



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 6th October 2021, 6.00pm

Present:	Revd Penny Seabrook (Chair) Mr Justin Bairamian (attended remotely) Ms Maxine Boersma Mrs Marianne Coates (attended remotely) Mr James Ewins Ms Kate Foulds Mrs Severine Gould (attended remotely) Mr William Hunter (attended remotely)	Mr Choong Kwan Mrs Arabella MacIntyre Mr Nigel Parker Mrs Sarah Peart Ms Jane Reed (attended remotely) Miss Vithya Premkumar Mr Paul Sloan Ms Elisabeth Stevenson, Headteacher Mr Richard Wormell (attended remotely)	In attendance:	Mrs Wendy Gainham, Clerk to Governors
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Ms Elisabeth Stevenson opened the meeting with a prayer at 6.04pm

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 There were no apologies.			
2. Election of Chair of the Governing Body for 2021-2022 2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 23 rd July 2021. 2.2 The Clerk confirmed the meeting was quorate and that two nominations had been received for Revd Penny Seabrook. 2.3 In the absence of any other nominations, the Clerk confirmed Revd Penny Seabrook 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 2022-2023 academic year.			

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

Agenda Item	Action	By whom	By when
<p>3. Election of Vice Chair of the Governing Body for 2021-2022</p> <p>3.1 The Clerk had requested nominations for the position of Vice Chair of the Governing Body by 23rd July 2021.</p> <p>3.2 The Clerk confirmed that one nomination 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 2022-2023 academic year.</p>			
<p>4. Election of Deputy Vice Chair of the Governing Body for 2021-2022</p> <p>4.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 23rd July 2021.</p> <p>4.2 The Clerk confirmed that two 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 2022-2023 academic year.</p>			
<p><i>Mrs Arabella MacIntyre arrived at 6.05pm</i></p> <p>5. Welcome and Introductions</p> <p>5.1 The Chair welcomed all those present and in attendance. Some Governors were attending remotely via Zoom.</p> <p>5.2 The Chair wished to clarify that she would not be able to serve as Chair of Governors for as long as the previous Chair due to retirement and relocation therefore she wished to encourage other Governors to consider putting themselves forward for this position in the future.</p>			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
5.3 The Chair confirmed two new Foundation Governor appointments, Mr Choong Kwan and Mrs Severine Gould. Mr Choong Kwan introduced himself to the Governing Body.			
<p>6. Membership of the Governing Body</p> <p>6.1 An up-to-date List of Governors had been sent with the agenda.</p> <p>6.2 Mrs Severine Gould would replace Mr Philip Thomas, Foundation Governor, who had resigned with effect from 31st August 2021.</p> <p>6.3 The Chair advised that Local Community Governor, Ms Jane Reed, wished to resign from her position as Governor with effect from 1st November 2021 and thanked her for her service.</p> <p>6.4 Following the resignation of Mr Philip Bladen, previous Chair of Governors, on 30th September 2021, there was an additional Foundation Governor vacancy.</p> <p>6.5 The Chair reported that earlier this evening she and the Headteacher had met with a possible candidate for this position.</p> <p>6.6 Following the resignation of Staff Governor, Mrs Tania Weithers, on 31st August 2021, a Staff Governor vacancy had arisen. The Clerk would invite nominations for this position after the Half Term break.</p> <p>6.7 Governors noted that there was also a Local Community Governor vacancy following the appointment of former Local Community Governor, Mr Richard Wormell, to the position of Foundation Governor last year.</p> <p>6.8 A recommendation had already been made to the Local Authority to appoint someone to this position, and a further Local Community Governor would need to be appointed following the resignation of Ms Jane Reed.</p> <p>6.9 The Chair noted that Mr William Hunter's term of office would expire on 31st December 2021.</p>			

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

Agenda Item	Action	By whom	By when
<p><i>Mrs Severine Gould joined the meeting remotely at 6.15pm</i></p> <p>6.10 The Chair welcomed Mrs Severine Gould who then introduced herself to the Governing Body.</p> <p>6.11 In light of the ongoing recruitment of new Governors, Mr James Ewins wished to remind the Governing Body that it was important to ensure that the Governing Body reflected the diversity of the pupil body and the local community.</p> <p>6.12 The Chair confirmed that those candidates she was currently in conversation with would add to the diversity of the Governing Body.</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 2021 which was required for auditing purposes, and the other pertaining to the year ahead, ending 31st August 2022. Governors were asked to complete both forms, declaring any interests.</p> <p>7.2 The Clerk would email or post forms to those Governors attending remotely.</p> <p>7.3 The Clerk also 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>7.4 The Clerk asked those Governors who were attending remotely to declare any interests pertaining to this meeting. Mr James Ewins declared that he is Chair of Governors at St Cecilia's Church of England School and Ms Elisabeth Stevenson declared that she is a Trustee of the LDBS.</p>	<p>Complete and return Related Parties Declaration Forms</p>	<p>All</p>	<p>asap</p>
<p>8. Governors' Code of Conduct</p> <p>8.1 The Governors' Code of Conduct for 2021-2022 had been sent with the agenda.</p>			

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Chair of committee

Agenda Item	Action	By whom	By when
<p>8.2 The Clerk explained that this document had been updated in line with the NGA's revised model policy and any additions had been highlighted.</p> <p>8.3 The Chair drew Governors' attention to the Compliance section of this document on page 3 which stated that all Governors must also confirm at the start of each academic year that they have read, understood and agree to comply with the Code of Conduct for Governors and the following policies:</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy • Safeguarding and Child Protection Policy Covid-19 Annex • Department for Education's Keeping children safe in education - September 2021 • Data Protection Policy • Data Retention Policy • Online Safety Policy • Policy on the Use of the ICT Network and Equipment Policy <p>8.4 Governors adopted the revised Governors' Code of Conduct.</p> <p>8.5 The Chair advised the new Governors that they were required to complete an induction course. The Clerk would send details of available courses.</p>	<p>Publish policy</p> <p>Send new Governors details of induction training</p>	<p>Clerk</p> <p>Clerk</p>	<p>asap</p> <p>asap</p>
<p>9. Membership of Committees and Review of Scheme of Delegation</p> <p>9.1 The new Scheme of Delegation for the academic year 2021-2022 had been sent with the agenda.</p> <p>9.2 Governors noted that this document had been revised in July 2021 in order to incorporate the new Audit and Risk Management Committee, however the current version did not contain any material changes.</p> <p><i>Mr William Hunter joined the meeting remotely at 6.20pm</i></p> <p>9.3 Governors adopted the Scheme of Delegation for the new academic year</p>	<p>Publish Scheme of Delegation</p>	<p>Clerk</p>	<p>asap</p>

Agenda Item	Action	By whom	By when
9.4 The Membership of Committees 2021-2022 document had been sent with the agenda.			
9.5 The Chair announced that Mr Richard Wormell wished to scale down his involvement in committees and would step down from the Curriculum and Admissions Committees, as well as resign from his Mathematics and Numeracy Link Governor roles.			
9.6 The Chair thanked Mr Richard Wormell for agreeing to remain on both the Finance and Resources and the Staffing and General Purposes Committees.			
9.7 Mrs Arabella MacIntyre agreed to replace Mr Richard Wormell on the Curriculum Committee and Mrs Maxine Boersma agreed to replace Mr Wormell on the Admissions Committee.			
9.8 Mr Paul Sloan was also interested in joining the Admissions Committee, with a particular interest in Sixth Form admissions. This was agreed subject to a discussion with the Chair of the Admissions Committee.			
9.9 Mr Choong Kwan agreed to join the Finance and Resources and Risk and Audit Management Committees.			
9.10 The Chair invited Mrs Severine Gould to join the Staffing and General Purposes Committee; she agreed to do so.			
9.11 The Chair reminded Governors that they should contact the Chair or Clerk should they wish to amend their committee membership at any point during the year.		All	
9.12 The Chair advised that the Governing Body also needed to identify a pool of Governors that could be drawn on in the event of having to convene an occasional committee meeting. For the most part, this would exclude Staff and Parent Governors.	Contact Chair or Clerk regarding further changes to committee membership		
9.13 Mrs Arabella MacIntyre and Mrs Severine Gould put themselves forward for the Staff Discipline Committee, Pupil Discipline Committee and Staff Committee.			
9.14 Mrs Sarah Peart put herself forward for the Complaints Committee.			
9.15 Governors noted that meetings of these occasional committees were rarely convened.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>9.16 The Chair also wished to review the Link Governor roles.</p> <p>9.17 This was a way of getting to know the school and involved approximately one visit to the school per year, which normally included discussions with the Head of Department and team and lesson observations.</p> <p>9.18 The Chair was aware that Mrs Maxine Boersma had previously expressed an interest in taking on the Link Governor for English role. It was agreed that she would take on this role.</p> <p>9.19 Mr Choong Kwan volunteered to take on the role of Link Governor for Mathematics and Numeracy.</p> <p>9.20 Mrs Arabella MacIntyre volunteered to take on the role of Link Governor for SEND.</p> <p>9.21 Mrs Severine Gould volunteered to take on the role of Link Governor for Humanities.</p>	<p>Update Membership of Committees 2021-2022 document and distribute.</p>	<p>Clerk</p>	<p>asap</p>
<p>10. Minutes of the meeting held on 14th July 2021</p> <p>10.1 The draft minutes of the meeting held on 14th July 2021 had been sent with the agenda and were agreed to be an accurate record.</p> <p>10.2 One copy was signed by the Chair.</p>			
<p>11. Matters arising not covered elsewhere on the agenda</p> <p>11.1 Governors asked whether there was an update on the Duke of Edinburgh's Scheme this year.</p> <p>11.2 The Headteacher confirmed that the school would be looking at ways to re-start this scheme, however the priority was to embed internal activities and then reach a point where the school could be confident in sending students off on expeditions.</p>			

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11.3 Governors noted that a member of staff needed to be appointed to run the scheme and currently there was no capacity, however as soon as there was, this would be actioned.			
11.4 Governors were aware that there were external organisations which could support some elements of the scheme on behalf of the school. Governors suggested that the school might wish to consider using the Rose Fund to cover this cost.			
11.5 The Headteacher advised that the school had used an external company previously, however an internal person was still required to manage the scheme.			
11.6 Referring Governors to item 10.15 on page 10 of the minutes, the Headteacher advised that she had discussed the Peer Education Project (PEP) programme with the Assistant Headteacher Behaviour for Learning.			
11.7 The school was also considering a range of other pastoral support options and had approached the PTA for funding for this. The School was keen to get programmes up and running this term.			
11.8 The School was also developing the role of the School Chaplain, in particular her support for the Pastoral Team and the students.			
11.9 The Headteacher advised that supporting students emotionally remained a priority this term.			
11.10 The Chair requested an update from the Headteacher on the fundraising role.			
11.11 The Headteacher reminded Governors that a fundraiser had previously been in post and had left the school in April 2020. The school had budgeted for another fundraiser, however recruitment was proving difficult; the school was aware that there was currently a large number of fundraising vacancies.			

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<p>11.12 The Bursar was in the process of refining the job description in order to narrow down the set of skills required.</p> <p>11.13 Governors pointed out that many fundraising positions were now being advertised as ‘Philanthropy Manager’ and suggested that the school considered amending the job title.</p>	<p>Discuss amending job title for fundraising role with Bursar</p>	<p>EHS</p>	
<p>12. Report by the Headteacher</p> <p>12.1 The Headteacher’s Report to the Governors September 2021 had been sent with the agenda.</p> <p>12.2 The Headteacher was proud of everything the School would be working on this year and also wished to thank Governors for their hard work and support.</p> <p>12.3 Since the last meeting in July the School had managed both results days and the appeals. A total of ten appeals for GCSE and A Level had gone to Stage 1. Five of these had gone to Stage 2, ie they had been sent to the exams board; none of the appeals had been upheld.</p> <p>12.4 This had confirmed the processes that had been put in place for the internal assessments and the grades.</p> <p>12.5 The School had had a successful start to the term with two CPD days and a staggered start for the year groups to enable the two covid tests to be carried out for all students.</p> <p>12.6 The Year 7 Open Sessions had taken place in person.</p> <p>12.7 An online presentation had also been made available as the school had recognised that some people were still not able to come into school in person.</p> <p>12.8 The School Development Plan had been circulated to staff and at the start of term the Headteacher had spoken to staff about the School’s priorities for the year.</p> <p>12.9 The first round of lesson observations was already underway.</p>			

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12.10 The front page of the Headteacher’s Report featured a photograph of this year’s Senior Order.			
12.11 The Senior Order Team had done an excellent job at the Open Sessions and had many plans for the year ahead.			
12.12 There were currently approximately 10 cases of COVID-19 across a range of year groups; the School was monitoring the situation closely.			
12.13 The Headteacher was aware that other schools in the borough had seen much larger outbreaks since the start of term.			
12.14 Year group bubbles were no longer required, however, classrooms continued to be ventilated and hand sanitiser was available.			
12.15 The Headteacher had run Year Group assemblies reiterating how students needed to continue to look after each other.			
12.16 Hammersmith and Fulham was starting to roll out the vaccination programme for 12-15 year olds in schools.			
12.17 The borough would not be advising parents which day vaccinations would take place on in order to avoid anti-vax protests.			
12.18 The school had already received a number of communications from anti-vax organisations.			
12.19 The Headteacher was aware that some LDBS schools had had a very low uptake of the vaccine.			
12.20 Governors asked how the School would manage a Gillick competent child whose parent had not given consent.			
12.21 The Headteacher advised that whilst this was for the NHS to manage, she would be uncomfortable with students receiving a vaccine on the School’s premises if the parent had not given consent. Headteachers had asked the borough and the LDBS for clear guidance on this.			

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12.22 Governors asked which vaccine was being rolled out in school. The Headteacher advised it would be the Pfizer vaccine.			
12.23 The Chair asked whether the 10 cases of COVID-19 were evenly spread across the school. The Headteacher advised that there were 4 cases in Year 10 however the other cases were evenly spread.			
12.24 There had been a couple of cases in the Sixth Form, however the Headteacher was not aware of whether those students had been vaccinated over the summer or not.			
12.25 The Chair asked whether the school needed to take any action on the COVID risk assessment.			
12.26 The Chair of the Staffing and General Purposes Committee was of the view that his committee would need to review it along with the Safeguarding and Child Protection Policy COVID-19 annex, at the next meeting on 19 th October 2021. He also felt that the COVID-19 annex would need to be retained for the time being.			
12.27 The Chair suggested including a point about anti-vax disruptions in the Covid-19: Risk Assessment for School Opening September 2021.	Consider adding info re anti-vax disruptions to Covid-19: Risk Assessment for School Opening September 2021 document	EHS	19/10/21
12.28 Referring to page 3 of her report, the Headteacher advised that the School Chaplain had led one of the sessions on the first CPD day of the term; this had highlighted the impact of the School's Christian ethos on the school's work			
12.29 Governors learned that the School had an excellent Student Chaplain this year who was working closely with the School Chaplain.			
12.30 Governors noted that School's Chamber Choir would sing Choral Evensong at St Paul's Cathedral on 15 th November 2021 and were welcome to attend.			
12.31 As detailed on page 3 of her report, the Headteacher confirmed that the performance management process for teaching staff was underway and targets would be set by half term. The School would continue to ensure that every member of the teaching staff had a target which focussed on the progress of disadvantaged students.			

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12.32 Governors noted that the School was fully staffed and had a number of Early Career Teachers (formerly known as Newly Qualified Teachers). A programme was in place to support the ECTs and also those teachers who had completed their NQT year last year as part of their training had been disrupted due to the pandemic.			
12.33 Governors were referred to pages 5 and 6 of the Headteacher’s Report for further details about the ECT programme.			
12.34 Referring to the section on Student Outcomes 2021 on page 4 of her report, the Headteacher reminded Governors that they had received the exam results in August.			
12.35 A Level and GCSE outcomes had remained strong.			
12.36 The Deputy Headteacher Curriculum would review the grade 4-5 boundaries for Mathematics, together with the Head of Mathematics.			
12.37 The value-added scores for disadvantaged students were down on last year, but not as low as a few years ago. The Headteacher believed that this year’s figures reflected the impact of lockdown and was generally the case across all schools.			
12.38 The Headteacher agreed to send subject summaries to Governors with a breakdown of value-added scores for each subject for both disadvantaged students and non-disadvantaged students.	Send value added subject summary to governors	EHS/Clerk	asap
12.39 Staff Governors were very pleased with the outcome of the assessment process and that grades had held up against appeals.			
12.40 The Headteacher referred Governors to the CPD days – September 2021 and Research and Development Groups sections on pages 4 and 5 of her report.			
12.41 All staff were working in R&D groups across curriculum areas on different areas of research and professional practice.			
12.42 Appendix 5, pages 30-38, contained a detailed analysis of lesson observations during the Summer Term. This analysis had been carried out by the Deputy Headteacher Curriculum and would inform the School’s focus for this year.			

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

Agenda Item	Action	By whom	By when
12.43	Governors congratulated the school on its excellent approach to teaching and learning.		
12.44	The Assistant Headteacher and Director of Sixth Form had provided a detailed update on the Sixth Form on pages 7-12 of the Headteacher's Report. This included an up-to-date summary of Sixth Form recruitment.		
12.45	Governors asked whether there was any feedback on why students had gone elsewhere to Sixth Form. The Headteacher advised that feedback included family reasons, students wanting a fresh start and also a mixed school.		
12.46	Governors asked how numbers in Year 12 compared to last year. The Headteacher advised that numbers were lower than last year but higher than the previous year. Overall there were more students in the Sixth Form this year than last year.		
12.47	The Chair noted that all students who had met the LMS entry criteria but had decided to go elsewhere, had gone to a mixed school.		
12.48	The Chair was impressed by this year's university destinations.		
12.49	Governors were aware that students had missed out on residential trips due to the pandemic and asked what plans had been put in place for this year.		
12.50	The Headteacher confirmed that Activities Week would go ahead during the Summer Term 2022. A range of London based programmes would replace the residential trips. The school was also keen to keep costs down as it was aware that some parents/carers would not be in a position to pay the higher costs attached to residential trips.		
12.51	This year other school trips would be kept to a minimum in terms of cover and cost.		
12.52	The School was keen to consider another legacy trip, similar to the China trip, in a few years' time.		
12.53	The Chair noted that the Wellbeing Programme detailed in Appendix 1 on pages 13-16 of the Headteacher's Report contained a variety of extra-curricular and fun activities.		
12.54	The Chair asked whether the School would mark International Women's Day this year. The Headteacher confirmed that it would look at doing this in some way.		

Signed.....
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Agenda Item	Action	By whom	By when
<p>12.55 The Chair asked whether students participated in debates against boys' schools? The Headteacher confirmed this was the case. For example, students had previously participated in debating competitions and she expected these to resume.</p> <p>12.56 The School also planned to enter a team into the Magistrates' competition.</p> <p>12.57 The Chair thanked the Headteacher for her report.</p>			
<p>13. Report by the Chair</p> <p>13.1 The Chair did not have anything further to report.</p>			
<p>14. Communications</p> <p>14.1 The Clerk tabled a letter from the ESFA dated 14th July 2021 which set out the functions of the ESFA and what was required of academies.</p> <p>14.2 The Headteacher reminded Governors that the last SIAMS inspection had taken place in December 2016.</p> <p>14.3 Normally the School would have expected to have its next inspection this term, however inspections had fallen behind during the pandemic.</p> <p>14.4 The Headteacher, who was also a SIAMS Inspector, would carry out her first inspection since the start of the pandemic next week.</p> <p>14.5 A list of schools which could expect an inspection this academic year had been published; Lady Margaret School was not on this list. The Headteacher did not therefore expect the next inspection to take place before Christmas 2022.</p> <p>14.6 The Headteacher felt that OFSTED was more difficult to predict, however given the exam results it was unlikely LMS would be flagged as a concern. Furthermore, many schools had not been inspected for a longer period than LMS.</p> <p>14.7 Governors were of the view that the school was in a good position should an inspection take place.</p>			

Agenda Item	Action	By whom	By when
<p>15. Reports from Committees and Working Parties</p> <p>15.1 Admissions Committee – refer to confidential section</p> <p>15.2 Audit and Risk Management Committee – the draft minutes of the meeting held on 21st September 2021 had been sent with the agenda.</p> <p>15.3 The Chair of this new Committee, Mr James Ewins, reported that its first meeting had been very useful and that the committee would be relieving the other committees of some of their responsibilities regarding the Risk Register. This work would in future be rechannelled and run in a more streamlined manner.</p> <p>15.4 The Chair of the Audit and Risk Management Committee referred Governors to items 4.20 – 4.24 on page 5 of the minutes.</p> <p>15.5 Going forward communications regarding risk management would go through the Chairs of the other committees to their respective committees, and then back to the Audit and Risk Management Committee.</p> <p>15.6 The committee had identified two areas for internal scrutiny for this year, i.e. information and data, and safeguarding. The internal scrutiny of these areas would be carried out by an independent organisation.</p> <p>15.7 The School’s Risk Appetite Statement document had also been sent with the agenda.</p> <p>15.8 The Chair of the Audit and Risk Management Committee explained that members of committee had been asked to rate their risk appetite for various risks.</p> <p>15.9 Aside from a couple of anomalies, this exercise had shown Governors to be on the whole risk averse.</p> <p>15.10 The committee would repeat this exercise on a regular basis.</p>			

Signed.....
Chair of committee

Date.....

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<p>16. Governor Training & Development</p> <p>16.1 The Clerk would send out training schedules to the Governing Body for the current academic year.</p> <p>16.2 The Chair asked Link Governors to contact the Clerk in order to arrange a visit to the school. There was a template form to use for the visits.</p> <p>16.3 The Clerk would be in touch with individual governors when their DBS certificates were up for renewal.</p>	<p>Email training details to Full Governing Body</p> <p>Contact Clerk to arrange a school visit</p>	<p>Clerk</p> <p>Link Governors</p>	<p>asap</p>
<p>17. Any Other Business</p> <p>17.1 There was no other urgent business.</p>			
<p>18. Dates of Forthcoming Meetings</p> <p>18.1 The meeting calendar for the new academic year had been sent with the agenda. Governors noted the date of the next meeting (and AGM) which was Wednesday, 15th December 2021 at 6.00pm.</p>			

Mr Justin Bairamian left the meeting at 7.15pm

The meeting closed at 7.20pm

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