.45pm*

Signed.....  
Chair of committee

Date.....