	Minutes of the Full Governing Body Meeting of Lady Margaret School		Date/time: 12th July 2023, 6.00pm
Present:	Mrs Delrita Agyapong (attended remotely) Prof Saeema Ahmed-Kristensen Mr Justin Bairamian Mrs Maxine Boersma Mr Will Downs Mr James Ewins (attended remotely) Ms Kate Foulds Mrs Clair Gordon Mr William Hunter Prof Martin Lodge (attended remotely) Mrs Arabella MacIntyre Mrs Sarah Peart Revd Penny Seabrook, Chair Mr Paul Sloan Mrs Louisa Smith Miss Alice Sparrow Mr Andrew Thacker Ms Elisabeth Stevenson, Headteacher	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nic Lupton, Deputy Headteacher Mrs Sarah Webber, Deputy Headteacher
Revd Penny Seabrook opened the meeting with a prayer at 6.00pm			

Agenda Item	Action	By whom	By when
1. Apologies for absence 1.1 Apologies had been received from Mrs Severine Gould and Mr Choong Kwan. Apologies for absence were accepted. 1.2 Mrs Delrita Agyapong, Mr James Ewins and Prof Martin Lodge were unable to attend in person therefore attended the meeting remotely.			

Signed…….. Date……

Chair of FGB

Agenda Item	Action	By whom	By when
2. Welcome and Introductions 2.1 The Chair welcomed all those present and in attendance and requested that everyone introduced themselves to new governors, Prof Martin Lodge (Local Community Governor), Miss Alice Sparrow (Staff Governor) and Mr Andrew Thacker (Parent Governor). *Mr William Hunter arrived just after 6.00pm*			
3. Declaration of Governors' Interests 3.1 The Clerk circulated a Register of Pecuniary Interests document and asked governors to declare any interests relating to the agenda items for this meeting. 3.2 No interests were declared.			
4. Membership of the Governing Body 4.1 An up-to-date List of Governors had been sent with the agenda. 4.2 It was noted that there were currently no vacancies on the Governing Body, however the Chair pointed out that a couple of long-serving governors would come to the end of their term of office during the next academic year. 4.3 The Chair reminded governors that at the first meeting of the new academic year, the positions of Chair, Vice Chair and Deputy Vice Chair would be confirmed; nominations for these positions would close on 17th July 2023. 4.4 The Chair encouraged governors to engage in this process; so far only one nomination had been received for the position of Chair and no nominations had been received for the position of Vice Chair. 4.5 Nominations should be emailed to the Clerk, however, if nominating another person, governors should seek that person's permission before doing so.	Send any nominations for the positions of Chair, Vice Chair and Deputy Vice Chair to the Clerk	All	17/07/2023

Agenda Item			Action	By whom	By when
5.	**Membership of Committees & Link Governors**				
	5.1	The Membership of Committees 2022-2023 document had been sent with the agenda.			
	5.2	The Chair wished to make governors aware that there were currently several subject areas without a link governor and some governors were covering more than one area.			
	5.3	Governors who did not already have a link governor role and were not currently chairing a committee were therefore asked to consider putting themselves forward in order to distribute governors' workload more evenly.	Governors to consider putting themselves forward for a link governor role	All	asap
	5.4	The Chair would also write to those governors currently without a link governor or committee chair role to ask which subject area they would like to cover.	Write to governors without a link governor role and who are not chairing a committee	Chair	asap
	5.5	The Chair thanked the **Link Governor for PE and Safeguarding** for her visit reports which had been sent with the agenda.			
	5.6	The Link Governor for PE and Safeguarding, who was also a former LMS student, had enjoyed being welcomed back into the school.			
	5.7	She had been really impressed by the variety of activities, including extra-curricular, the PE Department had put in place for students, especially at a time when workloads were quite high.			
	5.8	With regards to safeguarding, things were moving in the right direction, for example additional support had been put in place for the Single Central Record to ensure there were no gaps.			
	5.9	A lot of time and effort had been spent on streamlining the safeguarding referrals process to avoid any duplications and provide more transparency. The next steps were to ensure that the new system was able to sync with the school's student database, SIMS.			
	5.10	The Link Governor for PE and Safeguarding had been impressed by the impact of the new counselling service, Place2Be, and had met with the School Project Manager.			
	5.11	A report from the **Link Governor for Careers** had been sent with the agenda. The main points concerning governors' responsibilities, following the publication of the DfE's updated statutory guidance, "Careers guidance and access for education and training			

Agenda Item		Action	By whom	By when
	providers" in January 2023, had been outlined in the report. The Link Governor for Careers suggested that governors should now consider the role of the Link Governor for Careers in light of the new DfE requirements.			
5.12	The report also outlined the progress made so far in formulating and implementing a plan, however governors noted that this was very much a work in progress. The Link Governor for Careers suggested that governors reviewed this again in September in terms of what had been put in place.			
5.13	A governor asked whether the school's Careers Department was adequately resourced in order to fulfil the new requirements? As far as the Link Governor for Careers was aware, there was no additional funding for this and currently a single member of staff had responsibility for careers. Whilst a great deal of activity around careers was taking place in the school, he felt it would be a challenge to meet the new requirements in terms of providing the evidence trail for this.			
5.14	The Headteacher explained that a Careers Lead had been appointed for this academic year, however next year this role would be absorbed by the Assistant Headteacher/Director of Sixth Form as part of the school's plan to cut costs.			
5.15	The Headteacher agreed with the Link Governor for Careers that there was still work to be done in this area; some of the required experiences had been put in place this year, careers talks in particular, however, work experience needed to be developed further.			
5.16	The current Careers Lead was putting together a handover document and a plan for 2023-2024 would be put in place. It would now be up to SLT to address the gaps as far as possible.			
5.17	A governor asked whether these concerns were being shared with other schools. The Link Governor for Careers explained that the DfE document referred to a Careers Hub and the current Careers Lead had attended training run by the Hammersmith and Fulham Careers Hub.			
5.18	A governor felt that the careers talks which had taken place this year had been excellent and very well received by students, however felt that more focus should be given to the placement weeks in school in order to support students in approaching			

Agenda Item		Action	By whom	By when
	businesses. Governors recognised that this was a challenge and it was important that work experience placements were meaningful.	Put Careers on agenda of next Curriculum Committee meeting to continue this discussion.	Clerk	14/11/2023
5.19	The Chair suggested that this topic was brought forward to the next meeting of the Curriculum Committee in order to consider a more strategic approach.			
5.20	A report from the **Link Governor for Science** had been sent with the agenda.			
5.21	The Link Governor for Science advised that careers in Science had been discussed during her visit and was aware that much work had been done to ensure that students had a clear understanding of career paths in Science.			
5.22	Work placements had also been discussed and the Link Governor for Science pointed out that hybrid working had reduced the number of opportunities for these.			
5.23	Universities offered work experience placements during June, therefore, in order to take advantage of this, the Link Governor for Science suggested that the school considered running its work experience week to coincide with the university dates and offered to send through the dates for next year if required.			
5.24	In terms of teaching, last year there had been an emphasis on practical work in order to make up for the lack of practical work during the pandemic. This was believed to have had a positive impact on the number of students taking Science in the Sixth Form.			
5.25	Future plans included more interactive teaching methods, which would partly be supported by the installation of new screens.			
5.26	The Headteacher advised that the PTA was funding these.			
5.27	The Chair asked whether there were any metrics on Sixth Form numbers in Science? The Link Governor for Science advised that Physics had seen an increase from 5 to 15 students.			
6.	**Draft Minutes of the Meeting held on 29th March 2023**			
6.1	The draft minutes of the meeting held on 29th March 2023 had been sent with the agenda and were agreed to be an accurate record. One copy was signed by the Chair.			

Agenda Item		Action	By whom	By when
7.	**Matters Arising Not Covered Elsewhere on the Agenda**			
7.1	The Chair proposed that going forward a record of attendance should be kept for the Full Governing Body and sub-committee meetings over time.	Maintain attendance records for FGB and sub-committee meetings	Clerk	Ongoing
7.2	14.8 – The Headteacher confirmed that an online questionnaire had been sent out to Year 12 parents/carers to coincide with the most recent parents' evening. The response rate had been very low therefore the school would consider alternative methods to gather feedback from the parent body.			
7.3	14.11– The Chair advised that a crib sheet for governors was still work in progress and the Clerk would work on this over the summer.			
7.4	The Chair reminded governors that the school would welcome donations of books in good condition for the Library.	Consider donating books to the Library	All	
8.	**Communications**			
8.1	The Chair had received a letter from the NEU dated 19th June 2023 advising of strike action on 5th and 7th July 2023. The Chair reminded governors that at the last meeting 4 days of strike action had been reported. The Headteacher confirmed that there had been a total of 8 strike days this academic year.			
8.2	Governors had received regular updates from the school explaining how the strike days were being dealt with.			
8.3	The Chair was of the view that given the limitations, the school had dealt with these quite well, however noted the significance of 8 days of strike action.			
8.4	The Headteacher reported that she regularly met with the school's NEU Reps and had worked hard to ensure that good relations within the school had been maintained. The Headteacher had also discussed next year's school calendar with the NEU Reps.			
8.5	The Headteacher was of the view that having Year 11 in school on strike days had been very helpful in the run up to public exams. She planned to deal with any strikes in the same way next year.			
8.6	A letter from the ESFA dated 6th July 2023 had been sent with the agenda for governors' information.			

Agenda Item	Action	By whom	By when
9. Reports from other Committees and Working Parties 9.1 **Curriculum Committee** – the draft minutes of the meeting held on 24th May 2023 had been sent with the agenda. 9.2 The Chair of the Curriculum Committee took governors through the main points as follows: • The committee had agreed that governors should receive more pupil voice, in particular in the run up to the SIAMS and Ofsted inspections. This was already available through the Deep Dive process for example, but was currently not fed back to governors. • The committee had suggested that governors should appoint a Link Governor for SIAMS and Ofsted in preparation for the potential inspections. • The Chair of the Curriculum Committee wished to congratulate Staff Governor, Ms Kate Foulds, on her excellent work on Pupil Premium. 9.3 **Finance and Resources Committee** – the following documents had been sent with the agenda: • 9.2a Draft minutes of meeting held on 3rd May 2023 • 9.2b May 2023 Budget and Year End Forecast for Governors 06-07-23 • 9.2c Draft 2023-2024 Budget for Governors 06-07-23 • 9.2d Draft Three Year Forecast 2022-2023 to 2026-2027 for Governors 06-07-23 • 9.2e Rose Fund Report for Governors May 2023 • 9.2f LMS Rose Donor Brochure 2023 • 9.2g Draft minutes of meeting held on 6th July 2023			

Agenda Item		Action	By whom	By when
9.4	The Chair of the Finance and Resources Committee was aware that all schools were currently dealing with the same financial pressures.			
9.5	The school was having to absorb pay rises without being able to make cuts elsewhere due to rising costs such as energy. In that context the committee had discussed the May budget, as well as the budget recommendation for 2023-2024, whilst taking into account the 3-year forecast.			
9.6	The Finance and Resources Committee now brought the 2023-2024 budget to the Full Governing Body with a recommendation for approval.			
9.7	On a more positive note, the Rose Fund was making good progress.			
9.8	The main conclusions were that the school had ended the year slightly ahead of its position as last reported to the Full Governing Body, however there was still a significant deficit.			
9.9	Referring governors to the 3-year forecast (2022-2023 year end forecast) the school would end up with a deficit of £166k. Governors noted that this was a dramatic shift from the predicted surplus, and was due to cost pressures.			
9.10	The school was now relying on the reserves it had built up over time, however would still end the year with over £500k in reserves.			
9.11	The Finance and Resources Committee recommended a deficit budget of just under £120k which would take the reserves down to £390k. Governors noted that the agreed reserves limit was £250k. The Chair of the Finance and Resources Committee was comfortable with this deficit as he was confident that the school would be able to build its reserves back up in time.			
9.12	Although next year's budget was realistic, it did contain some risks. The Bursar had put in a 2% pay rise, but the budget would come under pressure in the event of a higher unfunded pay agreement.			
9.13	The Finance and Resources Committee had tried to balance the requirements of the ESFA with protecting the school's curriculum and quality of teaching. In the Autumn,			

Agenda Item		Action	By whom	By when
	it would be necessary to plan for the worst-case scenario with regards to next year's budget and some difficult conversations would need to take place in terms of the school's curriculum and teaching.			
9.14	The Finance and Resources Committee would need to make some recommendations to the Full Governing Body, however, it was comfortable with the current position and fortunate to have enough reserves to carry the school through for a short period.			
9.15	The Chair of Governors then asked the Headteacher to report on the measures which the school would put in place next year to reduce the pressure on the budget.			
9.16	The Headteacher reported that just after May half term she had briefed staff on the school's finances. Next year, staff would be asked to do more cover and the number of protected periods may go down from 8 to 6. Governors noted that a cover teacher could cost over £300 per day therefore by controlling these costs, significant savings were possible.			
9.17	In addition, the Senior Leadership Team would take on some Head of Year responsibilities.			
9.18	Whilst teaching staff would see an increase in workload next year, the Headteacher hoped that staff would recognise that this would enable the school to preserve important aspects of teaching, such as the range and depth of the KS5 curriculum, teaching in smaller groups across KS3 and KS4, and running smaller groups for Music, Art and Drama.			
9.19	The Chair of the Finance and Resources Committee acknowledged that the school was doing everything it could.			
9.20	The Vice Chair emphasised that Sixth Form numbers were also crucial and the school would need to cut some provision if they dropped.			
9.21	A member of the Finance and Resources Committee wished to endorse the report from the Chair of the Finance and Resources Committee, but also emphasised to governors that as directors of the school, they should be aware that the restricted revenue income over expenditure figure was £401k. This meant that without the unrestricted funds, the deficit would be £401k, and that did not take into account the			

Agenda Item		Action	By whom	By when
	risk of an unfunded payrise.			
9.22	Governors were therefore encouraged to play their part in supporting the school, for example by calling together their collective expertise at an away day.			
9.23	A governor asked the Chair of the Finance and Resources Committee what he had meant by 'worst-case scenario'. He explained that this would be another unfunded pay rise, together with Sixth Form numbers remaining low.			
9.24	The Chair of the Finance and Resources Committee proposed that governors approved the 2023-2024 budget. Mr William Hunter seconded the motion. All governors voted in favour of approving the 2023-2024 budget.			
9.25	The Chair of the Finance and Resources Committee planned to step down once a new committee chair had been appointed. The Chair therefore asked governors to consider putting themselves forward to join the Finance and Resources Committee.	Governors to consider putting themselves forward to join the Finance and Resources Committee	All	asap
9.26	The Chair felt that the school was very fortunate to have an excellent Bursar and also thanked the Chair of the Finance and Resources Committee for all of his work and ensuring that the school's finances were made accessible to all.			
9.27	The Chair asked a Parent Governor to find out what income FBS received through parent donations.	Find out what income FBS receives from parent donations	AT	
9.28	**Staffing and General Purposes Committee** – the draft minutes of the meeting held on 13th June 2023 had been sent with the agenda.			
9.29	This meeting's agenda had been lighter than usual, the most significant matter being the approval of the new Staff Code of Conduct.			
9.30	With the help of the SLT and the Clerk, the Chair of the Staffing and General Purposes Committee had completed a final re-draft in order to bring this document into line with the new KCSIE 2023 document.			
9.31	Governors should note that the government has published the new KCSIE 2023 document earlier in the month and this would come into force on 1st September 2023. There were no major changes therefore no significant updates to the school's Safeguarding and Child Protection Policy would be required.			

Agenda Item			Action	By whom	By when
	9.32	The Chair of the Staffing and General Purposes Committee explained that this policy provided management with a helpful tool for staff training and one of the most important duties of the SLT at the start of the academic year was to brief and train new staff on how the policy worked.			
	9.33	The Headteacher confirmed that a New Staff Induction Day had taken place last week and there would be a similar training day for all staff at the start of the Autumn Term.			
	9.34	It had not been possible for the Staffing and General Purposes Committee to deal with the Safeguarding and Child Protection Policy updates this term, and the Chair of the Staffing and General Purposes Committee had been asked to take Chair's action to produce a draft policy for SLT to use at the start of the Autumn Term.			
	9.35	The Chair of the Staffing and General Purposes Committee therefore asked the Full Governing Body to note and endorse this action. The draft policy would be subject to subsequent ratification by the Staffing and General Purposes Committee.			
	9.36	All approved this action.			
	9.37	The Chair was aware that all governors were required to complete safeguarding training. The Deputy Headteacher Curriculum advised that governors were welcome to attend safeguarding training at school in September. If they were unable to attend, they would be asked to complete the training online.			
	9.38	The Clerk would provide details of the training session to all governors at the start of the Autumn Term.	Email all governors details of safeguarding training	Clerk	September 2023
	9.39	Governors noted that they were required to complete safeguarding training annually, however this was not the case for Prevent Duty training.			
10.	**Policies**				
	10.1	**Draft Early Career Teacher (ECT) Induction Policy - 2023-24**			
	10.2	A draft policy had been sent with the agenda.			
	10.3	The Deputy Headteacher Curriculum reported that there were no major changes to the policy.			

Agenda Item		Action	By whom	By when
10.4	Changes to note were:			
10.5	Page 2, second paragraph – the appropriate body for Year 1 ECTs going forward would be the Central London Teaching School Hub (although Year 2 ECTs would continue with Hammersmith and Fulham). This was due to the fact that Local Authorities were no longer allowed to act as an appropriate body from next year; this responsibility had been transferred to the MAT Teaching Hubs.			
Ms Maxine Boersma left the meeting at 7.05pm				
10.6	Page 5, paragraph 5 – Monitoring arrangements – governors noted that the induction tutor role would be carried out by an Assistant Headteacher from September.			
10.7	The word 'objectives' had been amended to 'targets' throughout the document in line with the school's terminology.			
10.8	Governors approved the draft policy.	Publish policy	Clerk	asap
11.	**Report from the Headteacher**			
11.1	The Headteacher's Report to the Governors July 2023 had been sent with the agenda.			
11.2	The Headteacher reported that students were currently enjoying various activities and residential trips as part of Activities Week.			
11.3	The Headteacher wished to thank the members of SLT who had contributed to her report and also wished to record her thanks to the whole staff body, including teaching staff, support staff and the site team, for all their hard work during 2022-2023.			
11.4	It had been a very challenging year in many ways, however significant progress had been made, highlights of which were shared in the report.			
11.5	Governors noted the front cover featured a photograph taken at the recent Year 7 Retreat Day at St Paul's Cathedral. The School Chaplain continued to build good relationships between the School and St Paul's Cathedral.			
11.6	Governors noted the new format of this report which was structured in line with the School Development Plan and provided evidence of the impact of the work carried			

Agenda Item		Action	By whom	By when
	out against the school's priorities for this year.			
11.7	Highlights included the Deep Dive programme that the Deputy Headteacher Curriculum had led on and which aimed to equip and upskill the Middle Leadership Team for a possible Ofsted inspection.			
11.8	The work of Staff Governor, Ms Foulds, on Pupil Premium Profiles had been very significant and welcomed by the staff team.			
11.9	Students had been really well prepared for public examinations in part due to the work of Staff Governors, Mrs Smith (Exams and Office Manager) and Miss Sparrow (SENCo).			
11.10	The Headteacher also wished to thank the school's Invigilating Team for supporting students.			
11.11	There were a growing number of students with complex needs and LSA recruitment remained a challenge, however despite all of this, the SENCo and her team had done remarkably well in supporting those students.			
11.12	The school continued to reintroduce important extra-curricular experiences, such as house events and trips.			
11.13	The Deputy Headteacher Pupil Progress wished to add that the Reading Strategy had been highly successful, having had a significant impact on students who required intervention.			
11.14	The Deputy Headteacher Curriculum reported that the school had completed Year 2 of the Creativity Collaborative pilot, which had also been really successful, for example the stage set for the school production had been designed entirely by students on a zero budget.			
11.15	The school would roll out this programme next year through Research and Development.			
11.16	Reflecting on the new format of the Headteacher's report, the Chair suggested that governors now needed to consider how they could also input into this and asked governors to provide feedback on the new format.			

Agenda Item		Action	By whom	By when
11.17	Referring to priority number 1, on page 3 of the report, 'To sustain recent changes in order to maintain excellent progress for all, including those in disadvantaged groups, at each key stage', a governor asked where information on the progress being made by students in disadvantaged groups could be found. Although the Headteacher had referred to PP and SEN in her report, the Chair suggested that an evidence base should also be included.			
11.18	Governors resolved to bring this document to the governors' Away Day with a view to streamlining the information provided and setting out a clear view of the school's priorities together with evidence clarifying the importance of these. Governors also suggested including a RAG rating system for the school's priorities.	Continue discussions about the format of Headteacher's Report at governors' Away Day	All	29/09/23
11.19	A governor requested an executive summary of the Headteacher's Report. The Clerk advised that the governors' crib sheet she was working on may suffice.			
11.20	It was agreed that the Clerk would resume sending out Mentions to governors every week.	Send Mentions to governors	Clerk	With immediate effect
11.21	A governor asked how they could access the outcomes of the Deep Dives. The Headteacher advised that Heads of Department would be able to provide this information to Link Governors during their link visits.			
11.22	The Chair suggested that a note should be added to the Link Governor Visit Form template to prompt Link Governors to ask for this information. The Chair also felt that the Link Governor Visit template required further amendments.	Add note re Deep Dive outcomes to Link Governor Visit Report template	Clerk	asap
11.23	A governor asked whether the data behind the Headteacher's Report was normally presented at sub-committee level? The Headteacher confirmed that this was the case.			
11.24	The Chair advised governors that a decision had been made by the Audit and Risk Management Committee to grant access (via Governorhub) to all main sub-committee papers to the entire governing body whereas previously only committee members could access their respective committee documents.			
11.25	The Clerk confirmed that this had already been actioned.			

Agenda Item		Action	By whom	By when
11.26	A new governor asked whether information on acronyms could be uploaded onto Governorhub. The Clerk agreed to do this.	Upload information re acronyms onto Governorhub	Clerk	asap
11.27	Referring to a potential Ofsted inspection, a governor asked when the school had last sent out a questionnaire to the parent body. The Headteacher advised that prior to covid, the school regularly asked for feedback via physical questionnaires at in person parents' evenings. The school was aware that from September it needed to send out either a blanket questionnaire to all parents/carers or to individual year groups coinciding with parents' evenings.			
12.	**School Vision for 2023**			
12.1	The School Vision for 2023 document had been sent with the agenda.			
12.2	Governors noted that the Headteacher's Report had been based on the priorities for this year. The Senior Leadership and Middle Leadership Teams had recently looked at the priorities for next year; the overall priorities would remain the same into next year due to the fact that last year a 3-year plan had been set out.			
12.3	The emphasis for each area of focus had been discussed and the outcome of this process would be shared with governors in September. The Headteacher advised that there would be slight changes to the strategies and success criteria.	Share further details on school's priorities with governors	Headteacher	September 2023
12.4	The Headteacher had already shared the School Vision with governors and staff. The document explored the meaning of the school's vision in the context of a Church of England School and would be crucial for next year's SIAMS inspection, ie in ensuring that the school had a clear Christian vision which underpinned everything it did.			
12.5	Staff would receive training on this at the start of the Autumn Term.			
12.6	A governor asked whether there was another document which outlined what the vision looked like in practice?			
12.7	The Headteacher suggested that this was something that could be worked on at the Away Day. The school would also build on this during the staff CPD session.	Consider working on a document which outlines the School Vision in practice at the Away Day	All	29/09/2023
12.8	A governor asked whether the school's vision would be communicated to students? The Headteacher confirmed this was the case and she and the School Chaplain had			

Agenda Item			Action	By whom	By when
		planned collective worship for September to introduce the vision.			
	12.9	It would also be introduced across the curriculum through the staff CPD day.			
	12.10	Following some discussion, the Chair acknowledged that the School's Vision document was still a work in progress and suggested that this was taken to the Governors Away Day for further input. In summary she noted that some governors wished to ensure that it was not exclusively religious and included further detail for anyone not observing the school through a Christian perspective.	Continue discussion about School Vision document at Governors' Away Day	All	29/09/2023
13.	**Report from the Chair**				
	13.1	The Chair had nothing further to report except to note that the Governing Body had reached a pivotal moment; the recent governance review report had provided a focus for governors to work more productively and effectively.			
14.	**Audit and Risk Management**				
	14.1	The draft minutes of the meeting held on 2nd May 2023 had been sent with the agenda.			
	14.2	The Chair of the Audit and Risk Management Committee reported that this committee had commissioned an external review of governance as a key part of the school's audit and risk. The committee had engaged with an external reviewer whose report would be discussed under item 15.			
15.	**Governance Review**				
	15.1	The External Review of Governance Report and Draft LMS Governance review Action Plan had been sent with the agenda			
	15.2	The Chair of the Audit and Risk Management Committee felt that many of the observations contained in the report were complimentary, but there were some areas that needed to be worked on.			
	15.3	The Audit and Risk Management Committee had been tasked with preparing an action plan. Unfortunately, this had not progressed as far as originally planned and was therefore still a work in progress.			
	15.4	So far, the areas of focus from the report had been extracted into the Action Plan, and included a summary of the feedback provided by Audit and Risk Management			

Agenda Item		Action	By whom	By when
	Committee members. Once the structure of the action plan had been agreed, specific actions and timelines would be added.			
15.5	The Chair of the Audit and Risk Management Committee wished to emphasise that although this process currently sat with the Audit and Risk Management Committee, this was something that the Full Governing Body needed to own. One of the main messages to come out of the review was the extent to which the governing body owned various aspects of the school governance.			
15.6	He was encouraged by this evening's discussion which he felt demonstrated the right level of engagement and was moving in the right direction. The Headteacher, in conjunction with SLT, had already completed some excellent work on this, ie the Headteacher's Report.			
15.7	The Chair of the Audit and Risk Management Committee now asked all governors to review the action plan and email him by 4th September 2023 with further suggestions of items to include. This would enable the Audit and Risk Management Committee to finalise the action plan prior to the Full Governing Body meeting on 27th September 2023. Governors were welcome to focus on their respective committee areas, or if not allocated to a specific committee, they could provide feedback on any of the areas.	Email Chair of Audit and Risk Management Committee with further suggestions for the action plan.	All	04/09/2023
15.8	Governors then considered the timing of the planned Away Day. The Chair of Governors was of the view that this should take place after the Audit and Risk Management Committee had completed further work on the action plan.			
15.9	The Chair of the Finance and Resources Committee advised that a specific session on the school's finances may also take place following announcements on the pay rises.			
15.10	A governor suggested adding a RAG rating to the action plan in terms of a time line for the various actions and agreed to email the Chair of the Audit and Risk Management Committee regarding this.	Email Chair of Audit and Risk Management Committee re RAG rating suggestion for action plan	CG	04/09/2023
15.11	The Chair of the Audit and Risk Management Committee wished to emphasise that the work of the governing body should always be carried out with the aim of supporting and holding the school to account. A RAG rating system should assist the Governing Body to support the school in achieving its aims.			

Agenda Item		Action	By whom	By when
15.12	The Chair of Governors thanked the Chair of the Audit and Risk Management Committee for coordinating this work.			
16.	**Governor Training & Development**			
16.1	The Clerk had circulated details of the bi-borough training offer which was open to Hammersmith and Fulham governors, however as there was a cost attached to this training, governors should book through the Clerk and always try to access training via the LDBS in the first instance.			
17.	**Any Other Business**			
17.1	The Chair thanked all those governors who had responded to the recent diversity survey.			
Mrs Sarah Peart left the meeting at 7.55pm				
17.2	Responses had been received from all but 2 governors.			
17.3	The Chair suggested that this information was circulated to the Full Governing Body.	Circulate diversity information to all governors.	Clerk	asap
17.4	The Chair's view was that the diversity of the school community was much less represented in the staff body than by governors, however the Headteacher expected staff diversity to change significantly next term.			
17.5	The Chair noted the need for age, as well as ethnic diversity on the governing body.			
17.6	Governors noted that the Governing Body needed to bolster its financial and legal experience and these criteria would be used when recruiting new governors.			
17.7	A governor asked why this information had been collated, pointing out that the governance review had not mentioned governor diversity but just highlighted that there were too many parents on the governing body. The Clerk explained this was a DfE requirement and the Chair advised that the school had also been challenged by a prospective parent.			

Agenda Item	Action	By whom	By when
18. Date of Next Meeting 18.1 The meeting calendar for the next academic year had been sent with the agenda. Governors noted the date of the next meeting: Wednesday 27th September, at 6.00pm.			

The meeting closed at 8.03pm