



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 14<sup>th</sup> July 2021,  
6.00pm

Present:	Mr Philip Bladen, Chair	Mrs Arabella MacIntyre	In attendance:	Miss Merle Fraser, Head Girl
	Ms Elisabeth Stevenson, Headteacher	Mrs Sarah Peart		Miss Sonia Roy, Head Girl
	Mr Justin Bairamian	Miss Vithya Premkumar		Mrs Wendy Gainham, Clerk to Governors
	Mrs Maxine Boersma	Revd Penny Seabrook		Ms Nicola Lupton, Deputy Headteacher
	Mrs Marianne Coates	Mr Paul Sloan		Mrs Sarah Webber, Deputy Headteacher
	Mr James Ewins	Mr Philip Thomas		
	Miss Kate Foulds	Mrs Tania Weithers		

*Revd Penny Seabrook opened the meeting with a prayer at 6.00pm*

Agenda Item	Action	By whom	By when
<p><b>1. Welcome and Introductions</b></p> <p>1.1 The Chair welcomed all those present and in attendance, including the new Head Girls Merle Fraser and Sonia Roy.</p> <p><i>Mrs Maxine Boersma arrived at 6.02pm</i></p> <p>1.2 The new Head Girls introduced themselves to the Governing Body and ran through their plans for the next academic year. They hoped the covid guidelines would enable them to go ahead with a variety of events and recreate the sense of community which had existed in school before the pandemic through the house system and activities, as well as rebuild the relationships between year groups.</p> <p><i>Mr Justin Bairamian arrived at 6.05pm</i></p> <p>1.3 The Headteacher reported that the Head Girls had spoken at both the Year 7 and Year 12 induction days. She and the Assistant Headteacher/Director of Sixth Form were very pleased with the appointments and felt that the new Senior Order team was energetic and committed.</p> <p>1.4 The Chair hoped that the Senior Order team would be able to proceed as normal next academic year.</p> <p>1.5 Governors agreed that the new Head Girls had conveyed a feeling of energy.</p>			

Signed.....  
Chair of committee

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<p>1.6 The Link Governor for Sixth Form had been involved in the Senior Order recruitment process and had been very impressed by all 24 shortlisted candidates.</p> <p>1.7 One point which had come across during the interviews was the impact Senior Order had had on the candidates from when they joined the school in Year 7.</p> <p>1.8 Governors asked the Head Girls whether they would receive any input from the outgoing Senior Order Team.</p> <p>1.9 Miss Merle Fraser had discussed the role with a former member of the Senior Order in order to gain an understanding of the scope of the role.</p> <p>1.10 Miss Sonia Roy explained that having seen several Senior Order teams come and go she had given a lot of thought to the role over the years.</p> <p>1.11 The Chair thanked the new Head Girls for attending the meeting.</p> <p><i>Miss Merle Fraser and Miss Sonia Roy left the meeting at 6.08pm</i></p>			
<p><b>2. Apologies for absence</b></p> <p>2.1 Apologies had been received from Mr William Hunter, Mr Nigel Parker, Ms Jane Reed and Mr Philip Thomas. Permission for absence was granted.</p> <p>2.2 Ms Jane Reed had asked the Chair to pass on some comments to the Governing Body in her absence.</p> <p>2.3 Following receipt of what she felt was such an upbeat and positive Headteacher's Report she wished to pass on her congratulations to all those who had worked so hard over the past 18 months.</p> <p>2.4 The Chair agreed.</p> <p>2.5 Ms Reed also wished to ask some questions which the Chair would pass on to the relevant people and bring up at an appropriate point in the meeting.</p>			

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<p><b>3. Draft minutes of the meeting held on 31<sup>st</sup> March 2021</b></p> <p>3.1 The draft minutes of the meeting held on 31st March 2021 had been sent with the agenda and were agreed to be an accurate record.</p> <p>3.2 One copy was signed by the Chair.</p>			
<p><b>4. Matters arising not covered elsewhere on the agenda</b></p> <p>4.1 There were no matters arising.</p>			
<p><b>5. Membership of the Governing Body</b></p> <p>5.1 The Chair reminded the Governing Body that this would be the last meeting he would chair as he would step down as Chair and Governor just before the election of a new Chair at the next Full Governing Body meeting. This would ensure that a Chair would be in place during the Summer Holidays.</p> <p>5.2 There were a number of Governor vacancies:</p> <ul style="list-style-type: none"> <li>• Foundation Governor (following the resignation of Nicky Thomson in November 2020)</li> <li>• Community Governor (following the appointment of Richard Wormell as Foundation Governor)</li> <li>• Staff Governor (following the resignation of Tania Weithers on 31st August 2021).</li> <li>• Foundation Governor (following the resignation of the Chair in October 2021)</li> </ul> <p>5.3 The Chair reported that he, along with the Clerk, the Headteacher and Revd Penny Seabrook (who was the only governor to put herself forward to stand as Chair so far) had carried out some succession planning and spoken to a number of people who had</p>			

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<p>expressed an interest in joining the Governing Body at Lady Margaret School and had relevant experience.</p> <p>5.4 The Chair planned to draw up a shortlist and appointment schedule.</p> <p>5.5 The Chair wished to thank Mrs Tania Weithers for serving as a Staff Governor.</p> <p>5.6 The Clerk reminded Governors that she had sent an email earlier this week asking for nominations for the positions of Chair, Vice Chair and Deputy Vice Chair.</p>	Draw up shortlist and appointment schedule	Chair	asap
<p><b>6. Declaration of Governors' Interests</b></p> <p>6.1 The Clerk had circulated a Governors' Register of Business and Pecuniary Interests form at the start of the meeting requesting that Governors declared any interests pertaining to this meeting. No interests had been declared.</p>			
<p><b>7. Member ship of Committees and Link Governors</b></p> <p>7.1 The Membership of Committees 2020-2021 document had been sent with the agenda.</p> <p>7.2 The Chair suggested Governors re-visited committee membership at the next Full Governing Body meeting in October 2021.</p> <p>7.3 He was aware that Mrs Maxine Boersma had previously expressed an interest in taking on the role of Link Governor for English.</p> <p>7.4 Link Governor visits had not been possible this academic year due to covid, however the Chair hoped that these could resume in the Autumn.</p> <p>7.5 He suggested that once new Governors had been appointed, the committee membership was reviewed, noting that some Governors had served on various committees for some time and may therefore wish to change committee membership.</p>	Re-visit committee membership at next meeting	All	06/10/21
<p><b>8. Scheme of Delegation Update re Audit &amp; Risk Management Committee</b></p>			

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<p>8.1 A draft Scheme of Delegation – Committee Structure and Terms of Reference – Summer 2021 document had been sent with the agenda.</p> <p>8.2 The Chair explained that the Chair of the Staffing &amp; General Purposes Committee, Mr William Hunter, had amended the existing Scheme of Delegation in order to incorporate an additional committee, the Audit &amp; Risk Management Committee, a new requirement.</p> <p>8.3 Mr Hunter had based Annexe E (pages 9-11) on government guidance.</p> <p>8.4 It had been agreed that this Committee would comprise of the Chairs of the other Committees and the Chair of Governors plus one other governor who would chair this Committee; Mr James Ewins had agreed to act as Chair and the Chair thanked him for doing so.</p> <p>8.5 Mr Ewins understood that according to ESFA guidelines, this new Committee was required to meet 3 times per annum.</p> <p>8.6 The Clerk confirmed that the first meeting of this Committee would take place on 21<sup>st</sup> September 2021 and Mr Ewins advised that the Committee would need to create a Scheme of Work at the first meeting and establish when subsequent meetings would need to take place.</p> <p>8.7 Governors approved the revised Scheme of Delegation document.</p>	<p>Publish revised Scheme of Delegation</p>	<p>Clerk</p>	<p>asap</p>
<p><b>9. Reports from other Committees and Working Parties</b></p> <p>9.1 <b>Curriculum Committee</b> - The draft minutes of the meeting held on 4<sup>th</sup> May 2021 had been sent with the agenda.</p> <p>9.2 The Chair of the Curriculum Committee wished to highlight the following 3 points:</p> <p>9.3 The huge amount of work carried out by the Headteacher and the Senior Leadership Team on the Centre Assessed Grades.</p>			

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9.4 Due to the pandemic, Parents' Evenings had been moved online (via iCloud), however there had been a poor uptake by the parents of disadvantaged students.			
9.5 The Curriculum Committee would no longer be responsible for reviewing its own areas of risk; this would now be handed over to a new committee, the Audit and Risk Management Committee.			
9.6 The Headteacher confirmed that the use of iCloud to conduct Parents' Evenings had proven to be very efficient and successful in many ways and the school had received positive feedback from staff and parents, however she acknowledged that it had not helped to engage the parents of disadvantaged students. The school would therefore consider implementing additional strategies to discuss student progress with parents alongside the use of iCloud.			
9.7 A Staff Governor felt it was difficult for parents to build relationships with teachers during the allocated slots online. The Headteacher agreed that the school would need to build in alternative ways to do this.			
9.8 Governors were aware that parents' evenings may be the only occasion when some parents would visit the school. Furthermore, it was important to address the fact that not all parents would necessarily have the means or know-how to access online parents' evenings. For this reason, Governors were pleased that the school had identified the requirement to consider alternative strategies to engage parents.			
9.9 Governors asked whether the school had monitored any disparity in attendance at parents' evenings previously, ie when they had taken place in person?			
9.10 The Headteacher confirmed that this was the case and that the school had followed this up with Heads of Year, however the Headteacher did not have any figures to hand.			
9.11 <b>Assessment Policy</b> – a draft policy had been sent with the agenda.			
9.12 The Deputy Headteacher Curriculum reminded Governors that this policy had been written three years ago and therefore the new draft policy was an updated version. It			

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<p>had been intended that this would go before the Curriculum Committee in May, however this had been delayed due to CAGs.</p> <p>9.13 The substance of the policy remained the same; the Deputy Headteacher Curriculum took Governors through the main updates.</p> <p>9.14 On page 3 the School Marking Code had been updated slightly to reflect the current feedback teachers were giving to students.</p> <p>9.15 On page 8 the information on reporting to parents had been updated to reflect current practice.</p> <p>9.16 On pages 9 and 10 the Attitude to Learning Information had also been updated.</p> <p>9.17 Finally, on pages 9-10 more information on standardisation and moderation had been added to reflect the increased role of centrally assessed grades, in anticipation that some elements of this would remain next year and beyond.</p> <p>9.18 Governors approved the draft policy.</p> <p>9.19 <b>Finance &amp; Resources Committee</b> – The draft minutes of the meeting held on 28<sup>th</sup> June 2021 had been sent with the agenda along with the following documents:</p> <ul style="list-style-type: none"> <li>• May 2021 Budget and Year End Forecast for Governors 29-06-2021</li> <li>• Draft Budget 2021-2022 for Governors 29-06-2021</li> <li>• Draft Three Year End Forecast to 2024-2025 for Governors 29-06-21</li> </ul> <p>9.20 The Chair of the Finance and Resources Committee reminded Governors that this committee was seeking acceptance of the budget for the new academic year.</p> <p>9.21 The 3 documents reflected a more positive position and the reason was two-fold; firstly, due to the excellent work of the Bursar and his team and the Senior Leadership Team and secondly the results of the working parties set up a couple of years ago, in particular the work around Sixth Form numbers. The Assistant Headteacher/Director of Sixth Form had done an excellent job in this area.</p>	Publish policy	Clerk	asap

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9.22	In the May budget the Year End Forecast had predicted a deficit		
9.23	The draft budget for 2021-2022 presented a balanced budget and the reserves were double the recommended balance of £250k therefore the Finance and Resources Committee was confident in recommending that the Full Governing Body approved this.		
9.24	The Chair wished to add that some additional costs related to moving the school's IT to the cloud may arise next year; these had not been included in the budget as the figures were not yet available. Governors should note that this would also bring some savings on devices going forward.		
9.25	The Chair was comfortable that these potential costs had not been included in the budget, given that the reserves were double what they needed to be.		
9.26	The Chair invited questions before Governors were asked to approve the budget.		
9.27	Governors requested an update on the recruitment of a new fundraiser.		
9.28	The Headteacher advised that there was nothing further to report since the Finance and Resources Committee meeting on 28th June 2021.		
9.29	The position had been advertised earlier this term however the school had decided not to shortlist. The Bursar was therefore now liaising with recruitment agencies.		
9.30	The Chair reported that the Finance & Resources Committee Meeting had considered the possibility of employing two people, one to focus on data and the other on engaging individual donors and outside organisations.		
9.31	Governors approved the budget for 2021-2022.		
9.32	<b>Staffing &amp; General Purposes Committee</b> – The draft minutes of the meeting held on 14 <sup>th</sup> June 2021 had been sent with the agenda.		
9.33	Referring to item 6 on page 10 of the minutes, Governors asked whether the exit interview process had been rolled out. The Chair confirmed that this process had been implemented and that a few staff members who were leaving at the end of this		

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<p>academic year had requested an exit interview. Leavers were also encouraged to complete an exit interview questionnaire, even if they did not wish to have an interview.</p>			
<p><b>10. Report by the Headteacher</b></p> <p>10.1 The Headteacher’s Report to the Governors July 2021 and School Development Plan 2021-2022 (Appendix 1) had been sent with the agenda.</p> <p>10.2 The Headteacher wished to thank all staff and the Senior Leadership Team for their hard work during a very difficult year.</p> <p>10.3 The school had managed to complete 3 rounds of lesson observations this year led by the Deputy Headteacher Curriculum. The focus had remained on the quality of teaching.</p> <p>10.4 This term the Deputy Headteacher Pupil Progress had led on the work around Centre Assessed Grades, working with Heads of Department and the Exams Officer to ensure work had been carried out properly. The school had submitted its policy and grades on time and these were now with the exam boards to be checked by subject specialists. The Headteacher’s view was that the work carried out had been very thorough and this supported the grades submitted.</p> <p>10.5 The appeals season would follow the results days in the summer holidays. The Headteacher was confident that all grades submitted had been based on robust evidence.</p> <p>10.6 Governors thanked the Staff Governors for all their input into this process.</p> <p>10.7 The Headteacher stressed that the work completed in this area was thanks to the committed and talented staff team.</p> <p>10.8 Governors learnt that Year 9 were currently at home due to the number of students who had been required to self-isolate. There had been 1 case in Year 12 but only a small number of students had been sent home to self-isolate.</p>			

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10.9 The Headteacher reported that there was a strong Senior Order team in place for next year. House Captains and Academic Prefects had been appointed and this structure would support younger students which had not been possible this year.			
10.10 The Headteacher had outlined the progress made towards the school's priorities on pages 2 and 3 of her report.			
10.11 The fact that the school had kept its focus on the quality of education and the support for the students throughout the pandemic, reflected the commitment of the staff team.			
10.12 The priorities for the current year had been adjusted due to the circumstances; the School Development Plan for 2021-2022 was a one-year plan due to the uncertainty of the current situation.			
10.13 Following on from the Headteacher's comments regarding the support that the Academic Prefects would be able to provide to younger students next year, the Chair wished to thank Parent Governor, Mrs Marianne Coates, for passing on information to the Headteacher about the Mental Health Foundation's Peer Education Project (PEP). This was a wellbeing programme which enabled Sixth Formers to support younger students in secondary school settings.			
10.14 Mrs Coates provided further details about how the programme worked.			
10.15 The Headteacher would discuss the programme with the Assistant Headteacher Behaviour for Learning and Inclusion next week.	Discuss PEP with HJ	EHS	July 2021
10.16 As detailed on page 5 of her report, the Headteacher advised that induction days for the new Year 7 students joining in September had taken place. Students had come to school in smaller groups and this had worked well.			
10.17 On page 6 of the Headteacher's Report, Governors noted an update from the Assistant Headteacher and Director of Sixth Form on Post-18 Pathways for Years 12 and 13.			

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10.18 A Key Statistics Report from UCAS had been provided. The Assistant Headteacher and Director of Sixth form was working hard to prepare for the results days to ensure that students were supported.			
10.19 Updates from the Assistant Headteacher Curriculum Development on Middle Leaders' CPD, Initial Teacher Training, Timetable and Wellbeing had been provided.			
10.20 A report on Teaching and Learning and CPD had been provided by the Deputy Headteacher Curriculum.			
10.21 The Headteacher had included a draft School Development Plan 2021-2022 for Governors' consideration.			
10.22 The priorities remained the same. Strategies had been set out and success criteria had been identified.			
10.23 The Headteacher and SLT wished to bring back a sense of joy to learning and this would also be an area of focus for next year.			
10.24 The Chair of the Finance & Resources Committee requested further details on Sixth Form Recruitment.			
10.25 The Headteacher advised that 127 students had attended the recent Sixth Form Induction Day which was more than previously. This had been a mix of internal and external students. This put the school in a good position to enrol for September. Enrolment would take place on GCSE results day.			
10.26 Governors asked why the ECT programme had been extended from one year to two years. The Deputy Headteacher Curriculum explained that it was an acknowledgement that the one-year induction programme was not long enough.			
10.27 Governors asked whether the school expected an Ofsted inspection in the near future. The last inspection was in 2012 and the Headteacher felt this was difficult to predict. She was aware that many schools had not had an inspection for even longer.			

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<p>10.28 The next SIAMS inspection was due in December 2021, however due to the current backlog, the Headteacher felt it was unlikely that this would take place on the due date.</p> <p>10.29 The Headteacher outlined plans which would be put in place for training sessions prior to any SIAMS inspection.</p> <p>10.30 The Clerk would send out details of Governor training for the new academic year once available.</p> <p>10.31 The Deputy Headteacher Curriculum advised that there would be a whole school Prevent and safeguarding training session on 16<sup>th</sup> September. Governors would be welcome to attend and further details would follow.</p> <p>10.32 Governors asked whether the school would do anything differently should there be another lockdown in September.</p> <p>10.33 The Headteacher advised that SLT had reviewed the actions taking during the pandemic, ie what had gone well, etc. The school was now very well placed to move swiftly to online learning if required to do so, due to having webcams in place and staff being more experienced in teaching online. This had been demonstrated this week when Year 9 had been sent home.</p> <p>10.34 The Chair thanked the Headteacher for her comprehensive report.</p>	<p>Send out details of training to all Governors</p> <p>Send out details of safeguarding training to all Governors</p>	<p>Clerk</p> <p>Clerk</p>	<p>asap</p> <p>asap</p>
<p><b>11. Report by the Chair</b></p> <p>11.1 The Chair did not have anything further to report.</p>			
<p><b>12. Communications</b></p> <p>12.1 The following communications had been sent with the agenda:</p> <ul style="list-style-type: none"> <li>• Letter from Inigo Woolf, LDBS, re academies programme 4-5-2021</li> <li>• LDBS Heads and Chairs letter 27-4-2021</li> <li>• H&amp;F Letter re Informal Pedestrian Crossing outside LMS 21.06.2021</li> </ul>			

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<ul style="list-style-type: none"> <li>• School Governance Update April 2021</li> </ul>			
<b>13. Governor Training &amp; Development</b>  13.1 The Clerk would send out details of training programmes to governors once available.	Send details of training to all Governors	Clerk	When available
<b>14. Any Other Business</b>  14.1 There was no other urgent business.			
<b>15. Dates of Forthcoming Meetings</b>  15.1 The meeting calendar for the next academic year had been sent with the agenda. Governors noted the date of the next meeting which was 6 <sup>th</sup> October 2021 at 6.00pm.			

*The meeting closed at 7.12pm*

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