



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 2nd October 2019,
6.00pm

Present:	Mr Philip Bladen, Chair Mrs Eleanor Allen Mr Justin Bairamian Mr James Ewins Mr William Hunter Mrs Arabella MacIntyre Mr Nigel Parker Miss Vithya Premkumar	Ms Jane Reed Revd Penny Seabrook Mr Paul Sloan Ms Elisabeth Stevenson, Headteacher Mr Philip Thomas Mrs Nicky Thomson Miss Charlotte Walton Mrs Tania Weithers	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Assistant Headteacher
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The meeting opened at 6.00pm with a prayer from Ms Elisabeth Stevenson

Agenda Item	Action	By whom	By when
<p>1. Apologies for absence</p> <p>1.1 Apologies had been received from Mrs Sarah Peart and Mr Richard Wormell; permission for absence was granted.</p>			
<p>2. Election of Chair of the Governing Body for 2019-2020</p> <p>2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 19th July 2019.</p> <p>2.2 The Clerk confirmed the meeting was quorate and that four 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 2020-21 academic year.</p>			
<p>3. Election of Vice Chair of the Governing Body for 2019-2020</p>			

Signed.....
Chair of committee

Date.....

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<p>3.1 The Clerk had requested nominations for the position of Vice Chair of the Governing Body by 19th July 2019.</p> <p>3.2 The Clerk confirmed that four 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 2020-21 academic year.</p>			
<p>4. Election of Deputy Vice Chair of the Governing Body for 2019-2020</p> <p>4.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 19th July 2019.</p> <p>4.2 The Clerk confirmed that four 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 2020-21 academic year.</p>			
<p>5. Welcome and Introductions</p> <p>5.1 The Chair welcomed all those present and in attendance.</p>			
<p>6. Membership of the Governing Body</p> <p>6.1 The current List of Governors had been sent with the agenda.</p> <p>6.2 The Chair wished to discuss the future membership of the Governing Body.</p> <p><i>Mr Nigel Parker arrived at 6.05pm</i></p> <p>6.3 The Chair's current 4 year term would end in July 2020 and he confirmed that he planned to step down at this point. Although he thoroughly enjoyed serving as Chair of Governors, he was of the view that it would be appropriate for him to resign</p>			

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<p>following 8 years in this position as he did not feel it was necessarily beneficial to an organisation to have the same chair for too long.</p> <p>6.4 He also believed that the school might leave itself open to criticism if its Chair of Governors were to stay on longer.</p> <p>6.5 He was therefore currently in discussion with Governors regarding his successor.</p> <p>6.6 In addition several Governors' terms of office would end on 31st August 2020; the Chair was also in discussion with those governors regarding their future plans.</p> <p>6.7 The Chair met with the Headteacher and Clerk before this meeting to discuss succession planning for the Governing Body. In addition, he had asked the Headteacher to advise whether there were any particular areas where she felt the school needed support.</p> <p>6.8 The Clerk confirmed that an election process for a new Parent Governor was under way.</p> <p>6.9 The Chair announced that Mrs Lorraine Bewes had resigned from the Governing Body with effect from 8th September 2019 which had resulted in a Foundation Governor vacancy.</p> <p>6.10 It was necessary to consider which skills the Governing Body required going forward; in particular, the Chair was keen to recruit someone with a financial background to replace Mrs Bewes.</p> <p>6.11 Governors were asked to contact the Chair or the Clerk if they wished to discuss any aspect of succession planning.</p>	<p>Contact Chair or Clerk to discuss succession planning</p>	<p>All</p>	<p>Ongoing</p>
<p>7. Register of Governors' Interests</p> <p>7.1 The Clerk tabled two Related Parties declaration forms, one pertaining to the year ending 31st August 2019 which was required for auditing purposes, and the other</p>			

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<p>pertaining to the year ending 31st August 2020. Governors were asked to declare any relevant interests.</p> <p>7.2 The Chair explained that the new template covered more than just financial interests, for example membership of other governing bodies.</p> <p>7.3 The Clerk also circulated the Governors' Register of Business and Pecuniary Interests document and requested that Governors declared any interests specific to the meeting.</p> <p>7.4 Mr James Ewins declared that he was a Governor at St Cecilia's School, Mrs Tania Weithers declared that she was a Governor at Immanuel and St Andrew School and Ms Elisabeth Stevenson declared that she was a Headteacher Representative on the London Diocesan Board for Schools.</p>			
<p>8. Governors' Code of Conduct</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 the latest NGA model policy and Governors noted the addition of Appendix 2, The Framework for Ethical Leadership in Education.</p> <p>8.3 Governors approved the new code and agreed to comply with this and the relevant school policies for this academic year.</p>	Publish updated Code	Clerk	asap
<p>9. Membership of Committees & Link Governors and Review of Scheme of Delegation</p> <p>9.1 The Membership of Committees 2019-2020 document had been sent with the agenda.</p> <p>9.2 The Chair reminded Governors to notify him or the Clerk if they wished to make any changes to their committee membership.</p> <p>9.3 The reports from the Link Governors for Science, PE, Mathematics and Numeracy, and English, which had originally been sent with the agenda for the 3rd July 2019 meeting,</p>	Contact Chair or Clerk with any requests to amend committee membership	All	Ongoing

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<p>had been re-sent with this meeting's agenda. This was due to the fact that several Link Governors had been absent from the July meeting and were therefore unable to answer questions.</p>			
<p>9.4 A report from the Link Governor for Sixth Form/Senior Order/School Council had also been sent with the agenda.</p>			
<p>9.5 Referring to the Sixth Form Link Governor report, Governors asked what Unifrog was. Staff Governor, Miss Charlotte Walton, advised that this was an online platform used to support students in planning their post 18 pathways and was very popular with students.</p>			
<p>9.6 The Chair wished to highlight a comment made by the Link Governor for Sixth Form in his report regarding the condition of the Science laboratories: In light of the school's objective to increase Sixth Form numbers these were, in the Link Governor's view, not fit for purpose.</p>			
<p>9.7 During his visit on 12th July 2019, the Link Governor for Sixth Form had shadowed some Sixth Form Science students and was concerned that the poor condition of some of the laboratories might put off prospective Year 12 students from applying to study Science at LMS.</p>			
<p>9.8 Governors suggested that the school might wish to investigate whether any grants were available to fund the refurbishment of the laboratories.</p>			
<p>9.9 Governors noted that during the Link Governor for Science's visit on 26th June 2019, the Head of Science had reported that at the time she had been informed that the school was not in a position to prioritise research into available funding for the upgrade of the laboratories.</p>			
<p>9.10 The Chair felt that given the school now had a Head of Development in place it might be the right time to give this priority.</p>			
<p>9.11 He suggested that as a starting point the school would need to establish the approximate costs of upgrading the laboratories before funding options were explored.</p>			

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9.12 The Chair of the Finance & Resources Committee pointed out that from his experience, fundraising was easier when there was a specific area/target in mind.			
9.13 The Chair was aware that tertiary institutions were struggling to attract students to study STEM subjects therefore he believed it was in their interest to support Sixth Forms in obtaining the right facilities to recruit their own STEM students.			
9.14 Staff Governor and Teacher of Science, Miss Vithya Premkumar, was of the view that the assessment of practical skills in Science was made difficult due to the lack of suitable equipment.			
9.15 The Headteacher reminded Governors that the school could not currently afford to upgrade the Science laboratories from its existing budget, but would investigate other ways of funding this.			
9.16 The Headteacher agreed to contact the LDBS in order to find out whether any of its secondary schools had recently upgraded their laboratories.	Contact LDBS to find out whether any of its secondary schools had recently upgraded their laboratories.	EHS	asap
9.17 Governors agreed that this was more a matter for the Finance & Resources Committee and asked whether there was any evidence to suggest that the current condition of the laboratories was having an adverse effect on the school's results and recruitment into Year 12.			
9.18 Miss Charlotte Walton was of the opinion that the school's entry requirements tended to impact on recruitment into the Science subjects more than the lack of facilities.			
9.19 The Headteacher acknowledged, however, that the condition of the laboratories did have a direct impact on those members of staff who worked in them.			
9.20 The Chair requested that this issue was noted and that the school or Finance & Resources Committee might consider investigating this matter further; the Governing Body was available to support the school in identifying alternative funding routes.	Consider investigating available funding for the upgrade of the Science labs	EHS / Finance & Resources Committee	03.12.19
10. Minutes of the Meeting held on 3rd July 2019			

Signed..... Date.....
Chair of committee

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<p>10.1 The draft minutes of the meeting held on 3rd July 2019 had been sent with the agenda and were agreed to be an accurate record subject to the following amendment:</p> <ul style="list-style-type: none"> • Date of minutes amended to 3rd July 2019 <p>10.2 One copy was amended by hand and signed by the Chair.</p>			
<p>11. Matters Arising Not Covered Elsewhere on the Agenda</p> <p>11.1 12 – The Headteacher announced that the school had been awarded gold accreditation for the School Travel Plan and congratulated Miss Alex Birrell and the School Travel Ambassadors on this achievement.</p> <p>11.2 Governors noted that the school received a small grant through this scheme and the Headteacher agreed to report on how this would be spent at the next meeting.</p>	Report how STP grant would be spent	EHS	03.12.19
<p>12. Report by the Headteacher</p> <p>12.1 The Headteacher’s Report to the Governors September 2019 had been sent with the agenda.</p> <p>12.2 Governors were referred to Appendices 4 and 5, the School Development Plan 2019 - 2022 and Self-Evaluation Form Autumn 2019, both of which had been drafted in light of the new SIAMS schedule and the new OFSTED framework.</p> <p>12.3 The Self-Evaluation Form was work in progress and the Headteacher had run a session for SLT at the start of term in order to work on this. The document would serve as an indication to OFSTED, were they to visit, of the areas where the school was performing well.</p> <p>12.4 Referring Governors to the School Development Plan (Appendix 4 of the Headteacher’s Report), the Headteacher advised that the same broad priorities for the previous year had been retained, however the context on the first page of the SDP had been extended.</p>			

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<p>12.5 Governors noted that the bullet points on the first and second pages of the SDP had been taken from the document Christian Values for Schools, thus demonstrating that the school's planning was rooted in its Christian ethos. This was also one of the demands of the new SIAMS schedule.</p>			
<p>12.6 Psalm 16, from which the School's motto 'I have a goodly heritage' was taken, was also mentioned in the context.</p>			
<p>12.7 The Headteacher explained that the school was now in a position to set a longer term agenda, as well as focussing on the current year, therefore for each of the core aims the SDP set out plans for the next three years.</p>			
<p>12.8 The first aim, 'excellent progress for all' remained. The Headteacher believed the school had achieved a great deal in terms of progress of students in disadvantaged groups.</p>			
<p>12.9 Going forward there would be more of a focus on curriculum in line with the new OFSTED framework.</p>			
<p><i>Revd Penny Seabrook arrived at 6.20pm</i></p>			
<p>12.10 The second aim, to support the wellbeing of staff and students remained an important area. The Headteacher reported that a lack of funding limited what the School was able to achieve in this area.</p>			
<p>12.11 This term the school had developed an effective chaplaincy team and was being well supported by colleagues at St Dionis and St Matthews.</p>			
<p>12.12 A new School Counsellor was in place and the wellbeing programme which had been run for the Sixth form last year was now being introduced to KS4.</p>			
<p>12.13 The third aim, 'to support the professional development of our staff team' would be covered by the Deputy Headteacher (Curriculum).</p>			

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12.14 The Bursar had contributed to the section on the fourth aim, 'to maintain the School's financial stability'. Much work had been carried out in this area, however it remained a challenge.			
12.15 The Chair felt this year's School Development Plan very clearly set out the school's objectives and how it would measure the outcomes.			
12.16 The Chair requested further information about the Teaching and Learning Protocol under the 'Key Strategies and people' section of Aim 3.			
12.17 The Deputy Headteacher (Curriculum) explained that the Teaching and Learning Protocol was not a policy but a set of agreements on how the School approached various aspects of Teaching and Learning. The document highlighted important areas such as sharing good practice, supporting one another and working on developmental targets.			
12.18 Referring to the 'Key Strategies and people' section of Aim 2, the Chair asked who made up the youth work team. The Headteacher advised these were Youth Workers from local churches.			
12.19 The Headteacher referred Governors to the section on Examination Results 2019, on page 2 of her report, and appendices 2 and 3.			
12.20 The school had been very pleased with its GCSE results this summer which had confirmed that the school was meeting the needs of the new qualifications. The main area for concern was Mathematics; although the department had performed well in moving students from grade 3 to 4, there were a number of students who had attained a grade 4 rather than a 5. This would be a focus going forward and the Deputy Headteacher (Curriculum) was supporting the Maths department in this area.			
12.21 The School had also contacted other schools within the Diocese which had achieved good 9-5 scores in Mathematics and planned to visit these schools to share good practice.			

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12.22 In summary, where areas of concern had been identified, support would be put in place.			
12.23 Governors noted that the English and Science department had achieved excellent results.			
12.24 Governors asked whether a grade 4 was still considered to be a pass; the Headteacher confirmed this was the case but it was not a strong pass and would impact on student choices post-16.			
<i>Mr Justin Bairamian arrived at 6.30pm</i>			
12.25 The Headteacher reported that the school had been disappointed with this year's A level results. However, the score of 64% A*-B (compared with 69% last year) still put the school in the same zone as previous years.			
12.26 The dip in results had occurred most significantly in Art, most notably no A*'s had been awarded. All papers had been remarked and some grades had changed, however this still did not reflect the abilities of last year's A Level cohort.			
12.27 The Assistant Headteacher/Director of Sixth Form had compared A level results data from various local schools.			
12.28 Governors should note that entry requirements across Sixth Forms varied and LMS was somewhere in the middle. This meant that schools with higher entry criteria did not accept lower achieving students into their Sixth Forms.			
12.29 Governors also noted that this summer had seen the lowest A* percentages for 12 years. A significant move in some grade boundaries had meant that some students had not performed as well against predicted grades.			
12.30 In response to this summer's A Level results the Assistant Headteacher/Director of Sixth Form and Deputy Headteacher (Curriculum) had devised a Teaching and Learning Plan for the Sixth Form (Appendix 6 of the Headteacher's Report).			

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<p>12.31 The Deputy Headteacher (Curriculum) reported that book looks carried out this term had already yielded some very clear areas to focus on, eg how students organised their folders for easy access and consistency across departments and information provided to students on specifications and assessments, as well as the quality of marking and feedback, particularly student responses to marking to ensure this was in line with the rest of school.</p>			
<p>12.32 For this term's round of lesson observations, a few areas of focus had been identified, eg decoding exam questions and whether flip learning had been implemented.</p>			
<p>12.33 The main purpose of this round would be to draw together good practice which could be disseminated.</p>			
<p>12.34 The Assistant Headteacher/Director of Sixth Form reported that she had delivered separate presentations for Years 12 and 13 as well as a workshop on independent learning.</p>			
<p>12.35 The Head of Year 12 had also delivered a workshop on wellbeing to ensure that parents were kept in the loop. Parent Governor, Mr Philip Thomas, had found this excellent.</p>			
<p>12.36 Governors asked whether students' participation in extra-curricular activities outside school was measured.</p>			
<p>12.37 The Assistant Headteacher/Director of Sixth Form advised that this was monitored on Unifrog and it was a useful way of checking whether bursary students were availing themselves to all available opportunities.</p>			
<p>12.38 The Deputy Headteacher (Curriculum) advised that the Second i/c English had run a session on study skills (essay writing and note taking) for Year 12 students on the first Goodly Heritage Day this term (rebranded Academic Review Day).</p>			
<p>12.39 Governors asked whether subject leaders were able to relate this information to their own subjects, to avoid this becoming just a bolt on.</p>			

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12.40 The Deputy Headteacher (Curriculum) was aware that this was discussed at length through Line Management and the Second i/c English was available in her capacity as Literacy Coordinator to work with departments and individuals.			
12.41 The Deputy Headteacher (Curriculum) reported that with regards to external CPD this year, the school would prioritise A level courses, particularly those run by exam boards. Staff would also be encouraged to facilitate visits to other schools.			
12.42 The Chair stated that whilst the school was working on all areas, it should be noted that the drop in A level results could almost entirely be accounted for by the Art results and this should therefore be the main area of focus.			
12.43 Governors felt that the school should not under-estimate the challenge of moving from AS to linear A Levels.			
12.44 The Assistant Headteacher/Director of Sixth Form would be encouraging staff to go through the exams report from the summer as well as emphasising to students the need to build synopticity by making links back to Year 12 work.			
12.45 The Deputy Headteacher (Curriculum) advised that one of this year's R&D groups would investigate memorisation strategies and ways to deal with 2 year courses. Another group would focus on how to achieve the highest grades, ie A's and A* at KS5.			
12.46 Governors asked whether an analysis of the 7s and 8s ALPS grades, eg Economics and History, had been carried out.			
12.47 The Deputy Headteacher (Curriculum) confirmed this was the case; exam questions were being analysed by subject leaders and this was being discussed in great detail with Line Managers.			
12.48 Miss Walton referred Governors to the Subject Overview table on page 6 of the Headteacher's Report. This was the most up to date data post re-marks whereas the Alps data in Appendix 1 was pre re-marks.			

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12.49 Governors noted the importance of forensically analysing exam papers and that many were available online.			
12.50 Referring Governors to Appendix 9, the school had been pleased with the university destinations.			
12.51 As detailed on pages 3 and 4 of the Headteacher's Report, the Assistant Headteacher/Director of Sixth Form explained that a lot of work had been carried out on recruitment into Year 12 which linked back to the work of the Finance Strategy Group last year.			
12.52 There were currently 82 students on roll in Year 12, up from 76 last year.			
12.53 126 students had attended the Sixth Form Induction Programme in the Summer Term which was up on the previous year's figure of 83.			
12.54 Governors noted, however that the conversion rate from attending the induction programme to enrolling into Year 12 was lower than last year.			
12.55 The School had drawn from a range of schools geographically and from both state and independent sector. Retention figures were up on previous years.			
12.56 The Sixth Form Open Evening would take place on 31 st October 2019 and staff would be asked to advertise this on local online forums in order to get the message out.			
12.57 Referring Governors to the Year 11 Destinations – Autumn 2019 table, the Assistant Headteacher/Director of Sixth Form advised that an analysis of post 16 destinations had shown that out of 117 students in Year 11 last year, 58 students had gone elsewhere, 24 of whom had met the school's entry requirements.			
12.58 Governors noted that most students who had gone on to other Sixth Forms had moved to mixed Sixth Forms.			
12.59 Year 12 had completed a questionnaire on Goodly Heritage Day and responses indicated that new students felt welcomed and were integrating well.			

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Agenda Item	Action	By whom	By when
12.60 The Chair reminded the Governing Body that the Sixth Form was the only stage of education without a clearing system, ie students were able to accept as many places as they liked which made it very difficult for schools to plan.			
12.61 The Chair asked whether it had been possible to carry out an analysis of where the 40 students who had attended the induction programme but had not taken up a place at LMS Sixth had gone.			
12.62 The Assistant Headteacher/Director of Sixth Form confirmed the school did try to follow this up however it was difficult to obtain this information for students who had never attended LMS.			
12.63 The Assistant Headteacher/Director of Sixth Form tabled a post card which would be handed out to approximately 2000 attendees at the Year 7 open sessions this week; this advertised the Sixth Form and explained the entry criteria for the Sixth Form.			
12.64 The Headteacher referred Governors to page 7 of her report, Numbers on roll.			
12.65 The Deputy Headteacher (Curriculum) took Governors through the section on CPD on Page 8 of the report.			
12.66 She reported that the school had run a whole staff training on safeguarding and Prevent this term and that a number of Governors had attended.			
12.67 Although the school ran this training every year for new staff, it was important to run a whole staff session every so often where everyone received the same training.			
12.68 The R&D groups would commence again next week; there were 7 groups in total covering areas such as student self-regulation and metacognition. This work would support students in evaluating their own learning.			
12.69 The MLT programme would run again this year with a focus on curriculum design to tie in with new OFSTED framework.			
12.70 The Chair asked the Deputy Headteacher (Curriculum) to provide a summary of the main changes to the OFSTED framework.			

Signed.....
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<p>12.71 The main focus was now on the curriculum with a move away from data. OFSTED had admitted there had been too much focus on data at the expense of curriculum.</p> <p>12.72 Governors were of the view that the school had already carried out a lot of work on this area. The Headteacher agreed and felt the school was in a strong position in terms of its curriculum.</p> <p>12.73 The Headteacher was aware that under the new framework outstanding schools would be inspected once again and this was expected to commence in September 2020.</p> <p>12.74 The Deputy Headteacher (Curriculum) had carried out full curriculum audit last term which had involved both SLT and MLT therefore the school was aware of which areas it needed to focus on.</p> <p>12.75 The School had held its birthday service at All Saints last Friday. The Bishop of London had been in attendance and had visited the school after the service.</p> <p>12.76 The Chamber Choir would be singing at Evensong at St Paul's Cathedral on Monday 7th October. All Governors were welcome to attend.</p>			
<p>13. Report by the Chairman</p> <p>13.1 The Chair had spoken to the Governing Body at its last meeting regarding the school's recent communications with the ESFA.</p> <p>13.2 The School had been offered the services of an SRMA (School Resource Management Advisor) and had decided to take up this offer. An SRMA had now been assigned to the school and would visit at the end of October.</p> <p>13.3 The Chair and Headteacher had already been in discussion with the SRMA. He would meet with Senior Leaders and Governors and had advised that there would need to be an agreement on any recommendations and that these should be in line with the values and ethos of the school.</p>			

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<p>13.4 The SMRA was of the view that the school had already addressed the main issues therefore this process would be more about fine-tuning than recommending significant changes.</p> <p>13.5 The Chair of the Finance & Resources Committee asked the Chair how this process would be governed. The Chair advised that the SMRA's recommendations would first go to the Finance & Resources Committee and then to the AGM.</p> <p>13.6 The recommendations would then be shared with the ESFA.</p>			
<p>14. Communications</p> <p>14.1 There were no communications.</p>			
<p>15. Reports from other Committees and Working Parties</p> <p>15.1 Refer to confidential minutes.</p>			
<p>16. Governor Training & Development</p> <p>16.1 Mr Ewins would attend New Governor Induction training this month.</p> <p>16.2 The Chair noted that several Governors had attended the safeguarding and Prevent training at the school this term and emphasised that it was important that as many governors as possible attended safeguarding training.</p> <p>16.3 Those Governors who had attended had found the content and delivery excellent.</p>			
<p>17. Risk Register</p>			

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<p>17.1 A copy of the current Risk Register had been sent with the agenda; the Chair reminded Governors that risks were divided up by Committee and each Committee looked at the various risks in their respective meetings.</p> <p>17.2 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>17.3 The Chair asked Governors to raise any concerns they had regarding how the risks had been categorised and allocated. There were no comments.</p>			
<p>18. Date of Next Meeting</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, 11th December 2019 at 6.00pm.</p>			
<p>19. Any Other Business</p> <p>19.1 Governors had noticed the banner outside school advertising lettings and asked whether this was a new initiative and whether this had been discussed by Governors.</p> <p>19.2 The Chair did not believe this had come to the Governing Body recently, however, he was aware that the school had been letting space for many years.</p> <p>19.3 The Chair of the Finance & Resources Committee advised that lettings had been reviewed by the Finance Strategy Group last year, however, it had been concluded that the school would need to invest in a new infrastructure if it were to increase its revenue from lettings. It had been decided not to pursue this further and to continue with the current approach.</p>			

The meeting closed at 7.25pm

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Chair of committee

Date.....