



Minutes of the Full Governing Body Meeting of Lady Margaret School

**Date/time: 31st March 2021,
6.00pm**

Present:	Mr Philip Bladen, Chair Mr Justin Bairamian (attended remotely) Mrs Maxine Boersma Mrs Marianne Coates (attended remotely) Mr James Ewins (attended remotely) Miss Kate Foulds Mr William Hunter (attended remotely) Mrs Arabella MacIntyre (attended remotely) Mr Nigel Parker (attended remotely)	Miss Vithya Premkumar (attended remotely) Revd Penny Seabrook (attended remotely) Mr Paul Sloan (attended remotely) Ms Elisabeth Stevenson, Headteacher Mr Philip Thomas (attended remotely) Mrs Tania Weithers (attended remotely) Mr Richard Wormell (attended remotely)	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Curriculum Miss Charlotte Walton, Assistant Headteacher/Director of Sixth Form Mrs Sarah Webber, Deputy Headteacher Pupil Progress (attended remotely)
----------	---	--	----------------	--

Ms Elisabeth Stevenson opened the meeting with a prayer at 6.05pm

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 Apologies had been received from Mrs Sarah Peart. Permission for absence was granted. Ms Jane Reed was unable to attend due to technical issues with remote access.			
2. Welcome and Introductions 2.1 The Chair welcomed all those present and in attendance.			
3. Membership of the Governing Body 3.1 An up-to-date List of Governors had been sent with the agenda. 3.2 The Chair planned to hold a succession planning meeting with the Headteacher, Vice Chair, Deputy Vice Chair and Clerk at the start of the Summer Term.			

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

Agenda Item	Action	By whom	By when
3.3 The Chair would also invite Revd Penny Seabrook to the meeting as she would probably stand as Chair when he would step down as Chair and Governor at the first meeting of the next academic year.	Arrange succession planning meeting	Chair/Clerk	Start of Summer Term
3.4 The Chair was aware that a couple of Governors' terms of office would come to an end over the next 1-2 years therefore it was important to consider what skills the Governing Body would require going forward.			
3.5 The Chair announced that Mrs Tania Weithers, would step down from her role as Staff Governor at the end of this academic year as she had accepted the position of Assistant Headteacher at another school.			
3.6 There was currently a Foundation Governor vacancy and a Local Community Governor vacancy. In accordance with the Articles of Association (Article 51) the Chair would consult with the Local Authority regarding the appointment of a new Local Community Governor.	Consult with LA re appointment of new Local Community Governor	Chair/Clerk	Summer Term
4. Declaration of Governors' Interests 4.1 The Chair asked Governors to declare any interests pertaining to this meeting. No interests were declared.			
5. Member ship of Committees and Link Governors 5.1 The Membership of Committees 2020-2021 document had been sent with the agenda. 5.2 Link Governor visits were currently on hold due to the pandemic. 5.3 Mrs Maxine Boersma had previously expressed an interest in taking on the role of Link Governor for English and the Chair suggested that this was progressed as soon as visits to the school were able to go ahead and she could meet the Department to discuss.	Arrange for MB to meet English Dept once school visits can go ahead.	Clerk	asap
6. Minutes of the meeting held on 16th December 2020			

Agenda Item	Action	By whom	By when
<p>6.1 The draft minutes of the meeting held on 16th December 2020 had been sent with the agenda and were agreed to be an accurate record.</p> <p>6.2 One copy was signed by the Chair.</p>			
<p>7. Matters arising not covered elsewhere on the agenda</p> <p>7.1 There were no matters arising.</p>			
<p>8. Report by the Headteacher</p> <p>8.1 The Headteacher’s Report to the Governors Spring 2021 had been sent with the agenda.</p> <p>8.2 The front cover featured a photograph of last week’s Year 7 Zoom assembly.</p> <p>8.3 Governors learned that since students had returned to school, collective worship had been conducted over Zoom and led by the School Chaplain.</p> <p>8.4 There would be a whole school Zoom assembly on the last day of the Spring Term for Maundy Thursday.</p> <p>8.5 Referring to Appendix 1 on pages 11 – 13 of her report which was her letter of 4th February 2021 to parents and carers outlining how the school would deliver remote learning, the Headteacher reported that as recommended by the DfE, there had been a blended approach to remote learning during January and February.</p> <p>8.6 The Headteacher wished to record her thanks to the Deputy Headteacher Curriculum who had worked tirelessly monitoring and auditing online provision across the school.</p> <p>8.7 The Headteacher then referred Governors to Appendix 2 on pages 14 – 17 of her report, the Plan for Re-opening March 2021 which also covered mass testing.</p>			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
8.8 The Headteacher wished to record her thanks to the Bursar for leading the mass testing, the Acting Office Manager who had co-ordinated the operation, and the members of the Admin team who had carried out the mass testing.			
8.9 Mass testing had run very smoothly and no positive test results had been recorded during the process.			
8.10 Testing kits had now been distributed to students and staff to use at home.			
8.11 The Headteacher reported that she had received a letter from the Director for Education at Hammersmith & Fulham a couple of weeks ago, offering vaccines to all staff in all schools, however later the same week that offer had been rescinded.			
8.12 However, in the meantime Parsons Green Health Centre next door to the school had also offered vaccines to all staff, and most staff had now received their first dose at the Health Centre.			
8.13 Throughout the school closure and reopening the school had remained focussed on its School Development Plan, as outlined on pages 2 and 3 of the Headteacher's Report to the Governors.			
8.14 The Headteacher wished to commend the Heads of Year and Tutor Teams for supporting their Form Groups pastorally both during lockdown and in their return to school.			
8.15 In general students were very happy to be back at school, however the school was aware that for some students, the effects of lockdown may be more apparent later on.			
8.16 The Headteacher's Report also covered the focus on pupil progress, supporting wellbeing and supporting staff.			
8.17 Governors noted the Summer Term 2021 Key Dates document at Appendix 3, pages 18 – 20 of the Headteacher's Report. Students would remain in Year Group bubbles next term.			

Agenda Item	Action	By whom	By when
8.18 The school was considering an on-site induction day for Year 6 students during the Summer Term. This was held online last year.			
8.19 Extra-curricular provision including music, sport and drama would resume next term.			
8.20 As detailed in Appendix 4 on pages 21 – 23 of the Headteacher’s Report, students would not sit GCSE or A Levels this summer; instead the school would submit Centre Assessed Grades. The school expected to receive more information about this process this week.			
8.21 The process for Centre Assessed Grades was detailed in Appendix 4; this information had been shared with parents and carers, students and staff, and it set out a timeline for how the school would assess the Centre Assessed Grades for GCSE and A Level students.			
8.22 A great deal of time had been spent on this plan and the Headteacher felt it was important that Governors were aware of the process.			
8.23 The school would also need to work on a clear and robust appeals process.			
8.24 Last Friday the Government had published updated guidance on what schools would be expected to do in terms of the Centre Assessed Grades process. Schools were required to have a policy in place explaining how grades would be assessed and submitted.			
8.25 This draft Qualifications Policy for A/AS Levels and GCSEs for summer 2021 had been sent with the agenda and was based on the template from JCQ. It had to be submitted by 30 th April 2021.			
8.26 The Headteacher requested Governing Body approval for this policy; the Chair agreed that it would be helpful to have Governors’ input into this process and therefore suggested this was done via email once the draft policy had been reviewed again by the school.	Review/approve Qualifications Policy	FGB	Summer Term

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>8.27 The Chair expected there would be a lot of appeals and was conscious of the pressure this might put on staff.</p>			
<p><i>Mr William Hunter joined the meeting at 6.20pm</i></p>			
<p>8.28 Governors noted that the exam results dates had been brought forward and it was expected that appeals would take place in the summer holidays therefore the school would require a process for this during the summer holidays.</p>			
<p>8.29 The school would continue to work on the draft policy and would send a final draft to Governors for scrutiny after the Easter break.</p>	<p>Send final draft of Qualifications Policy to FGB</p>	<p>Clerk</p>	<p>Summer Term</p>
<p>8.30 Governors noted that Year 11 and Year 13 had now completed their mock exams which they were originally due to sit in December and January.</p>			
<p>8.31 Students had been tested on what they had learnt in the Autumn Term and the previous year. Students would do assessments in half term 5, which would cover work that had not been tested so far; these assessments would be completed in class and there would not be another formal set of exams.</p>			
<p>8.32 Students would remain in school until 21st May 2021. The school would then be required to submit the CAGs by 18th June.</p>			
<p>8.33 The Deputy Headteacher Pupil Progress added that the school would ensure that any additional JCQ guidance was covered in the draft policy.</p>			
<p>8.34 The internal process and details of how information would be stored would be sent to Governors as soon as it was available.</p>			
<p>8.35 Governors asked how an earlier appeals process would impact staff during the Summer break. The Headteacher advised that a robust process for storing and recording work and grades would need to be put in place and Heads of Department would need to be contactable during the appeals window.</p>			
<p>8.36 Governors asked whether the policy would be published on the website. The Headteacher advised this would be the case.</p>			

Agenda Item	Action	By whom	By when
8.37 The Headteacher wished to thank the Deputy Headteacher Curriculum, Deputy Headteacher Pupil Progress, Assistant Headteacher/Director of Sixth Form and Heads of Department for all their work on this process so far.			
8.38 As detailed on page 4 of her report, teaching staff mid-year performance management reviews had taken place this afternoon.			
8.39 The Deputy Headteacher Curriculum took Governors through the Teaching & Learning section of the Headteacher's report on pages 4 – 5.			
8.40 Round 2 lesson observations had been pushed back from January to the first half of the Summer term. The Deputy Headteacher Curriculum would be involved in as many lesson observations as possible as she felt this was particularly important to gain a good overview of teaching and learning across the school given the length of the school closures.			
8.41 Some changes had been made to the CPD programme to accommodate the circumstances around the school closures and the demands on teachers upon their return to school, most notably ensuring teaching staff had time to moderate work properly in the run up to submitting the Centre Assessed Grades. This would be the main focus of CPD for the remainder of the academic year.			
8.42 In terms of marking and feedback, during lockdown key pieces of work known as 'portfolio pieces' had been identified which teachers would mark and give feedback on.			
8.43 As the school had not expected to be back so soon, this system had already been set up for this half term, and had continued to run for the rest of the term.			
8.44 The school would not have the capacity to run KS3 exams this year, therefore the portfolio system would continue for KS3 next term.			
8.45 NQTs had adapted to online learning during the lockdown; lesson observations, professional study sessions and review meetings had all been held online.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
8.46	Governors asked whether KS3 had also missed out on exams last year? This was the case, however they would have the opportunity to sit exams in Years 10 and 11 and the school could arrange extra exams if necessary.		
8.47	Referring Governors to the Sixth Form Update on pages 7 – 9, the Headteacher reported that the school had been very pleased with higher education offers secured by Year 13 students so far and thanked the Assistant Headteacher/Director of Sixth Form for all the support she had provided to students with this process, as well as her efforts in running telephone interviews for external Sixth Form applicants.		
8.48	The Assistant Headteacher/Director of Sixth Form reported that although UCAS had altered its guidance for this cycle and schools were not required to provide full references due to lockdown, the school had been very organised and already produced a full set of references for each student which would have put the students in a very strong position.		
8.49	The school had made adjustments and comments where students had been affected by COVID.		
8.50	Governors noted that some students had come into school during lockdown to do their Oxbridge online interviews.		
8.51	A couple of students had applied to US universities and one student had applied for a degree level apprenticeship in Law.		
8.52	The medics had done well, all having secured offers.		
8.53	The Assistant Headteacher/Director of Sixth Form had started the university application process for Year 12 earlier than usual.		
8.54	Various post-18 pathway sessions had been held online and these were detailed in the Headteacher’s report.		
8.55	There had been a lot of interest in the EPQ programme and taught sessions would begin after Easter.		

Agenda Item	Action	By whom	By when
8.56 Referring Governors to the Sixth Form Wellbeing section on page 8 of the Headteacher's report, the Assistant Headteacher/Director of Sixth Form explained that she and the Head of Year 12 had worked closely with the Deputy Headteacher Curriculum on monitoring and mentoring students during lockdown.			
8.57 There had been a significant increase cases of anxiety and depression, particularly amongst Year 13 students due to the uncertainty of the exam system.			
8.58 Governors noted under Recruitment and Retention, that external Sixth Form interviews had taken place over the phone this year. For a more detailed report on Sixth Form recruitment, the Assistant Headteacher/Director of Sixth Form referred Governors to the minutes of the Admissions Committee meeting held on 17 th March 2021.			
8.59 Governors noted there had been 169 acceptances so far which included internal and external applicants, however the school did not expect all of these applicants to take up their places.			
8.60 Governors noted good progress had been made in terms of internal students remaining on track to get the required grades and also wanting to stay on.			
8.61 The school hoped to arrange an induction day for external students in June and planned to run Sixth Form enrolment during the Summer holidays rather than in September.			
8.62 Governors asked whether those students applying to US universities had family connections in the States; the Assistant Headteacher/Director of Sixth Form advised that this was not the case; they simply had an interest in studying in the States. Both students had also made UCAS applications.			
8.63 Governors noted that last year one student had obtained a full scholarship to read Engineering at the University of Chicago.			
8.64 There was a small but consistent number of students applying to universities in the US every year.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
8.65	Governors were pleased to note that the PSHE programme had included a session hosted by the youngest woman in history to sit on the board of a FTSE-250 company. It would be encouraging to see more of these talks such as women in engineering.		
8.66	The Assistant Headteacher/Director of Sixth Form hoped that speakers could start visiting the school in person soon. In the meantime, many students had attended Zoom lectures and sessions, eg talks hosted by Godolphin & Latymer.		
8.67	Governors thanked the Headteacher and staff for steering the school through this difficult time.		
8.68	Governors asked whether the recent issues in the press concerning violence against women had affected the school at all?		
8.69	The Headteacher reported that this had not affected the school as yet, however, the school was mindful of the need to be proactive and supportive and was therefore monitoring the situation closely, in particular with regards to the Everyone's Invited website.		
8.70	SLT was working with pastoral leads to ensure that the PSHE curriculum would address any concerns and the Headteacher was in regular communication with the Acting DSL regarding any issues of consent which came up in PSHE for younger year groups.		
8.71	The Assistant Headteacher/Director of Sixth Form advised that the school organised a sex and relationships education day for Year 12 every year through Brook which covered consent and sexual harassment.		
8.72	The Chair was aware of today's announcement by the Secretary of State for Education; Ofsted had been asked to undertake a review into sexual abuse across state and independent schools with an emphasis on ensuring that schools have appropriate processes in place to allow pupils to report concerns. The DfE had also worked with the NSPCC to set up a dedicated helpline to support anyone who had experienced sexual abuse in educational settings.		

Agenda Item	Action	By whom	By when
<p>8.73 The Governing body would need to monitor the situation and ensure the school's policies and processes were up-to-date.</p> <p>8.74 Governors asked whether the school planned to speak to students regarding personal safety following the recent incident in Clapham? The Headteacher confirmed that she had discussed this with the Acting DSL and it would be covered next term.</p> <p>8.75 The Assistant Headteacher/Director of Sixth Form advised that the school ran an annual session for the Sixth Form through the Suzy Lamplugh Trust.</p>			
<p>9. Report by the Chair</p> <p>9.1 The Chair did not have anything further to report.</p>			
<p>10. Communications</p> <p>10.1 No communications had been received.</p>			
<p>11. Reports from Committees and Working Parties</p> <p>11.1 Finance & Resources Committee – The draft minutes of the meeting held on 23rd March 2021 had been sent with the agenda along with the following documents:</p> <ul style="list-style-type: none"> • Budget Report to Finance Committee 23rd March 2021 • Three Year Forecast 2021/2022 to 2023/2024 • 2020/2021 February Budget & Year End Forecast • Cashflow Summary Period 6 • Rose Fund Update • Rose Fund Analysis • School resource management self-assessment dashboard 			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
11.2 The Chair of the Finance & Resources Committee advised that this year had been tough financially, however the decision had been made to invest in the support required by the school during the pandemic.			
11.3 This had been reflected in higher than anticipated costs in IT, maintenance and cleaning which had resulted in the forecast deficit for this year increasing from £40k to £140k.			
11.4 The Finance & Resources Committee had been reassured by the school that these costs were being carefully managed and were absolutely necessary to get through this period.			
11.5 Looking ahead, however, the figures showed a balanced budget for the next 3 years which had been helped hugely by the Assistant Headteacher / Director of Sixth Form's work on Sixth Form recruitment.			
11.6 The Chair of Finance & Resources Committee reminded Governors that Sixth Form numbers had been identified previously as one of the key levers in addressing the school's long-term financial challenges. Such positive results in that area had already provided some financial stability over the next 3 years.			
11.7 The school had held back on the other main area identified, ie fundraising, for obvious reasons, however the Bursar would begin to ramp up fundraising activity during the Summer and Autumn terms which would include the recruitment of a new fundraiser.			
11.8 The Chair wished to congratulate the Assistant Headteacher/Director of Sixth form on her efforts and pointed out that for each student entering the Sixth Form the school received approximately £5k.			
11.9 Governors asked why the deficit forecast fluctuated over the next three years; the Chair of the Finance & Resources Committee advised that the modelling factored in pay increases as well as funding increases.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
11.10 Referring to the Rose Fund Analysis, Governors were surprised to see how few Year 7 parents had donated this year.			
11.11 The Chair suggested this was in part due to the fact that the Welcome evening and other key events when the school appealed for donations had not taken place in person this year.			
11.12 Governors noted that individual donations were larger but the number of parents giving had decreased. The principal task of the new fundraiser would be to increase the number of parents donating.			
11.13 The Assistant Headteacher/Director of Sixth Form pointed out that the school needed to be mindful of the difficult financial circumstances some families had now found themselves in due to the pandemic.			
11.14 The Chair agreed and advised that this was partly the reason for the delay in recruiting a new fundraiser.			
11.15 Curriculum Committee – the draft minutes of the meeting held on 1 st March 2021 had been sent with the agenda.			
11.16 The Headteacher had covered the main points in her report.			
11.17 Staffing and General Purposes Committee – the draft minutes of the meeting held on 8 th March 2021 had been sent with the agenda.			
11.18 The Chair of the Staffing & General Purposes Committee reported that the Committee had recommended that the Policy on the Use of the ICT Network Equipment should be dropped as a Governors’ policy.	Remove ICT policy from Annex N of the Scheme of Delegation	Clerk	Asap
11.19 Governors approved this recommendation.			

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

Agenda Item	Action	By whom	By when
<p>11.20 He also felt that the Committee should consider any other non-statutory policies as they came up for review and decide whether or not Governors needed to review these going forward.</p> <p>11.21 The Chair wished to pay tribute to the SLT for all the work carried out on the Risk Assessment, protocols and planning documents.</p> <p>11.22 The Chair also wished to thank the Clerk for co-ordinating the work of the Committee on this and working on some of the documents herself.</p> <p>11.23 The Committee had reviewed all of these documents as well as the new Covid Annexe to the Safeguarding and Child Protection Policy.</p> <p>11.24 One of the risks that had concerned the committee was the possibility that there would be students either unable or unwilling to test for covid as this was of course voluntary.</p> <p>11.25 The Chair requested an update from the Headteacher on this.</p> <p>11.26 The Headtacher reported a very high rate of students testing on their return to school (95%) which meant this was not a major concern and all students had taken a testing kit home.</p> <p>11.27 She also pointed out that parent volunteers had helped the testing process run smoothly.</p> <p>11.28 With regards to the sexual assault and harassment issue the Chair of the Staffing & General Purposes Committee felt this was primarily a safeguarding issue; one way of dealing with it would be for the Staffing & General Purposes Committee to review government guidance at the next committee meeting on 14th June 2021. He suggested producing a temporary annex to the Safeguarding and Child Protection Policy prior to reviewing the policy as a whole in the Autumn Term of the next academic year.</p>	<p>Consider whether any other non-statutory policies still need to be reviewed by Governors</p>	<p>S&GP Committee</p>	<p>Ongoing</p>

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>11.29 The Chair of the Staffing & General Purposes Committee would monitor the guidance issued and would consult with the Chair, Headteacher and Clerk as to how to proceed in June.</p> <p>11.30 The Chair agreed this was a sensible suggestion; he was also aware that the school should review its processes as well as policies.</p> <p>11.31 The Chair wished to thank Mr William Hunter for all his work on the COVID documents.</p> <p>11.32 The Chair then raised a staffing matter which he had discussed with the Headteacher recently.</p> <p>11.33 He proposed that all leavers had an exit interview as a matter of course with a member of SLT and the appropriate link governor. He suggested discussing this in more detail at the next S&GP meeting.</p> <p>11.34 Governors agreed this was an excellent suggestion, however felt that exit interviews should be conducted on a voluntary basis. The Chair agreed it could be made clear it was not mandatory.</p> <p>11.35 Governors suggested that some members of staff may feel more comfortable putting something in writing.</p>	<p>Monitor guidance and discuss with Chair, HT and Clerk how to proceed re any new guidance on sexual assault and harassment</p> <p>Put exit interviews on agenda of next S&GP Committee meeting</p>	<p>WQH</p> <p>Clerk</p>	<p>Ongoing</p> <p>14.06.21</p>
<p>12. Governors' Policy to be reclassified as an internal management document</p> <p>12.1 Refer to item 11.18.</p>			

Agenda Item	Action	By whom	By when
<p>13. Risk Register – New Guidelines from the ESFA</p> <p>13.1 The following documents from the Finance & Resources Committee meeting on 23rd March 2021 had been sent with the agenda:</p> <ul style="list-style-type: none"> • Internal Scrutiny Reporting and Risk Register 23rd March 2021 • Internal Scrutiny Annual Summary Report September 2019 to August 2020 • Risk Categories • Risk Appetite Scale <p>13.2 The Chair explained that there was currently an audit committee which was subsumed by the Finance & Resources Committee.</p> <p>13.3 New guidelines stated that the school must now form an audit and risk management committee which would be responsible for assessing both financial and non-financial risks. Risk management could no longer be brought to the Full Governing Body as the Chair of Governors would not be able to chair the audit and risk management committee.</p> <p>13.4 The Bursar had taken advice from the school’s auditors who had agreed with the Chair’s suggestion of forming a new committee for this purpose.</p> <p>13.5 The auditors had suggested that the members of that committee who were not members of the Finance & Resources Committee could attend the appropriate part of the Finance & Resources Committee meeting at the time of year when the financial audit was produced as this would include a presentation from the auditors which would help the committee assess the financial risks. The new committee could then meet at another time to assess any non-financial risks.</p>			

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

Agenda Item	Action	By whom	By when
<p>13.6 The Chair had suggested that this committee was made up of the chairs of the other committees, the Chair of Governors, plus one other person to act as chair.</p> <p>13.7 Governors noted that if all risks were to be assessed by the Audit Committee (ie Finance & Resources Committee) these members may not have a full overview of non-financial risks such as admissions and staffing issues, for example.</p> <p>13.8 The Chair therefore sought Governors' agreement to move forward with this proposal. He suggested that he discussed with the Chair of the Staffing & General Purposes Committee how best to incorporate this new committee into the Scheme of Delegation.</p> <p>13.9 WQH agreed with this proposal and pointed out that currently the Staffing & General Purposes Committee did review the areas of risk for which it had responsibility for, however in recent months it had not been able to do so as it had had to focus on covid-related risks.</p> <p>13.10 The Chair suggested that going forward Governors could continue to carry out routine business online, but meet in person to discuss more strategic issues.</p>	<p>Discuss setting up new committee with WQH</p>	<p>Chair/WQH</p>	<p>asap</p>
<p>14. COVID-19</p> <p>14.1 The Covid-19: Operational Risk Assessment for Full School Reopening March 2021 had been sent with the agenda.</p>			
<p>15. Governor Training & Development</p> <p>15.1 Mrs Maxine Boersma and Ms Kate Foulds had recently attended New Governor Induction training run by the borough; the course had provided a good overview and had been very helpful.</p>			

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

Agenda Item	Action	By whom	By when
16. Any Other Business 16.1 There was no other urgent business.			
17. Dates of Forthcoming Meetings 17.1 The meeting calendar for the current academic year had been sent with the agenda. Governors noted the date of the next meeting which was 14 th July at 6.00pm.			

The meeting closed at 7.20pm

Signed.....
Chair of committee

Date.....