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| <b>Minutes of the Full Governing Body Meeting of Lady Margaret School</b>   |   | <b>Date/time: 15<sup>th</sup> December 2021, 6.00pm</b> |   |
| <b>Present:</b>   | Mr Justin Bairamian<br>Mrs Maxine Boersma<br>Mrs Marianne Coates (attended remotely)<br>Mr James Ewins (attended remotely)<br>Ms Kate Foulds<br>Ms Severine Gould<br>Mr William Hunter<br>Mr Choong Kwan (attended remotely)<br>Mrs Arabella MacIntyre<br>Mr Nigel Parker<br>Mrs Sarah Peart (attended remotely)<br>Miss Vithya Premkumar<br>Revd Penny Seabrook, Chair<br>Mr Paul Sloan<br>Ms Elisabeth Stevenson, Headteacher<br>Mr Richard Wormell (attended remotely)<br>Ms Rea Zhubi (attended remotely) | <b>In attendance:</b>                                   | Mrs Wendy Gainham, Clerk to Governors<br>Ms Siobhan Holmes, representing haysmacintyre (attended remotely)<br>Ms Nicola Lupton, Deputy Headteacher<br>Mr Alex Parker, Bursar<br>Revd Tim Stilwell, representing the Bishop of Kensington<br>Mrs Sarah Webber, Deputy Headteacher<br>Mr Inigo Woolf, representing the LDBS (attended remotely) |
| <i>Elisabeth Stevenson opened the meeting with a prayer at 6.10pm</i>       |   |   |   |
| <b>Agenda Item</b>  |   | <b>Action</b>   | <b>By whom</b>  |
| <b>2. Apologies for absence</b><br>3.1 There were no apologies for absence. |   |   |   |

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Chair of FGB

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| <p><b>3. Welcome and Introductions</b></p> <p>3.2 The Chair welcomed all those present and in attendance.</p> <p>3.3 Mr Inigo Woolf was representing the London Diocesan Board for Schools and Revd Tim Stilwell was representing the Bishop of Kensington at the AGM.</p> <p>3.4 The Chair introduced new Local Community Governor, Ms Rea Zhubi.</p> <p>3.5 The Chair also welcomed Ms Siobhan Holmes who was representing the auditors, haysmacintyre.</p>   |        |         |         |
| <p><b>4. Register of Governors' Interests</b></p> <p>4.1 The Clerk circulated a hard copy of the Register of Pecuniary Interests document and asked governors to declare any interests specific to any of the items on the agenda of this meeting. Those attending remotely were asked to declare any interests verbally.</p> <p>4.2 No interests were declared.</p>  |        |         |         |
| <p><b>5. Report from The Finance and Resources Committee</b></p> <p>5.1 The following documents had been sent with the agenda:</p> <ul style="list-style-type: none"> <li>• Draft minutes of the Finance and Resources Committee meeting dated 7<sup>th</sup> December 2021</li> <li>• Annual Report and Financial Statements 31<sup>st</sup> August 2021</li> <li>• Audit Findings Report 31<sup>st</sup> August 2021</li> <li>• 2020/2021 Year End Budget</li> <li>• Three Year Forecast 2021/2022 to 2024/2025</li> </ul> <p>5.2 The Chair of the Finance and Resources Committee invited Ms Siobhan Holmes to take Governors and Members through the Audit Findings Report and Annual Report and Financial Statements.</p> <p>5.3 Ms Holmes firstly took Governors through the Audit Findings Report which the Finance and Resources Committee had looked at in detail at their meeting on 7<sup>th</sup></p> |        |         |         |

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| December 2021.  |        |         |         |
| 5.4 Ms Holmes wished to thank the Bursar and team for their work and support throughout the audit process and she reported a clean audit opinion.   |        |         |         |
| 5.5 Ms Holmes drew governors' attention to section 2 on page 2 of the Audit Findings Report; the key areas of risk had been identified and the auditors were happy with the information they had seen therefore there was nothing further to report.  |        |         |         |
| 5.6 Ms Holmes then referred governors to section 3 of the Audit Findings Report which was an update to provide governors with an assurance of the areas which had been audited. In summary due to covid-19 there were several additional disclosures which needed to be included in the Financial Statement. The auditors had carried out a thorough check of these and were happy that these were compliant. |        |         |         |
| 5.7 The Auditors had also checked against the Academies Accounts Direction and overarching documents that the school had to comply with as an academy.  |        |         |         |
| 5.8 Details had been provided regarding the Academies Accounts Direction and changes which had taken place since last year's audit. Again, these areas had been reviewed and the auditors had been happy to sign off against these.   |        |         |         |
| 5.9 Ms Holmes reminded governors that as in previous years, the premises were not recognised within the accounts which was very much in line with the practice of other academies.  |        |         |         |
| 5.10 In terms of fixed assets, there had been a few purchases which had been offset by a depreciation charge.   |        |         |         |
| 5.11 Referring governors to the Condition Improvement Fund (CIF) Grant section on page 5 of the Audit Findings Report, Ms Holmes reported that the school had received a significant CIF grant of £144k (restricted funding) from the ESFA for the purpose of asbestos remediation work. The auditors were satisfied that the remaining funding (£36k) would be fully spent within the current year.          |        |         |         |
| 5.12 Governors noted that an unspent proportion of a previous CIF grant income (£15.5k) from 2016/2017 had now been clawed back by the ESFA.  |        |         |         |
| 5.13 Moving on to the Misstatements section on page 5 of the Audit Findings Report, Ms  |        |         |         |

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|             | Holmes emphasised that the management information governors were receiving was accurate and of good quality.   |        |         |         |
| 5.14        | In terms of the Letter of Representation, the Auditors were not asking Governors to represent on anything additional compared with prior years.  |        |         |         |
| 5.15        | Ms Holmes confirmed that the Bursar was working towards meeting the deadlines for submission of the accounts return by 25 <sup>th</sup> January 2022.  |        |         |         |
| 5.16        | Ms Holmes wished to draw governors' attention to section 5 on page 8, regarding detailed control points. Governors noted that there were no new control points identified during the audit.  |        |         |         |
| 5.17        | The remainder of the Audit Findings Report covered emerging issues. Governors should review the key changes in the Academies Trust Handbook 2021.  |        |         |         |
| 5.18        | The auditors had not identified any causes for concern with regards to cybercrime and fraud. As a whole the sector had seen a huge increase in fraudulent activity and this had been discussed in detail at the recent Finance and Resources Committee meeting.  |        |         |         |
| 5.19        | Governors should be confident that the school was doing everything possible to mitigate against potential fraudulent activity.   |        |         |         |
| 5.20        | Ms Holmes then moved onto the Annual Report and Financial Statements and was pleased to report that the Financial Statements were compliant and met the requirements.  |        |         |         |
| 5.21        | Ms Holmes referred governors to the key statements within the report. On page 36 governors noted the Statement of Financial Activities for the year ended 31 August 2021. Ms Holmes wished to point out that under the General Funds column the figures of (255,000) and (432,000) represented the movement on the pension creditor at the year end. The pension liability for the local government pension scheme had increased which was reflected in this column. |        |         |         |
| 5.22        | Governors noted the large grant of £146k under the fixed assets funds and the spend against that of £107k which left £39k to be spent by the end of the financial year; this was all in hand.  |        |         |         |

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| 5.23 For the benefit of new members of the Governing Body, Ms Holmes explained the Local Government Pension Scheme in more detail.   |        |         |         |
| 5.24 On the balance sheet on page 37 there was a creditor balance of approximately £3.4million; this related to the pension creditor which was solely in relation to the LGPS, a defined benefits scheme. A calculation was undertaken every year by an actuary to estimate what the liability would be if the scheme were to be wound up. Governors should note, however, that academies have the full support of the government in terms of that balance and reassured governors that although it did look worrying on the balance sheet, this was very much an accounting adjustment that needed to be reflected in the accounts. In summary, the school was currently not liable for it. |        |         |         |
| 5.25 Also reflected in the balance sheet was the increase in fixed assets; an additional £21k had been capitalised this year which had been offset by £13k depreciation, hence the increase. The school's debtors had increased, predominantly in relation to the VAT debtor and capital work, ie asbestos work.   |        |         |         |
| 5.26 Creditors had increased by £100k; this related solely to the asbestos work and was a timing issue regarding the payment for work which had taken place towards the end of the financial year.   |        |         |         |
| 5.27 Other areas to note were on page 43 in the Notes to the Financial Statements. There was an additional disclosure, ie PP, Teachers pay grant and rates reclaim which now had to be to be separated out. All academies were now required to do this.  |        |         |         |
| 5.28 Mr Inigo Woolf noted that Lady Margaret School was the only academy he worked with which had fully spent its general academy grant. Therefore, if the school was required to spend more on its running costs, it would need to draw on the unrestricted fund. This demonstrated the success of the school's fundraising, however it also presented a risk and the school therefore needed to pay attention to the success of the fundraising.   |        |         |         |
| 5.29 The Chair of the Finance and Resources Committee advised that this was a deliberate strategy which appeared to be working.  |        |         |         |
| 5.30 The Bursar agreed that Mr Woolf's observations reflected the school's financial   |        |         |         |

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| <p>strategy, ie it consciously depended on unrestricted funds to run the school to a certain standard. As a result of that the school had a fundraising function and had recruited into that substantive post with effect from January 2022.</p>                           |        |         |         |
| <p>5.31 Based on its historical levels of fundraising, the school was quite comfortable with adjusting the budgeting if it felt there was a threat to those funds.</p>   |        |         |         |
| <p>5.32 The Bursar also pointed out that the school had quite a secure lettings income, therefore it had two income streams with proven track records in delivering large sums of money.</p>   |        |         |         |
| <p>5.33 This strategy had enabled the school to avoid major cost cuts and to maintain the school to the standard expected.</p>   |        |         |         |
| <p>5.34 The Headteacher added that the school continued to receive support from the PTA who worked extremely hard on fundraising, for example this year's Christmas fair had raised approximately £18k.</p>  |        |         |         |
| <p>5.35 A governor reported that the unrestricted funds were overseen by the Finance and Resources Committee; on an annual basis the Rose Fund was cleared out and put in the general funds and this was a key element of this strategy.</p>                               |        |         |         |
| <p>5.36 The Chair of the Finance and Resources Committee wished to congratulate the Bursar and his team on a remarkable audit during a very difficult year.</p>  |        |         |         |
| <p>5.37 The Chair of the Finance and Resources Committee then referred governors to an encouraging Three Year Forecast which reflected a healthy position; the school remained above the £250k reserve limit and this suggested that the current strategy was working.</p> |        |         |         |
| <p>5.38 Governors approved the accounts.</p>   |        |         |         |
| <p><i>Break for AGM at 6.35pm</i></p>  |        |         |         |
| <p><i>Mr Alex Parker and Revd Tim Stilwell left the meeting at 6.45pm</i></p>  |        |         |         |

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| <p><b>6. Membership of the Governing Body</b></p> <p><b>6.1</b> An up-to-date List of Governors (including vacancies) had been sent with the agenda.</p> <p><b>6.2</b> The Chair reported that there was one vacancy for a Foundation Governor and she was in discussion with potential candidates. She hoped to fill this vacancy shortly.</p> <p><b>6.3</b> There had been no nominations for the Staff Governor vacancy this term therefore there would be another election next term.</p> <p><b>6.4</b> With regards to Local Community Governors, the Chair was delighted that Rea Zhubi had joined the Governing Body and explained that she had approached the school a couple of years ago to express an interest in becoming a governor.</p> <p><b>6.5</b> Ms Zhubi summarised her background. She was a former student who had left the school in 2010 and gone on to study mathematics at university. After a period of working in the city for 5 years, she now specialised in educational consultancy. Ms Zhubi was also a governor at a primary school federation.</p> <p><b>6.6</b> The Chair explained that Ms Zhubi had filled one of two Local Community Governor positions, one of which required input from the Local Authority. The Local Authority had approved Ms Zhubi's appointment.</p> <p><b>6.7</b> The second Local Community Governor could be appointed by governors alone and the Governing Body had the discretion to appoint someone from outside the local community if it felt that they were bringing valuable skills to the Governing Body.</p> <p><b>6.8</b> The Chair and Headteacher had recently met with a well-qualified candidate and although the candidate lived outside the local area, she was currently working in inner London.</p> <p><b>6.9</b> Six of the current governors lived in Hammersmith and Fulham therefore governors needed to take a view as to whether they felt there was enough local community representation on this board to justify the appointment of this candidate.</p> <p><b>6.10</b> Governors noted that this candidate was well-qualified and exposed to an inner London community through her work. All voted in favour of appointing her.</p> | <p>Notify candidate that governors have agreed to her appointment</p> | <p>Clerk</p> | <p>asap</p> |

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| <p><b>7. Membership of Committees &amp; Link Governors</b></p> <p>7.1 The Membership of Committees 2021-2022 document had been sent with the agenda.</p> <p>7.2 The Chair reported that at a recent Staff Committee meeting, it had come to light that the occasional committee membership should be reviewed due to the fact that in some cases a governor sat on both an occasional committee and the corresponding appeals committee which created a conflict of interest.</p> <p>7.3 Mr James Ewins was of the view that this was not an issue as long as a governor did not sit on both committee and corresponding appeal committee for any individual case.</p> <p>7.4 The Chair agreed, however pointed out that there were insufficient governors on each committee for this to work in practice.</p> <p>7.5 The Chair therefore tabled a revised Membership of Committees 2021-2022 for consideration and listed the following proposed changes:</p> <ul style="list-style-type: none"> <li>• Remove Mr Justin Bairamian from the Staff Discipline Appeals Committee (remain on Staff Discipline Committee)</li> <li>• Remove Mr Nigel Parker from the Staff Appeals Committee (remain on the Staff Committee)</li> <li>• Remove Mrs Sarah Peart from the Staff Discipline Committee (remain on Staff Discipline Appeals Committee)</li> <li>• Remove Mr Paul Sloan from Staff Appeals Committee (remain on the Staff Committee)</li> <li>• Remove Mr Richard Wormell from the Staff Committee (remain on the Staff Appeals Committee)</li> <li>• Appoint Mr Nigel Parker to the Staff Discipline Committee</li> <li>• Appoint Mr James Ewins, Mr Choong Kwan and Mr Paul Sloan to the Staff Discipline Appeals Committee</li> <li>• Appoint Mrs Maxine Boersma, Mr William Hunter and Mrs Sarah Peart to the</li> </ul> |        |         |         |

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| <p>Staff Appeals Committee.</p> <ul style="list-style-type: none"> <li>• Appoint Mrs Marianne Coates to the Complaints Committee.</li> </ul> <p>7.6 Governors asked the Chair to outline the difference between the Staff Discipline Committee and the Staff Committee.</p> <p>7.7 The Chair of the Staffing and General Purposes Committee explained that the Staff Discipline Committee dealt with everything falling short of dismissal, whereas the Staff Committee was able to dismiss. A full review of the occasional committee structure was already on the Staffing and General Purposes Committee agenda.</p> <p>7.8 The Chair then moved on to Link Governor roles. She was currently the Link Governor for RS however, following her appointment as Chair of Governors, believed this was now a conflict of interest. She therefore asked for a volunteer to take on this role. Mrs Arabella MacIntyre put herself forward to take on the role of Link Governor for RS.</p> <p>7.9 Mr William Hunter no longer wished to be Link Governor for Data Protection. The Chair reported that this area would be reviewed by an outside body (following a request from the Audit and Risk Management Committee earlier in the term) therefore whoever took over this role would be supported by the Audit and Risk Management Committee.</p> <p>7.10 The Clerk advised that there was no requirement to have a Link Governor for Data Protection, however Mr Nigel Parker agreed to take on this role.</p> <p>7.11 Mrs Marianne Coates agreed to take over the Link Governor for MFL role from Mr Nigel Parker.</p> <p>7.12 A governor asked the Clerk which Link Governors roles were required. The Clerk confirmed these were Safeguarding, SEND and Careers (which Mr Paul Sloan had recently volunteered to take on).</p> <p>7.13 It was noted that Mrs Arabella MacIntyre had taken on a large number of Link Governor roles and, in view of the importance of the SEND role, it was felt that her workload might be too heavy. Mrs Severine Gould therefore agreed to take on the role of Link Governor for Science from Mrs Arabella Macintyre.</p> |        |         |         |

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| 7.14 The Clerk would send out an updated version of the Membership of Committees 2021-2022 document to governors.  | Update Membership of Committees 2021-2022 document and distribute to governors   | Clerk                  | asap         |
| <b>8. Draft Minutes of the Meeting held on 6<sup>th</sup> October 2021</b>   |  |                        |              |
| 8.1 The draft minutes of the meeting held on 6 <sup>th</sup> October 2021 had been sent with the agenda and were agreed to be an accurate record. One copy was signed by the Chair.  |  |                        |              |
| <b>9. Matters Arising Not Covered Elsewhere on the Agenda</b>  |  |                        |              |
| 9.1 11.13 – The Headteacher advised that the Head of Fundraising position had been advertised. A new Head of Fundraising had been appointed and would join the school next term.   |  |                        |              |
| 9.2 12.27 – The Headteacher reported that vaccinations had taken place in school before there had been an opportunity to amend the COVID-19: Risk Assessment for School Opening September 2021 (re potential anti-vax disruptions). No protests had taken place in October.  |  |                        |              |
| 9.3 The Headteacher suggested that the risk assessment could be amended prior to the school immunisation service returning on 1 <sup>st</sup> March 2022 to administer the second dose.  | Update COVID-19: Risk Assessment for School Opening September 2021 prior to school immunisation service returning on 01/03/2021          | Headteacher/<br>Bursar | 01/03/2021   |
| 9.4 12.38 – The Headteacher advised that the value-added subject summary had been provided in her Report to Governors December 2021.   |  |                        |              |
| 9.5 The Chair asked the Headteacher what process was in place to review the COVID-19: Risk Assessment on a regular basis? The Headteacher explained that COVID-19 was on the SLT agenda every week. The Risk Assessment had not been reviewed since the start of term as guidelines had not changed, however this could be actioned next term. | Ensure that COVID-19: Risk Assessment for School Opening September 2021 is on agenda of next Audit and Risk Management Committee meeting | Clerk                  | January 2022 |
| 9.7 16 – The Chair asked the newly appointed Governors if they had managed to book onto an induction training course. Mrs Severine Gould confirmed that she was  |  |                        |              |

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| <p>booked onto a course in January 2022 and Mr Choong Kwan advised that he would book onto a course in the new year.</p> <p>9.8 The Chair thanked Ms Rea Zhubi for providing proof of attendance at an induction session through her primary school.</p> <p>9.9 15 – Following the auditors’ suggestion for the school to consider training on cybercrime and ransomware, the Chair requested that this was brought forward to the next meeting of the Audit and Risk Management Committee.</p>   | <p>Put cybercrime/ransomware training on agenda of next meeting of the Audit and Risk Management Committee</p> | <p>Clerk</p> | <p>Jan 2022</p> |
| <p><b>10. Communications</b></p> <p>10.1 An LDBS press release regarding the Lady Margaret School Chamber Choir singing at St. Paul’s Cathedral had been sent with the agenda; the Chair had very much enjoyed attending the service.</p>   |  |              |                 |
| <p><b>11. Reports from other Committees and Working Parties</b></p> <p>11.1 <b>Curriculum Committee</b> – the minutes from the meeting held on 16<sup>th</sup> November 2021 had been sent with the agenda.</p> <p>11.2 The Chair of the Curriculum Committee wished to highlight three points; the ECT programme was very much up and running and members of staff acting as ECT mentors were awarded dedicated time for this; the school was not clear as to what the summer 2022 exams would cover, and, like other schools, was expecting an update in February 2022; singing was now taking place as part of collective worship and this was seen as a very positive step towards normality.</p> <p>11.3 <b>Staffing and General Purposes Committee</b> – the minutes from the meeting held on 19th October 2021 had been sent with the agenda.</p> <p>11.4 Following on from the points raised earlier regarding the COVID-19: Risk Assessment for School Opening September 2021, the Chair of the Staffing and General Purposes Committee wished to emphasise how much of this committee’s work was concerned with risk, particularly in relation to safeguarding and covid-19.</p> <p>11.5 The Chair of the Staffing and General Purposes Committee hoped that there was sufficient detail contained in these minutes to support the work of the Audit and Risk Management Committee at its next meeting in January 2022.</p> |  |              |                 |

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| <p>11.6 The Chair of the Staffing and General Purposes Committee referred governors to paragraph 6.5 onwards on page 6 of the minutes which dealt with the pay policy.</p> <p>11.7 A step in the policy which had been approved at the October meeting had been corrected at a short meeting today in order to extend the powers of the various bodies and committees which dealt with the review of pay.</p> <p>11.8 The Chair asked when the pay policy would come back to the Full Governing Body? The Chair of the Staffing and General Purposes Committee confirmed this would be in October 2022 as the Staffing and General Purposes Committee had the power to review the policy at any stage.</p> <p>11.9 The Chair wished to thank the Chair of the Staffing and General Purposes Committee for agreeing to stay on for another term and also thanked him for his continued input into the school's policies.</p>   |        |         |         |
| <p><b>12. Report by the Headteacher</b></p> <p>12.1 The Headteacher's Report to the Governors December 2021 had been sent with the agenda.</p> <p>12.2 The Headteacher was pleased to report that the school had been able to continue with its end of term plans this week.</p> <p>12.3 There were currently 10 covid-19 cases within the student body and two staff cases. These numbers were significantly lower than other schools in the borough.</p> <p>12.4 The school had seen a steady 5-10 cases since October half term and had not experienced the huge surge in cases many schools had.</p> <p>12.5 The Headteacher wished to thank the Senior Leadership Team for their contributions to her report and also wished to record her thanks to the whole staff team.</p> <p>12.6 The report contained an overview of the work the school had carried out since October.</p> <p>12.7 The Senior Leadership Team had provided thoughtful and careful Line Management and leadership across key areas of the school, the Middle Leadership Team had been engaged in curriculum conversations as part of the school's Ofsted preparation and</p> |        |         |         |

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| <p>planning the curriculum for the year ahead, had been working with new colleagues across the school and preparing students for their GCSE and A Level examinations.</p>  |        |         |         |
| 12.8 The pastoral team had provided exceptional support to all students.   |        |         |         |
| 12.9 The support team who were crucial to the running of the school had kept everyone going this term.   |        |         |         |
| 12.10 The Headteacher also wished to thank the Governing Body for its support, encouragement and close working relationship with the school.   |        |         |         |
| 12.11 The front page of the report featured the Chamber Choir at St Paul’s Cathedral. The school was thrilled to have been invited back there and to have an important relationship with the cathedral.  |        |         |         |
| 12.12 Pages 2-3 of the report contained an overview of work carried out in relation to the School Development Plan 2021-22 priorities, which also linked into the LDBS and Diocese of London vision for 2030.  |        |         |         |
| 12.13 The school had remained focussed on these priorities and these were informing all of its work.   |        |         |         |
| 12.14 Page 4 of the report contained an attendance summary. Attendance had been good all term, however less so this week due to covid-19.  |        |         |         |
| 12.15 The Deputy Headteacher Curriculum took governors through her Curriculum Update on pages 4-5 of the Headteacher’s Report.   |        |         |         |
| 12.16 Governors noted that ECT review meetings had taken place this week and an extensive curriculum audit had taken place this term.  |        |         |         |
| 12.17 An examinations and assessments update had been provided by the Deputy Headteacher Pupil Progress on pages 5-6 of the Headteacher’s Report.  |        |         |         |
| 12.18 Governors noted the student feedback on the Sixth Form Wellbeing programme contained in pages 8-10 of the Headteacher’s Report. This demonstrated that the programme had been successfully embedded in the school and was really valued by both staff and students. The school would therefore continue to invest in this. |        |         |         |
| 12.19 An update had been provided by the Assistant Headteacher Behaviour for Learning  |        |         |         |

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| and Inclusion/DSL on pages 11-12 which covered wellbeing, Goodly Heritage Day and mental health and safeguarding.   |        |         |         |
| 12.20 Governors noted the comprehensive Sixth Form update from the Assistant Headteacher/Director of Sixth Form on pages 12-13 which covered recruitment and retention, student voice, PSHE and a pastoral update.  |        |         |         |
| 12.21 In summary, the strong theme of this report was how the school has supported students pastorally this term, alongside its work on Teaching and Learning.  |        |         |         |
| 12.22 A governor congratulated the Headteacher on an excellent report, in particular its focus on the mental health and wellbeing of students which had come under a lot of pressure during the pandemic.   |        |         |         |
| 12.23 A governor noted that Year 11 attendance was the lowest at 92%. The Headteacher explained that a number of students in Year 11 had poor attendance for a number of different reasons. The school continued to work very closely with these students to support them in returning to school.   |        |         |         |
| 12.24 Governors should note that as the school had a smaller cohort than many other schools, this had a greater impact on attendance figures. Year 11 had experienced significant disruption during Year 9 and 10 and some students had struggled in the run up to mock exams. Attendance at the mock exams had been generally good and the school hoped to see some of the impact of its work.   |        |         |         |
| 12.25 A governor asked the Headteacher to explain what student voice looked like in Key Stages 3 and 4. The Headteacher advised that this could be a Head of Year or Head of Department talking with a group of students about a particular issue to get as much feedback as possible. She was aware that some Heads of Year had run student voice sessions on Goodly Heritage Day. A Staff Governor advised that Year 9 had run a focus group. |        |         |         |
| 12.26 The Deputy Headteacher Curriculum added that student voice had always featured in R&D group work, e.g. consulting with students on various ideas to focus on in the classroom and then asking for feedback after these had been trialed in the classroom to find out about the impact from the students' perspective.   |        |         |         |
| 12.27 Next term departments would be looking at curriculum intent and would be checking   |        |         |         |

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| <p>with students what their understanding of this was.</p> <p>12.28 A governor congratulated the school on remaining open so far.</p>  |        |         |         |
| <p><b>13. Pupil Premium Strategy Statement</b></p> <p>13.1 The Pupil Premium Strategy Statement document had been sent with the agenda.</p> <p>13.2 The Deputy Headteacher Pupil Progress advised that this was based on the new format released by the DfE in September. It set out the school's intentions for the next 3.5 years, how the school would assess its success in meeting those and a review of the previous strategy.</p> <p>13.3 The statement of intent on page 2 of the document echoed the School Development Plan and part of the curriculum audit.</p> <p>13.4 Governors were then taken through the challenges identified among the school's disadvantaged students, detailed on pages 3-5 of the statement and the intended outcomes which were detailed on pages 4-5 of the statement.</p> <p>13.5 On pages 6-9 details of how the school intended to spend its Pupil Premium funding this academic year were provided. Governors noted that the expectation was that the majority of the spend would be on teaching (eg CPD, recruitment and retention). No school was spending less than 50% of their budget on this. The classroom would make the biggest different to disadvantaged students and therefore efforts had to be focussed there. This drew on a lot of research which was updated weekly.</p> <p>13.6 The school would spend a small amount on targeted support.</p> <p>13.7 Finally, wider strategies would respond to emerging needs and would provide some flexibility in approach.</p> <p>13.8 Part B on pages 10-11 covered the review of outcomes in 2018-2019 - the previous academic year.</p> <p>13.9 These were partially met; in terms of hard data the school was on track to meet those in 2019, however due to the pandemic there was no data to compare with.</p> <p>13.10 The school did not spend any money on externally provided programmes therefore</p> |        |         |         |

| Agenda Item  | Action | By whom | By when |
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| <p>this section had been left blank, as was the section on Service pupil premium funding due to the fact that only one student was in receipt of this therefore it would be too personal to publish information relating to one student only.</p>  |        |         |         |
| <p>13.11 The further information section on pages 12-13 provided details of how the support for Pupil Premium students also had a positive effect on non-Pupil Premium students.</p>   |        |         |         |
| <p>13.12 The Chair thanked the Deputy Headteacher Pupil Progress for her very informative document. She asked whether the school offered CBT. The Deputy Headteacher Pupil Progress advised that practitioners from MIND were working with Year 8 students and used CBT as part of their support programme. The school had also made contact with an organisation called Place2Be which offered CBT.</p>   |        |         |         |
| <p>13.13 A governor noted that covid had disproportionately impacted disadvantaged students and asked what was the single most important thing the school could do to support these students?</p>  |        |         |         |
| <p>13.14 The Deputy Headteacher Pupil Progress advised that in terms of reviewing the 2018-19 – 2021 strategy, the main difficulty with using some of the data sources was that she was not allowed to refer to them in this document. There was no national comparative data so the school was unable to assess to what extent it was ahead or behind nationally.</p>   |        |         |         |
| <p>13.15 During the first lockdown devices had been an issue, but data and data allowances had been a bigger issue along with lack of support from wrap around services which had meant that establishing communications and following up with communications had become very difficult. Things improved during the second lockdown as students had access to data and devices on site, however, a small minority of students became persistent absentees. In summary, the pandemic had significantly affected a small number of students.</p> |        |         |         |
| <p>13.16 The school had also found that in some families where there were multiple siblings, the older siblings' attendance had dropped off as they were increasingly taking on parental care responsibilities.</p>  |        |         |         |
| <p>13.17 Referring governors to page 6 of the Pupil Premium Strategy Statement, the Deputy Headteacher Pupil Progress explained that now was a good opportunity to revisit the</p>   |        |         |         |

| Agenda Item  | Action  | By whom | By when |
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| work carried out previously on embedding literacy across the curriculum; literacy skills were heavily linked to attainment in Maths and English. It was anticipated that work in this area would have a big impact.  |   |         |         |
| <b>14. Report by the Chair</b><br>14.1 The Chair did not have anything further to report.  |   |         |         |
| <b>15. Audit and Risk Management</b><br>15.1 The Chair of the Audit and Risk Management Committee had nothing to report as the committee had not met since the last Full Governing Body meeting. The Committee would next meet on 25 <sup>th</sup> January 2022.   |   |         |         |
| <b>15. Governor Training &amp; Development</b><br>15.1 The Headteacher advised that following on from an action point from the last meeting of the Curriculum Committee on 16 <sup>th</sup> November 2021, the school was liaising with the LDBS to set up Ofsted training for governors in conjunction with other secondary schools.<br>15.2 A governor suggested that it would be useful for the Link Governor for SEND to undertake training on SEND. | Source governor SEND training for<br>Link Governor for SEND | Clerk   | asap    |
| <b>16. Any Other Business</b><br>16.1 There was no other urgent business.  |   |         |         |
| <b>17. Date of Next Meeting</b><br>17.1 The meeting calendar for this academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday, 30 <sup>th</sup> March 2022 at 6.00pm.   |   |         |         |

The meeting closed at 8.10pm

Signed.....  
Chair of FGB

Date.....